



For access blank format in excel, click in column D, in front of row indicating name of form

Form No	Name of form	Page No of Pension Rule 1996	Code in excel	Status
1	Nomination for Retirement Gratuity/ Death Gratuity - when the Government servant has a family.	346-347	R1	Available in excel format
2	Nomination for Retirement Gratuity/ Death Gratuity -when the Government servant has no family.	348-349	R2	Available in excel format
3	Details of family.	350	C3	Available in excel format
4	Form of Option to workcharged employees governed by C.P.F. Rules.	351		Not available, access Rule Book
5	Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement.	352	R5	Available in excel format
5A	Details of particulars of Government servant under Form 5.	353	R5A	Available in excel format
6	Form of Order of retirement.	354	C 6	Available in excel format
7	Form of assessing pension and gratuity.	355-362	R7	Available in excel format
8	Form of letter to the Director, Pension Department, forwarding the pension papers of a Government servant.	363-364	R8	Available in excel format
9	Form of declaration by the Government servant for counting specified period of service.	365	C9	Available in excel format
9A	Form of Order of admitting service for pension or the basis of declaration etc. of the Government servant.	366	C9	Available in excel format
10	Form of letter to the member or members of the family of a deceased Government servant where valid nomination for the grant of death gratuity exists.	367	f10	Available in excel format
11	Form of letter to the member or members of the family of a deceased Government servant where valid nomination for the grant of death gratuity does not exists.	368	f11	Available in excel format
12	Form of application for the grant of death gratuity on the death of a Government servant.	369-370	f12	Available in excel format
13	Form of letter to the widow/ widower of a deceased Government servant for grant of Family Pension.	371		Not available, access Rule Book
14	Form of application for grant of Family Pension on the death of a Government servant/pensioner.	372-373	f14	Available in excel format

14A	Form of details of particulars for family pension.	374	f14a	Available in excel format
15	Form of application for grant of family pension when a pensioner is unheard for more than one year and the pension remained undrawn.	375		Not available, access Rule Book
15A	Form of Affidavit in case of a missing pensioner.	376		Not available, access Rule Book
15B	Form of Indemnity Bond in case of a missing pensioner.	377-378		Not available, access Rule Book
16	Form of application for grant of Family Pension when a Government servant is unheard of for more than one year.	379		Not available, access Rule Book
16A	Form of Affidavit in case of a missing Government servant.	380		Not available, access Rule Book
16B	Form of Indemnity Bond in case of a missing Government servant.	381-382		Not available, access Rule Book
17	Form of Application for ex-gratia grant under certain circumstances.	383-384		Not available, access Rule Book
18	Form for assessing and authorising the payment of family pension and death gratuity when a Government servant dies while in service.	385-392	f18	Available in excel format
19	Form of letter to the Director, Pension Department, forwarding papers for the grant of family pension and death gratuity to the family of a Government servant who dies while in service.	393		Not available, access Rule Book
20	Form of letter sanctioning Family Pension to the child or children of a retired Government servant who dies after retirement but does not leave behind a widow/ widower.	394-395		Not available, access Rule Book
21	Form of letter sanctioning Family Pension to the child or children on the death or re-marriage of a widow/ widower who was in receipt of family pension.	396-397		Not available, access Rule Book
22	Form of application for the grant of death gratuity on the death of a Government servant.	398-399		Not available, access Rule Book
23	Form of medical certificate.	400		Not available, access Rule Book
24	Form of certificate of verification of service for pension.	401		Not available, access Rule Book
25	Form of application for permission to State Service Officers to accept commercial employment within a period of two years after retirement.	402-403		Not available, access Rule Book
26	Statements for Monitoring and Reporting System (No. 1 to 4).	404-408		Not available, access Rule Book
27	Form of application to Directorate of Estates/ P.W.D. for issue of No Demand Certificate in respect of Government accommodation.	409	C27	Available in excel format
27A	Form of certificate where no Government accommodation has been occupied by the Government servant.	410	C27	Available in excel format

28	Form of application to Treasury Officer for issue of N.D.C. in respect of Long term advances.	411-412	C28	Avaiable in excel format
28A	Form of certificate by the Government servant where no L.T.A. has been taken by him.	413	28A	Avaiable in excel format
29	Form of intimation regarding death of a pensioner where payment of family pension has been authorised to the widow/ widower.	414		Not avaiable, access Rule Book
30	Form of application by a pensioner for endorsement of particulars of spouse post retrial marriage.	415-416		Not avaiable, access Rule Book
31	Form of tentative Last Pay Certificate.	417-418	C31	Avaiable in excel format
32	Form of certificate for counting officiating pay.	419		Not avaiable, access Rule Book
33	Form for sanctioning provisional pension/F.P. and Retirement / Death Gratuity.	420-423	PROV	Avaiable in excel format
Other important format				
	Form of application for Commutation of a fraction of Pension without medical examination.	208-210	Rcomm	Avaiable in excel format
	IFSM format (as required by pension department)	N.A.	CIFMS	Avaiable in excel format
	Calculation of EOL	N.A.	EOL	Avaiable in excel format
	NPS format (Additional information require in provionsal family case i.e. NPS)	N.A.	NPS	Avaiable in excel format
	Income Declearation	N.A.	Dependent pension	Avaiable in excel format
	Affidavit	N.A.		Avaiable in excel format
	Witness	N.A.		Avaiable in excel format
Please call /write to mail for any type of				
➤	Error found in the calculation	praveshbkn@gmail.com		
➤	Suggestions for improvement	9460100093		

(अंग्रेजी के बड़े अक्षरों में भरा जाना सुनिश्चित करावे)

Additional Information for New Pension Scheme

(see para no 12(1) of memorandum 12(8) FD(Rules)/2008 dated 09-05-2013 of Fin. Deptt.)

1	Employee Name		
2	Father Name		
3	Post		
4	Date of Birth		
5	Married/Unmarried		
6	Name of Treasury		
7	Deptt. Name, address with Pin code and Phone no		
8	Present posting office name		
9	Date of Appointment		
10	Date of Death		
11	Employee ID No		
12	Permanent Pension Account Number (PPAN)		
13	Permanent Retirement Account Number (PRAN)		
14	Amount Paid from NPS Account		
15	Employee Share in NPS Account (A)		
16	Government Share in NPS Account (B)		
17	Accumulated Intrest Amount in NPS Account (C)		
18	Total Dividend deposited in NPS Account (D)		
19	Total (Sum of A+B+C+D)		
20	Monthly Annuity Pension amt on Death Date		
21	Pensioner's postal address with pin code		
22	Mobie No		
23	Bank details of claimant (provisional pensioner's)	Bank Name	
		Bank Account No	
		Bank Branch Name	
		BSR Code of Bank	
		IFSC Code of Bank	
24	Name of Nominee		
25	Relation of Nominee with employee		
26	* Whether a copy of undertaking from pensioner/ family pensioner to the effect that he/she has understood the provision of para 7 to 10 of memorandum 12(8) FD(Rules)/2008 dated 09-05-2013 of Fin. Deptt.		NO
27	* Whether fully compliance of point no 12(3) of Fin Deptt. Memorandum (cited as above).		NO

FORM 11

[See Rule 95 (2)]

Form of letter to the member or members of the family of a deceased Government servant where valid nomination for the grant of the death gratuity does not exist.

Government of Rajasthan

Department

No

Date

To,

Joint Director

Pension & Pension Welfare department

Subject :- Payment of death gratuity in respect of the late .

Sir/Madam,

1 I am directed to say that in terms of Rule 56 of the Rajasthan Civil Services (Pension) Rules 1996 a death gratuity is payable to the following members of the family of late
(Designation) in the Office/
Department of in equal shares:

(i) Wife/Husband including judicially separated wife/husband.

(ii) Sons including step children

(iii) Unmarried daughters and adopted children

2 In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares :

(i) widowed daughters including step daughters and adopted daughters ;

(ii) father, including adoptive parents in case of

(iii) mother individuals whose personal law permits adoption ;

(iv) brother below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;

(v) married daughters; and

(vi) children of a pre deceased son.

3 It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,

FORM NO. 33

FORM FOR SANCTIONING PROVISIONAL PENSION/FAMILY PENSION AND RETIREMENT/DEATH GRATUITY

(See Rule 5.9 and 5.22)

1	Name of the Government servant		Photograph Attested by Head of Office
2	Father's Name (and also husband's name in the case of a female Government servant)		
3	Date of birth (by Christian era)		
4	Permanent residential address		
5	Present or last appointment including name of establishment:		
	(i) Substantive		
	(ii) Officiating, if any.		
6	Date of beginning of service		
7	Date of ending of service/Date of Death (For Family Pension)		
8	Total qualifying service which counts for pension.		
9	Emoluments reckoning for Pension and Gratuity.		

PART - I

10	Amount of Pension:			
	Emoluments last drawn	x	Completed six monthly period of qualifying service	= Pension Amount
	2			
		x		=
11	Amount of Retirement gratuity:			
	Emoluments last drawn	x	Completed six monthly period of qualifying service	= Amount of retirement gratuity
	4			
		x		
	or			
	16½ times of emoluments at the time of retirement, whichever is less (This amount should not more than Rs. 2.50 lacs).			
12	Provisional Pension = 100% of amount arrived at item No.10.			
13	Provisional Gratuity = Rs....			
	(75% of the amount arrived at item No.11 if no amount of HBA has been set apart for recovery out of gratuity otherwise not exceeding 20%)			

14	(a)	Details of Gratuity recoverable from gratuity under sub-rule (1) of Rule 5.8	
	(b)	Net amount payable of provisional Gratuity (item No.13-item No.14 (a)).	

PART - II

15	Amount of Family Pension			
	(i)	Emoluments at the time of death X ... percent (As per slab)		
		N.A.	x	N.A.
	(ii)	Minimum Family pension in the slab		
	(iii)	Maximum family pension in the slab Amount of family pension determined based on (i), (ii) and (iii)		
16	Amount of family pension at enhanced rates (if service rendered is 7 years or more)			
	(a)	(i)	Fifty percent of emoluments	
		(ii)	Double the amount of pension determined at item No.15 above	
		Amount of family pension at enhanced rate (amount of (i) or (ii) whichever is less)		
	(b)	where workmen's Compensation Act is applicable		
		(i)	Fifty percent of emoluments	
		(ii)	One and half time the amount of pension determined at item No.15 above	
	Amount of family pension at enhanced rates (if service rendered is 7 years or more)			
	Note:- The amount under (a) or (b) shall not exceed Rs.2500/-p.m.			
17	Amount of Death Gratuity Length of qualifying service:			
	Less than one year		emoluments X 2	
	One year or more but less than five years		emoluments X 6	
	Five years or more but less than twenty years		emoluments X 12	
	Twenty years or more		emoluments X Completed six emoluments monthly period of service	
			2	
Note: This amount should not exceeding 33 times of emoluments and Rs.2.50 lacs.				
18.	Provisional Family Pension	100% of amount determining at item No.15/16 as the case may be		
19.	Provisional Death Gratuity	75% of amount determined at item No.17.		

20	Details of amount recoverable	
(a)	Out of Gratuity under sub-rule (4) of Rule 5.21	
(b)	Net amount payable of provisional Death Gratuity (item No.19-item No.20 (a))	

PART III

In exercise of powers conferred under Rule _____ of R.C.S. (Pension) Rules the undersigned, having satisfied that the pension case has been sent/not sent to the Director, Pension Department and the same has not been finalised so far hereby sanction the provisional pension/family pension w.e.f. _____ as above in Part I/II and Provisional Retirement/Death Gratuity to

Signature Designation of the Head of Office with Rubber Stamp

Copy forwarded to the-

- 1 Director, Pension Department, Rajasthan, Jaipur.
- 2
- 3
- 4
- 5

Signature and Seal of Head of Office

FORM 18

[See Rules 96 (1), 98 (1),(3) and (5) and 100 (1) and (5)]

Form for assessing and authorising the payment of family pension and death gratuity when a Government servant dies while in service.

(To be sent in duplicate if payment is desired in a different Circle of accounting unit)

PART I**Section I**

1	Name of the deceased Government servant					
2	Father's name (and also husband's name in the case of female Government servant)					
3	Date of Birth (by Christian era)					
4	Date of death (by Christian era)					
5	Religion					
6	Office/Department in which last employed					
7	Appointment held last					
	(i)	Substantive				
	(ii)	Officiating				
8	(i)	Date of beginning of service				
	(ii)	Date of ending of service				
9	Military Service					
	A	(i)	Period of service for which pension or gratuity was sanctioned			
		(ii)	Amount and nature of any pension/gratuity received for the same			
	B.	Period of service for which no pension has been earned but which counts as service under Rajasthan Government (Rule		Years	Months	Days
10	Civil Service					
	A.	Amount and nature of any pension/Gratuity received for previous Civil Service				
	B.	Period of previous Civil Service which counts as qualifying service under Rule				
11	Service under other Governments					
	Service rendered under GOI/ others state Governments counting for pension:-					
	Name of Government			Years	Months	Days
12	Service under Rajasthan Government					
	Service Rendered under Rajasthan Government			Years	Months	Days
13	Government under which service has been rendered in order of employment			RAJASTHAN		

14	The date on which intimation regarding the death of Government servant was received by the head of office					
15	The date on which action initiated to -					
	(i)	obtain the 'No demand certificate' from the Directorate of Estates as provided in Rule 101 (1);				
	(ii)	assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in Rule 101 (2), and				
	(iii)	assess the service and emoluments qualifying for death gratuity and family pension as provided in Rules (96) and (97).				
16	Whether nomination made for death gratuity, if so, attach a copy					
17	Length of service qualifying for death gratuity/pension (Service card issued by A.G. Rajasthan)					
18	Periods of non-qualifying service-				From	To
	(i)	Interruption in service condoned under Rule (27)				
	(ii)	Extraordinary leave not qualifying for grauity				
		*(See attached annexure, if period is more than one)				
	(iii)	Period of suspension treated as non qualifying				
	(iv)	Any other service not treated as qualifying service				
	Total period of non qualifying service					
19	(i)	Period of foreign service where pension contribution is to be paid by the Government servant [GRD below Rule 88 and 81 (1)(b) (vii)]				
		Name of Organisation		Pay scale of the Govt. servant	From	To
	(a)					
	(b)					
	(c)					
	(ii)	Details of Pension Contribution realised.				
20	Details of deposit of employer's share with interest of C.P.F. incase work charged service has been counted for pension (GRD I below rule 14)					
21	Emoluments reckoning for death gratuity (see rule 45)					
	(i)	Substantive pay (officiating pay also to be reckoned other than appointment in leave Vacancy or additional charge)				
	(ii)	Personal pay				
	(iii)	*S.P./PAY/N.P.A/N.C.A./R.A. (average of last 10 months as calculated below)				
		*S.P./N.P.A./N.C.A./R.A.-drawn during the last ten months of service				
	Post held		From	To	Pay	NPA/NCA pay or + Special pay / RA
* Special pay other than for additional charge. 16.18.1.22.5.19.8797265.0438756048						

22	Amount of death gratuity (Calculation sheet)				
23	(i)	Proposed Family Pension at Annexure II			
		(a)	enhanced rate [if service rendered at the time of death is more than seven years as in Rule 62 (ii) (iii)]		
		(b)	ordinary rates-[as in Rule 62(i)]		
	(ii)	Period of tenability of Family Pension		From	To
		(a)	enhanced rates		
		(b)	ordinary rates		
24	Persons to whom family pension is payable				
	Name				
	Relationship with the deceased Government servant				
	Full postal address				
25	Amount of Government dues recoverable out of gratuity				
	(i)	Rent for occupation of Government accommodation [See Rule 101]			
	(ii)	Amount of death Gratuity to be held over pending receipt of information from the Directorate of Estates [See Rule 101 (i) (v)]			
	(iii)	Dues referred to in Rule 101 (2) (Attach details in Annexure I)			
26	Date on which claims received from the claimants				
27	Name of guardian who will receive payment of death gratuity and family pension in the case of minors.				
28	Place of payment (Treasury , Sub Treasury or Branch of Public Sector Bank)				

Place

Dated the

Signature of Head of Office

Section II

Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with Rule 99 provisional family pension (Rs. P.m.)

Gratuity [75% of the amount mentioned in item 22 of part I]

Less

(a)	rent recoverable from gratuity for occupation of Government accommodation [As in item 25 (i) of Part I]	
(b)	Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as in item 25 (ii) of	
(c)	Other Government dues as mentioned in item 25 (iii) of Part I	
(d)	total of (a),(b) and (c)	

Place

Dated the

Signature of Head of Office

Enclosures to Form 18

- 1 Details of Amount of Government dues recoverable from Gratuity (Annexure I S.No.25)
- 2 Calculation Sheet. (Annexure II-S Nos.22 & 23)
- 3 Application for grant of family pension (Form 14) alongwith its enclosures.
Details of particulars for Family Pension (Form 14 A) may be attached in triplicate.
- 4 Last Pay Certificate (Form 31).
- 5 Certificate for counting officiating pay (Form 32)
- 6 Nomination for Death Gratuity (Form 1 or 2)
- 7 Form of option to work charged employees governed by CPF Rules. (Form 4).

PART II**Account Enfacement****Section I**

1	Total period of qualifying service which has been accepted for :-				
	(i)	Death gratuity			
	(ii)	Family Pension			
2	(i)	Amount of Gratuity			
	(ii)	Net amount of gratuity after adjusting Government dues			
3	Amount and the period of tenability of family Pension, if death took place —		Amount	Period of tenability	
				From	To
	(i)	Before seven years service .			
	(ii)	after seven years service			
4	Death from which Family Pension is admissible				
5	Head of Account to which death gratuity and family pension are chargeable			As per rule	

Section II

1	Name of the deceased Government servant	
2	Date of death of the Government servant	
3	Date on which pension papers received by the Director, Pension	
4	Amount of family pension authorised	
5	Amount of gratuity authorised	
6	Date of commencement of family pension	
7	Date on which payment of family pension and gratuity authorised	
8	Amount recoverable from gratuity	
9	Amount of gratuity held over pending receipt of "No demand certificate"	

Place

Dated the

Director, Pension

ANNEXURE I

(to S.No.25 of Form 18)

Details of amount of Government dues recoverable.

Name of the Government servant :							
Designation							
Kind of Advance	Amount Outst-anding	Amount reco-vered	Balance		Basis i.e. PWD/ T.O./LPC etc. (No.& Date)	Head of credit	
			Principa l	Interest			
1	2	3	4	5	6	7	
I	Dues of Govt. accommodation						
II	Long term advance						
(i)	House Building Advance						
	H.B.A. First						
	H.B.A. Second						
(ii)	Repairs Adv.						
	First						
	Second						
	Third						
(iii)	Conveyance Advance						
	First						
	Second						
	Third						
III	Other Advance						
(i)							
(ii)							
(iii)							
IV.	Other recoveries						
(i)							
(ii)							
(iii)							

Copies of certificate of PWD/Treasury/LPC etc. are attached.

"Certified that no dues are outstanding against the above named Government servant/pensioner."

Signature
Designation
Seal
(HEAD OF OFFICE)

In case no amount of Government dues is recoverable, nil may be shown in the above columns No.4 and 5, and following certificate recorded.

ANNEXURE II
(to S.No. 22 & 23 of Form 18)
Calculation Sheet.

I.	AMOUNT OF DEATH GRATUITY.			
Length of qualifying service:				
Less than one year	=	emoluments X 2		
One year or more but less than five years	=	emoluments X 6		
Five years or more but less than twenty years	=	emoluments X 12		
Twenty years or more	=	emoluments X Completed six monthly period of service		
		2		
$\frac{\text{X}}{2} =$ <p>Subject to maximum limit Amount of Death Gratuity</p>				
Note: This amount should not exceeding 33 times of emoluments and Rs.2.50 lacs.				
II.	AMOUNT OF FAMILY PENSION			
Emoluments at the @ percent				
(i)	time of death x as per slab			
(ii)	Minimum Family pension in the slab			
(iii)	Maximum Family pension in the slab			
Amount of Family pension determined based on (i), (ii), & (iii) per mensem				
III	AMOUNT OF FAMILY PENSION AT ENHANCED RATES (if service rendered is 7 years or more).			
(a)	1	Fifty percent of Emoluments i.e.	Emoluments 2	
	2	Double the amount of pension determined in S.No. II Above	Amt of pension x 2	
whichever is less per mensem i.e.				
(b)	Where Workmen's Compensation Act is applicable:			
	1	Fifty percent of Emoluments i.e.	Emoluments 2	
	2	One and half times the amount of pension determined in S.No. II Above	Amt of pension x1.5	
whichever is less per mensem i.e.				
The amount under (a) or (b) shall not exceed Rs. 2,500 p.m.				

FORM 14

[See Rules 95 (3) and 107 (2)]

Form of application for the grant of Family Pension on the death of a Government servant/pensioner

1	Name of the applicant			
	(i)	Widow		
	(ii)	Guardian if the deceased person is survived by child or children		
2	Name and age of surviving Widow/Widower and children of the deceased			
	Government servant/pensioner			
	Serial No.	Name	Relationship with the deceased person	Date of Birth by Christian era
3	Name and No. of the P.P.O. of the deceased pensioner		N.A.	
4	Date of death of the Government servant/pensioner			
5	Office/Department in which the deceased Government servant/pensioner served last			
6	If the applicant is guardian, his date of birth and relationship with the deceased Government servant/pensioner			
6.A	If the applicant is a widow/widower the amount of service pension which she/he may be in receipt on the date of death of the husband/wife			
7	Full address of the applicant			
8	Place of payment of pension and gratuity (Treasury, sub-treasury of Public Sector Bank Branch.)			
Enclosures :				
(i)	Details of Particulars Form 14A in triplicate			

(ii)	Certificate(s) of age (in original with two attested copies) showing the dates of birth of the children. The certificate should be from the Municipal Authorities or from the local panchayat or from the head of a recognised school if the child is studying	
(iii)	Death certificate	
(iv)	Guardianship certificate in case of minor.	
10	Indicate whether family pension is admissible from any other source Military or Central or any other State Government and/or a public sector undertaking/autonomous body/local fund under the Central or a State Government	
11	Signature of left hand thumb-impression* of the applicant	
12	Attested by :	
	Name	
	(i)	
	(ii)	
13	Witnesses :	
	(i)	
	(ii)	

Note:- Attestation should be done by two Gazetted Government servants or two or more persons of respectability in the town, village or Pargana in which the applicant resides.

* To be furnished in case the applicant is not literate enough to sign his name. In the case of re-marriage of the widow while applying for family pension on behalf of the minor child, the widow should furnish (i) the date of her re-marriage (ii) name of the

FORM 14 A
(Annexure to Form 14 in triplicate)
FORM OF DETAILS OF PARTICULARS FOR FAMILY PENSION

1	Name of the applicant :		
2	Name of the deceased Government servant/Pensioner :		
3	Relationship : widow/widower/ son/daughter/ guardian of minor :		
4	Date of birth :		
5	Height :		
6	Signatures :		
	1		
	2		
	3		
	Left hand thumb and finger impressions in case not literate to sign :		Thumb Index Middle Ring Little
7	Personal identification mark :		
8	Present Address :		
9	Name of the Treasury/Branch of Public Sector Bank through which the pension is to be drawn		
10	Attested photograph :		
	Attested photograph		
		Signature of the applicant.	
		Attested by :	
		Signature, Name and designation with seal of the attesting officer.	

Dated :

List of enclosures:-

- 1 Three specimen signatures or left hand thumb and finger impressions of the claimant or guardian duly attested.
- 2 Three copies of passport size photographs of the claimant or guardian duly attested.
- 3 Three copies of descriptive roll of the claimant or guardian duly attested indicating height and personal marks.

16.18.1.22.5.19.8v97263.0458756048

FORM 14 A
(Annexure to Form 14 in triplicate)
FORM OF DETAILS OF PARTICULARS FOR FAMILY PENSION

1	Name of the applicant :		
2	Name of the deceased Government servant/Pensioner :		
3	Relationship : widow/widower/ son/daughter/ guardian of minor :		
4	Date of birth :		
5	Height :		
6	Signatures :		
	1		
	2		
	3		
	Left hand thumb and finger impressions in case not literate to sign :		Thumb Index Middle Ring Little
7	Personal identification mark :		
8	Present Address :		
9	Name of the Treasury/Branch of Public Sector Bank through which the pension is to be drawn		
10	Attested photograph :		
	Attested photograph		
			Signature of the applicant.
			Attested by :
			Signature, Name and designation with seal of the attesting officer.

Dated :

List of enclosures:-

- 1 Three specimen signatures or left hand thumb and finger impressions of the claimant or guardian duly attested.
- 2 Three copies of passport size photographs of the claimant or guardian duly attested.
- 3 Three copies of descriptive roll of the claimant or guardian duly attested indicating height and personal marks.

16.18.1.22.5.19.8v97263.0458756048

FORM 14 A
(Annexure to Form 14 in triplicate)
FORM OF DETAILS OF PARTICULARS FOR FAMILY PENSION

1	Name of the applicant :		
2	Name of the deceased Government servant/Pensioner :		
3	Relationship : widow/widower/ son/daughter/ guardian of minor :		
4	Date of birth :		
5	Height :		
6	Signatures :		
	1		
	2		
	3		
	Left hand thumb and finger impressions in case not literate to sign :		Thumb Index Middle Ring Little
7	Personal identification mark :		
8	Present Address :		
9	Name of the Treasury/Branch of Public Sector Bank through which the pension is to be drawn		
10	Attested photograph :		
	Attested photograph		
			Signature of the applicant.
			Attested by :
			Signature, Name and designation with seal of the attesting officer.

Dated :

List of enclosures:-

- 1 Three specimen signatures or left hand thumb and finger impressions of the claimant or guardian duly attested.
- 2 Three copies of passport size photographs of the claimant or guardian duly attested.
- 3 Three copies of descriptive roll of the claimant or guardian duly attested indicating height and personal marks.

16.18.1.22.5.19.8v97263.0458756048

FORM 12

[See Rule 95 (2)]

Form of application for the grant of death gratuity on the death of a Government servant

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor, the guardian should claim gratuity in one Form on their behalf)

1	(i)	Name of the claimant in case he is not minor			
	(ii)	Date of birth of the claimant			
2	(i)	Name of the guardian in case the claimants are minors			
	(ii)	Date of birth of the guardian			
3	(i)	Name of the deceased Government servant in respect of whom gratuity is being claimed			
	(ii)	Date of death of Government servant ...			
	(iii)	Office/Department in which the deceased served last			
4	Relationship of the <i>guardian</i> with the deceased Government servant				
5	Full Postal Address of the <i>guardian</i>				
6	(i)	Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their ages, relationship with the deceased Government servant, etc.—			
Serial No.	Name		Age (Date of Birth)	Relationship with the Government servant deceased	Postal Address
1					
2					
3					
4					
	(ii)	Relationship of the guardian with minor			
7	Place of payment of Pension and Gratuity (Treasury,				
	Sub-Treasury, or Public Sector Bank Branch)				
Signature/Thumb impression of the claimant/guardian					
8	Two specimen signatures or left hand thumb and finger impressions of the claimant/guardian duly attested (To be furnished in a separate sheet)				

9	² Attested by—		
	Name		Signature
	(i)		
	(ii)		
10	Witnesses:		
	(i)		
	(ii)		

- 1 To be furnished in case the applicant is not literate enough to sign his name.
- 2 Attestation should be done by two Gazetted Government servants or two or more persons of respectability in the town, Village or Pargana in which the applicant resides.

FROM 10

[See Rule 95 (2)]

**Form of letter to the member or members of the family of a deceased Government servant
where valid nomination for the grant of the death gratuity exists.**

Government of Rajasthan

Department

No

Date

To,
Joint Director
Pension & Pension Welfare department

Subject :- Payment of death gratuity in respect of the late
Shri

Sir/Madam,

I am directed to state that in terms of the nomination made by the late
(Designation)
in the Office/Department of
death gratuity is payable to
his/her nominee(s). A copy of the said nomination is enclosed herewith.

I am to request that a claim for the grant of the gratuity may be submitted
by you in the enclosed Form 12.

Should any contingency have happened since the date of making the
nomination, so as to render the nomination invalid, in whole or in part, precise details of the
contingency may kindly be stated.

Yours faithfully,

(अंग्रेजी के बड़े अक्षरों में भरा जाना सुनिश्चित करावे)

Please fill all the fields in capital letters of English and enclose with the pension case alongwith the latest photo copy of pay slip generated by Pay Manager

1	Employee I.D.					
2	Employee's Name					
3	Husband Name					
4	Post held					
5	Name of Department with address					
6	Mobile No. of Pensioner					
7	Postal address of Pensioner after retirement alongwith Pin code					
8	Date of Birth (As per S.B.)					
9	Date of Joining in Service					
10	Date of Death/Retirement					
11	Name of Treasury					
12	Name of Banker from which pensioner wants to get Death of Provisional Pension					
13	Bank Branch with address					
14	Bank Account No					
15	IFSC code (as mentioned in cheque book/Pass book)					
16	PAN No.					
	PPO./FPP No (in case of revision)					
17	Family Details					
	S.N.	Name	Relation	Date of Birth	Married/ Unmarried	Employed/ Unemployed

Encl. Photo copy of Pay Slip generated by Pay Manager.

Signature of Applicant

FORM 8
(See Rule 83)

**Form of letter to the Director, Pension Department Forwarding the pension papers of a
Government Servant.**

Government of Rajasthan

Colonisation

Department

No

Date

To,
The Director,
Pension Department
Rajasthan, Jaipur.

Subject:- Pension papers of
for authorization of pension.

Sir,

I am directed to forward herewith the pension papers of
Designation

of this Department/Office for further necessary action.

He/She is not a member of C.P.F. and is entitled to Pensionary benefits.

The details of Government dues which will remain outstanding on the date of retirement of the Government servant and which need to be recovered out of the amount of retirement gratuity are indicated below :-

(a)	Balance of the house building or conveyance advance	
(b)	Overpayment of pay and allowances including leave salary	
(c)	Arrears of license fee for occupation of Government accommodation	
(d)	The amount of licence fee for the retention of Government Accommodation for the permissible period of two months beyond the date of retirement.	
(e)	The amount of gratuity to be withheld for adjustment of usassessed dues, if any	
	Total	

Your attention is invited to the list of enclosures which is forwarded herewith.

The receipt of this letter may be acknowledged and this Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned.

Outstanding Government dues as mentioned in para. 2 above ma

Yours faithfully,
Head of Office.

List of Enclosures

- 1 Form 5. *
- 2 Form 7 duly completed alongwith enclosures mentioned therein.
- 3 Descriptive Roll in triplicate (Form 5 A) *
- 4 Medical certificate of incapacity (if the claim is for invalid pension)
- 5 Service Book (date of retirement to be indicated in the service book)
- 6 History of Services-Service Card Part III issued by the Accountant General Rajasthan in case of gazetted officers.
- 7 A statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant.
- 8 Brief statement leading to reinstatement of the Government servant in case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.

NOTE :- When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 and Form 5A from the Government servant, the Head of Office may forward the pension papers to the Director Pension Department without Form 5 and Form

FORM 5

[See Rules 81 (1)(c) and 83(1)]

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement

1	Name :	
2	(a) Date of birth :	
	(b) Date of retirement :	
3	Three specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.	
4	Three copies of passport size joint 3 photograph with wife or husband (to be attested by the Head of Office) (4 copies to be submitted if payment is required outside Rajasthan).	
5	Three slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant.	
6	Present address.	
7	Address after retirement.	
8	Name of the Treasury or the Branch of Public Sector Bank through which the pension is to be drawn.	
9	Details of the family in Form 3.	
10	Indicate whether, family pension is admissible from any other source — Military or Central or any other State Government and/or a public sector undertaking/ autonomous body/Local Fund under the Central or a State Government.	

Place

Signature

Dated the

Designation

Deptt./Office

- 1 Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger
- 2 Two copies of the passport size photograph of self only need be furnished if the Government servant is governed by chapter (V) C of the Rajasthan Civil Services (pension) Rules, 1996 and is unmarried or a widower or widow.
- 3 Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office.
- 4 Specify a few conspicuous marks, not less than two, if possible.
- 5 Any subsequent change of address should be notified to the Head of Office.

FORM 7**Form for assessing Pension and Gratuity**

[See Rules 80,82,83(1) and (3) and 87(1)]

(To be sent in duplicate if payment is desired in a different circle of accounting unit)

PART I

1	Name of the Government servant					
2	Father's name (and also husband's name in the case of female Government servant)					
3	Date of birth (by Christian era)					
4	Religion					
5	Permanent residential address, showing village, town, district and State					
6	Present or last appointment including name of establishment					
	(i) Substantive					
	(ii) Officiating, if any					
7	(i) Date of beginning of service					
	(ii) Date of ending of service					
8	Military Service					
	A.	(i)	Period of Service for which pension or gratuity was sanctioned			
		(ii)	Amount and nature of any pension/gratuity received for the same			
	B.	Period of service for which no pension has been earned but which counts as service under Rajasthan Government (Rule....)		Year	Month	Days
9	Civil Service					
	A.	Amount and nature of any pension/ Gratuity received for previous Civil service				
	B.	Period of previous Civil Service which counts as qualifying service under Rule				
10	Service under other Governments					
	Service rendered under Government of India/other State Governments counting for Pension :-					
	Name of Government		Years	Months	Days	
11	Service under Rajasthan Govt.					
	Service rendered under Rajasthan Government		Years	Months	Days	
12	Class of pension applicable		Retiring Pension			
13	The date on which action initiated to —					
	(i)	obtain the "No demand certificate" from the Directorate of Estates as provided in Rule 79.				
	(ii)	assess the service and emoluments quali-fying for pension as provided in Rule 81 and				
	(iii)	assess the Government dues other than the dues relating to the allotment of Govern-ment accommodation as provided in Rule 94 (1)				

14	Details of omissions, imperfections or deficiencies in the service book which have been ignored under Rule 81 (1)(b)(ii)					
15	Total length of qualifying service (for the purpose of adding towards broken periods, a month is reckoned as thirty days)					
16	Periods of non-Qualifying service				From	To
16	(i)	Interruption in service condoned under				
	(ii)	Extraordinary leave not qualifying for				
		*(See attached annexure, if period is more than one)				
	(iii)	period of suspension not treated as qualifying				
	(iv)	Any other service not treated as qualifying				
17	(i)	Period of foreign service where pension contribution is to be paid by the Government servant [GRD below Rule 88 and 81 (1)(b)(vii)]				
	S.N.	Name of organisation	Pay scale of the Govt. Servant	From	To	Total in days
	(a)					
	(b)					
	(c)					
	(ii)	Details of pension contribution realised.				
	A.	Details of deposit of employer's share with interest of C.P.F. in case work charged service has been counted for pension (GRD1 below rule 14)				
18	Emoluments reckoning for pension (See rule 45)					
	(i)	Substantive pay (officiating pay also to be reckoned other than appointments in leave vacancy or additional charge)				
	(ii)	Personal pay				
	(iii)	SP/NPA/NCA/RA(average of last ten Months as calculated below) Special pay/NPA/NCA/RA drawn during the last ten months of service				
		Post held	From	To	Pay	SP/NPA/NCA/RA
		1	2	3	4	5
19	Date on which Form 5 has been obtained from the Government servant [To be obtained eight months before the date of retirement of Government servant.]					
20	Proposed pension (calculation sheet enclosed)					
21	Proposed retirement gratuity (calculation sheet enclosed)					
22	Date from which pension is to commence					
23	Proposed amount of provisional pension. If departmental or judicial proceeding is instituted against the Government servant before retirement					

24	Amount of Government dues recoverable out of Gratuity			
	(i)	rent for the allotment of Government accommodation [See Sub-rules(2), (3) and (4) of Rule 93.		
	(ii)	Dues referred to in Rule 94 (attach details in Annexure I)		
25	(i)	Whether nomination made for retirement gratuity/death gratuity (if yes, enclose a copy of the same.)		
	(ii)	Whether nomination made for payment of L.T.A and commutation amount and if so, enclose a copy of the same.		
26	Whether family pension, applies to the Government servant, and if so—			
	(i)	emoluments reckoning for the family pension		
	(ii)	the amount of the family pension becoming payable to the family of the Government servant, if death takes place after retirement		
		(a)	before attaining the age of 65 year, or Rs	
		(b)	after attaining the age of 65 yearsRs	
	(iii)	Complete and up-to-date details of the family as given in Form 3		
S. No.	Name of the member of the family	Date of Birth	Relationship with the Government servant	
1				
2				
3				
4				
5				
6				
7				
27	Height			
28	Identification marks			
29	Place of payment of pension (Treasury, Sub-Treasury or Branch of Public sector Bank)			

Details of Provisional Pension and retirement gratuity paid, if any, in case pension case is sent after retirement.

Signature of the

Enclosures:-

1	Details of amount of Government dues recoverable from gratuity.
2	(Annexure I)
3	Calculation sheet (Annexure II)
4	Retirement order (Form 6)
5	Tentative/final Last Pay Certificate (Form 31)
6	Certificate for counting officiating pay (Form 32)
7	Application to the Treasury Officer for issue of no dues certificate in respect of long term advances (Form 28) or certificate of the Government servant for not taking any L.T.A. (Form 28 A)
8	Application to Directorate of Estates/P.W.D. for issue of No Demand Certificate in respect of Government accommodation (Form 27) or certificate of the Government servant for not occupying Government accommodation (Form 27 A)
9	Nomination for-
	(i) Retirement/Death Gratuity; (Form 1 or 2)
	(ii) Life Time arrears of pension
	(iii) Commuted amount of pension
10	Application for commutation of pension
	(Form 1 or 2 of R.C.S(Commutation) Rules,1996)
11	Declaration by the Government servant and order for admitting service for pension (Form 9 & 9 A)
12	Form of option for pension in case of work charged employees

PART II
Section I

Account enfacement :

1	Total period of qualifying service, which has been accepted for the grant of superannuation or retiring or invalid or compensation or compulsory retirement pension and gratuity, with reasons for disallowance, if any (other than disallowance indicated in Pa		
2	Amount of superannuation or retiring or in valid or compensation or compulsory retirement pension or gratuity that has been admitted	Type	
Gratuity			
Pension			
3	The date from which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is admissible		
4	Head of Account to which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is chargeable		
5	The amount of the Family Pension becoming payable to the entitled members of the family in the event of death of the Government servant after retirement		

Section II

1	Name of the Government servant		
2	Class of pension or gratuity		
3	Amount of pension authorized		
4	Amount of gratuity authorized		
5	Date of commencement of pension		
	retirement		
	(i)	if death takes place before 65 years of age, or	
6	(ii)	if death takes place after 65 years of age	
7	The Government dues recoverable out of gratuity before authorising its payment		
8	The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed Government dues		
9	Date on which the pension papers received by the Director, Pension.....		

Director,
Pension Department

ANNEXURE I

to S. No.- 24 of Form 7

Details of amount of Government dues recoverable.

Name of the Government servant :							
Designation :							
Kind of Advance		Amount Outst-anding	Amount reco- vered	Balance		Basis i.e. PWD/ T.O./LPC etc. (No.& Date)	Head of credit
				Principal	Interest		
1		2	3	4	5	6	7
I	Dues of Govt. accommodation						
II	Long term advance						
(i)	House Building Advance						
	H.B.A. First						
	H.B.A. Second						
(ii)	Repairs Adv.						
	First						
	Second						
	Third						
(iii)	Conveyance Advance						
	First						
	Second						
	Third						
III	Other Advance						
(i)							
(ii)							
(iii)							
IV.	Other recoveries						
(i)							
(ii)							
(iii)							

Copies of certificate of PWD/Treasury/LPC etc. are attached.

"Certified that no dues are outstanding against the above named Government servant/pensioner."

Signature
Designation
Seal
(HEAD OF OFFICE)

In case no amount of Government dues is recoverable, nil may be shown in the above columns No.4 and 5, and following certificate recorded.

ANNEXURE II
to S. No. 20 & 21 of form 7
CALCULATION SHEET

AMOUNT OF PENSION

Emoluments last drawn	X	Completed six monthly period of qualifying service	=	Pension Amt.
2		66		
_____		_____		

AMOUNT OF RETIREMENT/DEATH GRATUITY.

Emoluments last drawn	X	Completed six monthly period of qualifying service	=	Amount of Ret. / death Gr.
		4		

OR

16.5 times of pay at the time of retirement, whichever is less. This amount should not be more than Rs. 10.0 lacs.

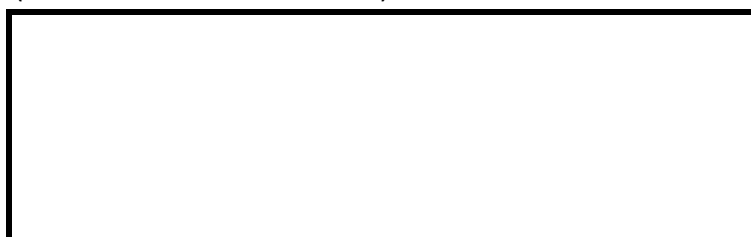
HEAD OF OFFICE (Seal)

FORM 5A
(See Rules 81 (1) (d) and 83 (1) and note in Form 5)
(in triplicate)

DETAILS OF PARTICULARS OF GOVERNMENT SERVANT

1	Name :		
	(a) Date of birth :		
2	(b) Date of retirement :		
3	Three specimen signatures:	1	
		2	
		3	
	(i)	Three specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.	
	(ii)	Three copies of passport size joint photograph with wife or husband (to be attested by the Head of Office) (4 copies to be submitted if payment is required outside Rajasthan)	
	(iii)	Three slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant.	
4	Height :		
5	Personal identification mark:		
6	Left/Right hand thumb and Thumb Index Middle Ring Lit finger impressions (in case not literate to sign).		
7	Present Address:		
8	Address after retirement :		
9	Father's/Husband's Name :		
10	Name of Treasury/Branch of Public Sector Bank through which the pension is to be drawn :		
11	Joint photograph of		
	with		

(See Notes 2 and 3 in Form 5)



Attested Joint Photograph
Dated

Signature of the applicant.
Attested :

Name and designation(With Seal) of Attesting Officer.

FORM 5A**(See Rules 81 (1) (d) and 83 (1) and note in Form 5)****(in triplicate)****DETAILS OF PARTICULARS OF GOVERNMENT SERVANT**

1	Name :		
	(a) Date of birth :		
2	(b) Date of retirement :		
3	Three specimen signatures:	1	
		2	
		3	
	(i)	Three specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.	
	(ii)	Three copies of passport size joint photograph with wife or husband (to be attested by the Head of Office) (4 copies to be submitted if payment is required outside Rajasthan)	
	(iii)	Three slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant.	
4	Height :		
5	Personal identification mark:		
6	Left/Right hand thumb and Thumb Index Middle Ring Lit finger impressions (in case not literate to sign).		
7	Present Address:		
8	Address after retirement :		
9	Father's/Husband's Name :		
10	Name of Treasury/Branch of Public Sector Bank through which the pension is to be drawn :		
11	Joint photograph of		
	with		

(See Notes 2 and 3 in Form 5)



Attested Joint Photograph

Dated

Signature of the applicant.

Attested :

Name and designation(With Seal) of Attesting Officer.

FORM 5A**(See Rules 81 (1) (d) and 83 (1) and note in Form 5)****(in triplicate)****DETAILS OF PARTICULARS OF GOVERNMENT SERVANT**

1	Name :		
	(a) Date of birth :		
2	(b) Date of retirement :		
3	Three specimen signatures:	1	
		2	
		3	
	(i)	Three specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.	
	(ii)	Three copies of passport size joint photograph with wife or husband (to be attested by the Head of Office) (4 copies to be submitted if payment is required outside Rajasthan)	
	(iii)	Three slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant.	
4	Height :		
5	Personal identification mark:		
6	Left/Right hand thumb and Thumb Index Middle Ring Lit finger impressions (in case not literate to sign).		
7	Present Address:		
8	Address after retirement :		
9	Father's/Husband's Name :		
10	Name of Treasury/Branch of Public Sector Bank through which the pension is to be drawn :		
11	Joint photograph of		
	with		

(See Notes 2 and 3 in Form 5)



Attested Joint Photograph

Dated

Signature of the applicant.

Attested :

Name and designation(With Seal) of Attesting Officer.

FORM 6

(See GRD below Rule 78)

Form of order of Retirement

Government of Rajasthan

Department

No.

Dated the

ORDER

Shri

working as

belonging to

is hereby retired from Government service on attaining the age of

with effect from

2 It is certified that against the above named

Shri

,as on today:-

- (1) No Departmental Enquiry under rule 16 of the Rajasthan Civil Services (Classification, Control and Appeal) Rules 1958, is pending/under consideration.
- (2) No special process under rule 19 of the Rajasthan Civil Services (Classification, Control and Appeal) Rules is pending/under consideration.
- (3) No judicial proceedings are pending/under consideration.

Signature

Designation of the Appointing Authority.

No.

Dated the

Copies forwarded to the following for information and necessary action :-

1. Director, Pension Department, Rajasthan, Jaipur.
2. Concerned Officer/Official.
3. Personal file of concerned employee-- Shri

4

5

6

7

Signature

Designation

Form 31
[See rule 8 and 96 (4)]
Form of Tentative Last Pay Certificate
(To be attached with form 7 or 18)

Department

Colonisation

Office

Commisioner Colonisation Bikaner

1 Tentative/Final Last Pay Certificate of

Designation

who has been retired/is to retire on

2 He has been be paid up to

at the following rates :—

Substantive pay	P.M.	
Officiating pay	P.M.	
Special pay	P.M.	
Allowances:		
Dearness Allowance @	P.M.	
House Rent Allowance @	P.M.	
City Compensatory Allowance	P.M.	
Any other Allowance	P.M.	
Total:		

3 He has handed over/will hand over the charge of.

Office in the

4 The following amount is to be recovered from the Pension/DCRG:-

Details of Recovery		Amount outstanding	Amount Recovered	Balance Principal/Interest	Authority (basis) of Recovery	Head of credit
I	Dues of Government accommodation					
II	Long Term Advances					
	House Building Advance	I				
		II				
	House Repairs Advance	I				
		II				
		III				
III	Conveyance Advance	I				
		II				
		(i)				
	Any Other Advance (give details)	(ii)				
		(iii)				
IV	Other recoveries	(i)				
		(ii)				
		(iii)				

Signature of D.D.O.

Office/Department

FORM 28

(See Rule 94 - Procedure)

Form of Application to Treasury Officer for issue of No Dues Certificate in respect of Long Term Advances.

To

The Treasury Officer,

(Through : head of office)

Subject : Issue of No Dues Certificate on L.T.A.

Sir,

Shri

working as

in the office of the

was granted following Long Term Advances, namely House Building Advance, House Repairs

Advance and Conveyance Advance, in the entire service period, according to details given against each :-

Kinds of Advance	Name of Treasury	Bill No & date	Date of encashment	Amount sanctioned	L.T.A. A/c No.	Amount paid so far	Outstanding amount, if any			Amount set apart for recovery from gratuity
							Prin.	Interest	Total	
1	2	3		4	5	6	7	8	9	10
HOUSE BUILDING ADVANCE										
	First Advance									
	Second Advance									
HOUSE REPAIRS ADVANCE										
	First Advance									
	Second Advance									
	Third Advance									
CONVEYANCE ADVANCE										
	First Advance									
	Second Advance									
	Third Advance									

I certify that I have not been granted any other Long Term advance during my entire service period. Please issue no dues certificate/outstanding amount in respect of the above advances.

Yours faithfully,

Dated

No

Dated

Forwarded to the Treasury Officer,

for issue of a 'no dues certificate' in respect of the above advances. Based on the Service

Book, Office copies of Pay Bills, Last Pay Certificate if any issued by the office from where the applicant had come on transfer to this office, and other available

in the office, he has not taken any other Long Term Advance

Signature :

FORM 28 A
(See Rule 94 - PROCEDURE)

Form of certificate by the Government servant where no Long Term Advance has been taken by him.

(in duplicate)

To
The

Subject:- Certificate of not taking any Long Term Advance

Sir,

working as _____ in your office
hereby certify that _____ have not taken any kind of Long Terms
Advance from the Government, namely, House Building Advance, House Repairs Advance,
Conveyance Advance etc. during _____ entire service period.

Yours faithfully

No

Dated the

It is certified that the above declaration has been checked and found correct on the basis of Service Book office copies of pay bills of this office, last pay certificate, if any, issued by the office from where he has come on transfer to this office, and other available records in this office.

Signature :

Head of Office Designation : Seal

FORM 28 A
(See Rule 94 - PROCEDURE)

Form of certificate by the Government servant where no Long Term Advance has been taken by him.

(in duplicate)

To
The

Subject:- Certificate of not taking any Long Term Advance

Sir,

working as _____ in your office
hereby certify that _____ have not taken any kind of Long Terms
Advance from the Government, namely, House Building Advance, House Repairs Advance,
Conveyance Advance etc. during _____ entire service period.

Yours faithfully

No

Dated the _____

It is certified that the above declaration has been checked and found correct on the basis of Service Book office copies of pay bills of this office, last pay certificate, if any, issued by the office from where he has come on transfer to this office, and other available records in this office.

Signature :

Head of Office Designation : Seal

FORM 27
(See Rule 79)

Form of Application to Directorate of Estates/P.W.D. for issue of No Demand Certificate in respect of Government accommodation.

To
The Director of Estates,
Rajasthan, Jaipur/
Executive Engineer,
Public Works Department,

(Through Head of Office)

Sir,

working as

in the office of the

have been in occupation of Government accommodation and have also taken furniture from P.W.D. stores on rent as under:

1 House No. :

2 Location :

3 Place :

Since when occupied :

Details of furniture taken on rent

Please issue a no demand certificate in respect of the period preceding eight months of my retirement i.e

Yours faithfully,

Dated

FORM 27 A
(See Rule 79 (3))
in duplicate

Form of Certificate where no Government accommodation has been occupied by the Government servant.

To
The

(Head of Office)

Subject :- Certificate of non occupation of Government accommodation.

Sir,

who working as

in your office, hereby certify that I am not in

occupation of any Government accommodation and/or have not taken any articles like furniture etc. from P.W.D. Stores on rent.

I further declare and undertake to inform you for recovery of rent in case any Government accommodation is occupied by me after this date.

Dated :
16.18.1.22.5.19.8V97263.0458756048

Yours faithfully,

FORM 1

[See Rule 59 (1)]

Nomination for Retirement Gratuity/Death Gratuity

When the Government servant has a family and wishes to nominate one member, or more than one member, thereof.

I hereby nominate the person/persons mentioned below who is/are member (s) of my family, and confer on him/them the right to receive, to the extent specified below, any gratuity the payment of which may be authorised by the Government in the event of my death while in service

Original nominee (s)	Relationship with the Government servant	Age	Amount of share of gratuity payable to each*
Names and addresses of nominee/nominees			
1	2	3	4
Alternate nominee (s)			Amount of share of gratuity payable to each*
Name, address, relationship and age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Government servant or the nominee dying after the death of the Government servant but			
5			6

This nomination supersedes the nomination made by me earlier on which stands cancelled.

NOTE- (i) The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.
(ii) Strike out which is not applicable.

Dated this day of year at

Witnesses to signature:

1

2

Signature of Government servant
(To be filled by the Head of Office)

Nomination by
Designation
Office

Signature of Head of Office

Date

Designation

Form for acknowledging the receipt of the nomination form by the Head of Office

To

Sir,

In acknowledging the receipt of your nomination, dated the...../cancellation,
dated the of the nomination made earlier in respect of gratuity
in Form Form No I I am to state that it has been duly placed on record.

Place
Dated the

Signature of Head of Office
Designation.....

NOTE - The Government servant is advised that it would be in the interest of his nominees if copies of the nominations and the related notices and acknowledgments are kept in safe custody so that they may come into the possession of the beneficiaries i

* This column should be filled in so as to cover the whole amount of the gratuity.

** The amount/share of the gratuity shown in this column should cover the whole amount/ share payable to the original nominee(s).

16.18.1.22.5.19.8v97263.0458756048

FORM 3
[See Rule 74]

Details of family

Name of the Government servant :					
Designation					
Date of birth					
Date of appointment					
Details of members of my family					
*as on					
Serial No.	Name of the members of family*	Date of Birth	Relationship with the officers	Initials of the Head of Office	Remarks
1	2	3	4	5	6
1					

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of office any addition or alteration.

Signature of government employee

Place

Dated the

* Family for this purpose means family as defined in Clause (b) of sub-rule (1) of Rule 66 of the R.C.S. (Pension) Rules, 1996.

Countersigned

Head Of Office (Seal)

Date:

16.18.1.22.5.19.8v97263.0458756048

FORM 2**Nomination for Retirement Gratuity/Death Gratuity**

When the Government servant has no family and wishes to nominate one person or more than one person.

I _____ having no family, hereby
nominate the person/persons mentioned below and confer on him/them the right to receive, to the
extent specified below, any gratuity the payment of which may be authorised by the Government in
the event of my death while in service and the right to receive

Original nominee (s)	Relationship with the Government servant	Age	Amount of share of gratuity payable to each*
Names and addresses of nominee/nominees			
1	2	3	4
Alternate nominee (s)			Amount of share of gratuity payable to each*
Name, address, relationship and age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre- deceasing the Government servant or the nominee dying after the death of the Government servant but			
5			6

This nomination supersedes the nomination made by me earlier on which stands cancelled.

NOTE- (i) The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.
(ii) Strike out which is not applicable.

Dated

Witnesses to signature:

1

2

Signature of Government servant

(To be filled by the Head of Office)

Nomination by

Designation

Office

Signature of Head of Office

Date

Designation

Form for acknowledging the receipt of the nomination form by the Head of Office

To

Sir,

In acknowledging the receipt of your nomination, dated the...../cancellation,
dated the of the nomination made earlier in respect of gratuity
in Form 2 I am to state that it has been duly placed on record.

Place

Signature of Head of Office

Dated the

Designation.....

NOTE -

The Government servant is advised that it would be in the interest of his nominees if copies of the nominations and the related notices and acknowledgments are kept in safe custody so that they may come into the possession of the beneficiaries i

* This column should be filled in so as to cover the whole amount of the gratuity.

** The amount/share of the gratuity shown in this column should cover the whole amount/ share payable to the original nominee(s).

16.18.1.22.5.19.8v97263.0458756048

FORM-1

See Rule 5 (2), 6(1), 11, 12, 13, and 14

Form of application for Commutation of a fraction of Pension without medical examination.

(To be submitted in duplicate before/after retirement but within one years of the date of retirement)

PART-I

To,
The

(Here indicate the designation and full
address of the Head of Office)

Sub: Commutation of pension without Medical Examination.

Sir,

I desire to commute a fraction of my pension as indicated below in accordance

with the provisions of the Rajasthan Civil Services (Commutation of Pension) Rules, 1996. This application is being submitted before/after my retirement. The necessary particulars are furnished below:-

1	Name (in Block letters)	
2	Father's name (also husband's name in the case of a female Government servant).	
3	Designation at the time of retirement/ at the time of submission of application while in service.	
4	Name of Office/Department in which employed.	
5	Date of birth (by Christian era)	
6	Date of retirement/on which to retire.	
7	Class of pension on which retired/ on which to retire.	
8	*fraction of pension proposed to be commuted.	

*The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of one third thereof) which he desires to commute and not the amount in rupees.

9	No. and date of the Pension Payment Order, if issued (Not applicable when application is made before retirement).	
---	---	--

10	** Disbursing authority for payment of Pension		
	a	complete address of the Treasury/Sub-Treasury to be indicated).	
	b	(i)	Branch of the Nationalised Bank with complete postal address,
		(ii)	Bank Account No. to which monthly pension is being credited each month.
	c	Pension Payment Officer.	

Signature

Place

Date

Name & Postal Address

Note:

The Payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn, it is not open to an applicant to draw the commuted value of pension from a disbursing authority other than the disbursing authority

PART-II ACKNOWLEDGEMENT

Received from

(Designation)

application in part I of

Form 1 for the commutation of a fraction of pension without medical examination.

Place

Signature

Date

Head of Office

Note:

This acknowledgement is to be signed, stamped and dated and is to be detached from the form and handed over to the applicant, if the form has been received by the post, it has to be acknowledged on the same date and the acknowledgement send under register

**

Score out which is not applicable.

PART-III

1	Forwarded to the Director, Pension Department, Rajasthan, Jaipur with the remarks that :-	
(i)	the particulars furnished by the applicant in part I have been verified and are correct;	
(ii)	the applicant is eligible to get a fraction of his pension commuted without medical examination;	
(iii)	the commuted value of pension determined with reference to the Table applicable at present comes to Rs	
(iv)	the amount of residuary pension after commutation will be Rs	
2	It is requested that further action to authorise the payment of the amount of commuted value of pension may be taken as in rule 14 of the Rajasthan Civil Services (Commutation of Pension) Rules, 1996.	
3	The receipt of Part I of the Form has been acknowledged in part II which has been forwarded separately to the applicant on	

Place:

Signature

Date :

16.18.1.22.5.19.8V97263.0458756048

FORM 5
(See Rule 7)

To,

Head Of Office

(Place)

I hereby (Name of the pensioner in capital letters) nominate the person named below, under Rule 7 of the Rajasthan Civil Services (Commutation of Pension) Rules, 1996

Name and address of the nominee		Relationship with the pensioner		If nominee is minor	
				Date of birth	Name and address of person who may receive the said commuted value during the nominee's minority
1		2		3	4

Name and address of other nominee in case the nominee under column (1) predeceases the pensioner	Relationship with pensioner	Date of birth if the other nominee is minor	Name and address of person who may receive the commuted value of pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid
5	6	7	8	9

Place

Date

Witness: Signature:

Signature (or thumb-impression if illiterate) and

Name of Pensioner.

Address :

Signature of Head of Office

STAMP

Acknowledgement to be sent by the Head of Office

Certified that the nomination has been received from

(Name of Pensioner) whose address is

Place :

Signature of Head of Office

Date: 1.22.5.19.8V97263.0458756048

FORM 9
(See rule 81 (1) (a) (vi))

Form of Declaration by the Government servant for counting specified period of service.

(on plain paper)

who son of _____

Aged _____ Years

working as _____
Government from _____ declare that he have served the State
to _____
and during this period have worked on the _____ (post) in _____
Commisioner Colonisation Bikaner _____ The above period was qualifying
for pension under the rules and there was no break/interruption of any kind during that period.

The documentary evidence and all other information which is in my power to produce or furnish is enclosed, as listed below :

- 1
- 2
- 3
- 4

solemnly affirm and declare

that to the best of my knowledge and belief, the facts stated above are true and correct.

DEPONENT

(Signature of the Government servant)

FORM 9 A
(See rule 81(1)(a)(vii))

Form of order for admitting service for pension on the basis of declaration etc. of the Government servant.

Certified that the service rendered by _____

at present working as _____

from _____

to _____ on the post of _____

has been admitted to be continuous and qualifying for the purpose of calculating the pension of the Government Servant. I am satisfied that there has been no interruption in the above period of service except the following;

From _____ to _____
From _____ to _____

Dated the :

Signature:
Head of Office
Seal

Statement showing the details of Extraordinay leave not qualify for pension purpose

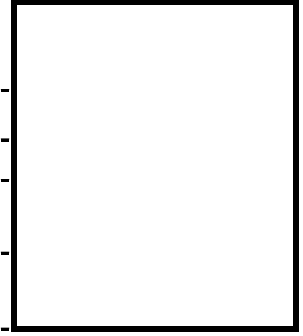
Name of employee
Designation

Fom	To		Days
			0
TOTAL DAYS			
Non qualify periods	Year	Months	Days

आय उदघोषणा पत्र

प्रार्थी से भी ली जाने वाली सूचना

- 1 प्रार्थी/प्रार्थीन का नाम
- 2 पिता/पति का नाम
- 3 निवास स्थान का पूर्ण पता
(क) वर्तमान पता
- (ख) स्थाई पता



- 4 गांव /शहर _____ तहसील _____
जिला _____ राज्य _____
- 5 जन्म दिनांक _____
- 6 लिंग :- पुरुष /महिला _____ वैवाहिक स्थिति विवाहित/अविवाहित _____
- 7 धर्म _____ जाति _____ उपजाति _____
- 8 क्या आप /आपका परिवार राजस्थान का मूल निवासी है :- हाँ /नहीं
- 9 क्या आप आयकर दाता हैं-- हाँ /नहीं
- 10 मोबाईल नम्बर _____
- 11 पेन कार्ड होने की दशा में पेन कार्ड नम्बर _____ एवं आयकर विभाग की रिटर्न की अद्यतन प्रति संलग्न करें।
- 12 टिन नम्बर होने की दशा में टिन नम्बर _____ एवं वाणिज्यिक कर विभाग की रिटर्न की अद्यतन प्रति संलग्न करें।
- 13 परिवार के सदस्य व उनकी वार्षिक आय का विवरण

क्र.स.	सदस्य का नाम	उम्र	सम्बन्ध मुखिया से	कार्य/व्यवसाय व उसकी प्रकृति	वार्षिक आय

अन्य स्रोत के आय (यथा मकान किराया, ब्याज, पेंशन, म्यूचुअल फण्ड) आदि से

- 14 उक्त तथ्यों के सत्यापन स्वरूप दो उत्तरदायी व्यक्तियों का साक्ष्य प्रमाण एवं स्वयं का शपथ-पत्र संलग्न है।
मैं तस्दीक करता/करती हूँ कि उपरोक्त विवरण मेरी जानकारी एवं विश्वास के अनुसार सही हैं।
दिनांक _____
स्थान _____

प्रार्थी के हस्ताक्षर

शपथ-पत्र

मैं _____ पुत्र/पुत्री/पत्नी श्री _____ _____ उम्र _____ निवासी _____ तहसील _____ जिला _____ राजस्थान शपथपूर्वक निम्न बयान करता/करती हूँ	पासपोर्ट साईज फोटो
--	--------------------

1. यह कि मुझे व मेरे परिवार की वार्षिक आय (वर्ष) के प्रमाण स्वरूप उदघोषणा करनी है ।

2. यह कि मेरे व मेरे परिवार की वार्षिक आय (वर्ष) के सम्बन्धित तथ्यात्मक जानकारी निम्नानुसार है

क्र.स.	परिवार के सदस्य का नाम	व्यवसाय	प्रार्थी से सम्बन्ध	वार्षिक आय

3. यह कि मेरे परिवार के सदस्यों द्वारा धारित भूमि व नोशनल शेयर के धारित कुल भूति का विवरण इस प्रकार है-

गाँव का नाम	तहसील	खसरा	रकबा	सिंचित	वार्षिक आय
1	2	3	4	5	6

4. यह कि मेरे परिवार में अन्य स्रोतों से आय निम्न प्रकार हैं-

कुल/समस्त वार्षिक आय	चरण(पैरा) संख्या 2,3,4 का योग

5. यह कि मैं शपथ पूर्वक घोषित करता/करती हूँ कि उपरोक्तानुसार मेरे परिवार की कुल/समस्त वार्षिक आय रुपये अखरे..... रुपये है ।

6. मैं शपथपूर्वक कथन करता/करती हूँ कि मेरे व मेरे परिवार के किसी सदस्य ने विगत में उक्त अंकित वार्षिक आय से भिन्न आय किसी प्रयोजनार्थ नहीं दर्शायी है तथा न ही इस बाबत कोई प्रमाण पत्र प्राप्त किया है ।

7. मैं शपथपूर्वक कथन करता/करती हूँ कि यह तथ्य मेरी जानकारी में है कि इस शपथ पत्र में अंकित एवं शपथ-पूर्वक उद्घोषित आये का गलत कथन अथवा मिथ्या होना भारतीय दण्ड संहिता के दण्डनीय अपराध है ।

हस्ताक्षर शपथग्रहिता

सत्यापन

मैं शपथपूर्वक कथन करता/करती हूँ कि उपरोक्त शपथपत्र की चरण संख्या 1 से 7 मेरी निजी जानकारी से लिखाया गया है जो सही है । इसमें कोई तथ्य नहीं छुपाया है और न ही असत्य लिखा है । ईश्वर साथी है ।

हस्ताक्षर शपथग्रहिता

हस्ताक्षर पहचनानकर्ता

1.....

2.....

(नाम,पता,स्थान व दिनांक सहित)

प्रमाणिकरण

उपरोक्त शपथकर्ता नाम.....

पिता का नाम..... जाति.....उम्र.....

निवासी..... ने मेरे समक्ष उपस्थित होकर

शपथपूर्वक उक्तानुसार अभिकथन किया है जिसे प्रमाणिकृत किया जाता है । प्रार्थी की पहचान के द्वारा की गई है ।

हस्ताक्षर

प्रमाणिकरण अधिकारी

(कार्यपालक मजिस्ट्रेट/नोटरी पब्लिक)

का नाम व पद सील

स्थान

दिनांक

उत्तरदायी व्यक्तियों के साक्ष्य प्रमाण

(1) गवाह

मैं _____ पुत्र/पुत्री श्री _____
निवासी _____
विभाग का नाम _____
पद _____ पर कार्यरत हूँ, एवं
शपथ पूर्वक बयान करता हूँ कि
प्राथी/प्रार्थीन _____ पुत्र/पुत्री श्री _____

निवासी _____
को भली प्रकार से जानता हूँ, कि इनकी वार्षिक आय रुपये है इसके अलावा प्राथी के पास आय
का अन्य स्रोत नहीं है

गवाह का नाम व हस्ताक्षर
दिनांक _____
स्थान _____

(2) गवाह

मैं _____ पुत्र/पुत्री श्री _____
निवासी _____
विभाग का नाम _____
पद _____ पर कार्यरत हूँ, एवं
शपथ पूर्वक बयान करता हूँ कि
प्राथी/प्रार्थीन _____ पुत्र/पुत्री श्री _____

निवासी _____
को भली प्रकार से जानता हूँ, कि इनकी वार्षिक आय रुपये है इसके अलावा प्राथी के पास आय
का अन्य स्रोत नहीं है

गवाह का नाम व हस्ताक्षर
दिनांक _____
स्थान _____