

FORMS

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 and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :-

Original nominee (s)

Names and addresses of nominee/nominees	Relationship with the Government servant	Age	Amount of share of gratuity payable to each*
---	--	-----	--

(1)

(2)

(3)

(4)

Alternate nominee (s)

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 before receiving payment of gratuity	Amount or share of gratuity payable to each**
--	---

(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 thisday of19

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 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 in the event of his death.

* 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).

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 on my death, to the extent specified below, any gratuity, which having become admissible to me on retirement may remain unpaid at my death:-

Original nominee (s)

Names and addresses of nominee/nominees	Relationship with the Government servant	Age	Amount of share of gratuity payable to each*
(1)	(2)	(3)	(4)

Alternate nominee (s)

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 before receiving payment of gratuity	Amount or share of gratuity payable to each**
(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 thisday of19 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
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 in the event of his death.

* 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).

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 officer	Initials of the Head of Office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

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

Place.....

Signature of Government servant

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:

FORM 4

**FORM OF OPTION TO WORK CHARGED
EMPLOYEES GOVERNED BY C.P.F. RULES**

(See rule 14, G.R.D. 1)

In pursuance of Government of Rajasthan's Decision below rule 14 of Rajasthan Civil Services (Pension) Rules, 1996, I, son of Shri designationand who is a subscriber to the Contributory Provident Fund Account No.....under work Charged Employees contributory Provident Fund Scheme hereby, opt for the pension rules contained in the Rajasthan Civil Service (Pension) Rules, 1996, including the Family Pension Rules, as amended from time to time in lieu of the work charged employees Contributory Provident Fund benefits as now admissible:

Witness:	Signature of Government Servant.
Signature:	Date :
Date :	Name in Full (in block letters)
Name in full (in block letters)	Designation
Designation	Office
Office.	

Countersigned
Signature with date
(Head of office)

Received the above declaration.

Signature
Head of Office.

Station
Date

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. ¹Three specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.
4. ²Three copies of passport size joint ³photograph with wife or husband (to be attested by the Head of Office)
(4 copies to be submitted if payment is required outside Rajasthan).
5. ⁴Three slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant.
6. Present address.
7. ⁵Address 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
Dated the.....

Signature
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 impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.
 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 5A

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

(in triplicate)

DETAILS OF PARTICULARS OF GOVERNMENT SERVANT

1. Name :
2. (a) Date of birth :
(b) Date of retirement :
3. Three specimen signatures: 1.....
2.....
3.....
3. (i) Three specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.
3. (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)
3. (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 Shri/Smt.....
with wife/husband Smt/Shri.....
(See Notes 2 and 3 in Form 5)

Attested Joint
Photograph

Signature of the applicant.

Attested :
Signature :

Dated :

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/Smt./Kumari working as.....
(designation), belonging to (service) is hereby retired from Government
service on attaining the age of superannuation with effect from (date of retirement).

*2. It is certified that no Departmental Enquiry under rule 16 of the Rajasthan Civil
Services (Classification, Control and Appeal) Rules is pending against the above named
Government servant, as on today.

Signature

Designation of the
Appointing Authority.

* Para of the Order may be suitably modified
if any Departmental Enquiry under rule 16
of RCS(CCA) Rules is pending.

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.
- 4.
- 5.
- 6.
- 7.

Signature

Designation

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

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 qualifying for pension as provided in Rule 81 and
 - (iii) assess the Government dues other than the dues relating to the allotment of Government 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

- (i) Interruption in service condoned under Rule 27
- (ii) Extraordinary leave not qualifying for Pension
- (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)]

Name of organisation	Pay scale of the Govt. Servant	From	To
(a)			
(b)			
(c)			

(ii) Details of pension contribution realised.

17. 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	Average Emoluments (10 months)
1	2	3	4	5	6

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)
1.			
2.			
3.			
4.			
5.			

27. Height
28. Identification marks
29. Place of payment of pension
(Treasury, Sub-Treasury or Branch of Public sector Bank)
30. Details of Provisional Pension and retirement gratuity paid, if any, in case pension case is sent after retirement.

Signature of the
Head of Office

Enclosures:-

- (1) Details of amount of Government dues recoverable from gratuity.
(Annexure I)
- (2) Calculation sheet (Annexure II)

- (3) Retirement order (Form 6)
- (4) Tentative/final Last Pay Certificate (Form 31)
- (5) Certificate for counting officiating pay (Form 32)
- (6) 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)
- (7) 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)
- (8) Nomination for-
 - (i) Retirement/Death Gratuity; (Form 1 or 2)
 - (ii) Life Time arrears of pension
 - (iii) Commuted amount of pension
- (9) Application for commutation of pension (Form 1 or 2 of R.C.S(Commutation) Rules,1996)
- (10) Declaration by the Government servant and order for admitting service for pension (Form 9 & 9 A)
- (11) 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 Part I of this Form)
2. Amount of superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity that has been admitted
.....
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
6. Amount of family pension in the event of death after retirement—
 - (i) if death takes place before 65 years of age,
or
 - (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 Outstanding	Amount recovered	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) H.B.A. First					
	H.B.A. Second					
	(ii) Repairs Adv.					
	First					
	Second					
	Third					
	(iii) Conveyance Adv.					
	First					
	Second					
	Third					
III.	Other Advances					
	(i)					
	(ii)					
	(iii)					
IV.	Other recoveries					
	(i)					
	(ii)					
	(iii)					

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

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.

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

ANNEXURE II

to S. No. 20 & 21 of form 7

CALCULATION SHEET

1. AMOUNT OF PENSION

$$\frac{\text{Emoluments last drawn}}{2} \times \frac{\text{Completed six monthly period of qualifying service}}{66} = \text{Pension Amt.}$$

2. AMOUNT OF RETIREMENT/DEATH GRATUITY.

$$\frac{\text{Emoluments last drawn}}{4} \times \frac{\text{Completed six monthly period of qualifying service}}{4} = \text{Amount of Ret. / death Gr.}$$

OR

16.5 times of pay at the time of retirement, whichever is less. This amount should not be more than Rs. 2.50 lacs.

HEAD OF OFFICE
(Seal)

FORM 8

(See Rule 83)

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

**Government of Rajasthan
..... Department**

No.. ..

Date

To,

The Director,
Pension Department
Rajasthan
Jaipur.

Subject:- Pension papers of Shri/Smt./Kumari.....
for authorization of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Smt./Kumari
..... of this Department/Office for further necessary action.

2. He/She is not a member of C.P.F. and is entitled to Pensionary benefits.
3. 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 Rs.
 - (b) Overpayment of pay and allowances including leave salary Rs.
 - (c) Arrears of license fee for occupation of Government accommodation Rs.
 - (d) The amount of licence fee for the retention of Government Accommodation for the permissible period of two months beyond the date of retirement.
Rs.

(e) The amount of gratuity to be withheld for adjustment of usassessed dues, if any

Rs.

Total

4. Your attention is invited to the list of enclosures which is forwarded herewith.
5. 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.

6. Outstanding Government dues as mentioned in para. 2 above may be recovered out of the retirement gratuity before making payment.

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 5A. These Forms may be sent as soon as they are obtained from the Government servant.

FORM 9

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

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

(on plain paper)

I, S/O Aged Years,
working as (designation) declare that I have served the State Government from
to, and during this period have worked on the (post) in
(Office/Deptt.). 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.

I, 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 Shri/Smt./Ku.....,
at present working as (designation), 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

Signature:

Head of Office
Seal

Dated the :

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,

.....
.....
.....

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

Sir/Madam,

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

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

3. 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,

Head of Office

[See Rule 95 (2)]

Government of Rajasthan
..... **Department**

Date

.....

.....

.....

Sir/Madam.

(i)	Wife/Husband wife/husband.	including	judicially	separated
(ii)	Sons)	including step children	
(iii)	Unmarried daughters)	and adopted children	

- (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.

Yours faithfully,

Head of Office.

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 claimant/guardian with the deceased Government servant
5. Full Postal Address of the claimant/guardian
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	Relationship with the deceased Government servant	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 ¹or left hand thumb
and finger impressions of the claimant/guardian
duly attested
(To be furnished in a separate sheet)

9. ²Attested by—

Name	Full Address	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.

FORM 13

[See Rule 95 (3)]

**Form of letter to the widow/widower of
a deceased Government servant for grant
of Family Pension.**

Government of Rajasthan

..... **Department**

No.. ..

Date

To,

.....
.....
.....

Subject :- Payment of Family Pension in respect of the late Shri/Smt.

Sir/Madam,

I am directed to say that in terms of chapter V c of the Rajasthan Civil Services (Pension) Rules, 1996 a family pension is payable to you as widow/widower of the late Shri/Smt..... (Designation) in the Office/Department of

2. You are advised that a claim for the grant of family pension may be submitted in the enclosed Form 14.

3. The family pension will be payable till your death or remarriage, whichever event occurs earlier. In the event of your death or remarriage, the family pension shall be granted to the child or children, if any through the guardian.

Yours faithfully,

Head of Office

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/Widower
 - (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
1.			
2.			
3.			
4.			
5.			
6.			

3. Name and No. of the P.P.O. of the deceased pensioner.....
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.....)
9. 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 in such school. (This information should be furnished in respect of such child or children, the particulars of whose date of birth are not available with the Head of Office).
- (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	Full Address	Signature
(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 Treasury/Sub-treasury at which payment is desired and (iii) her full address in the application for family pension. It is not necessary to furnish a fresh application nor the documents as they are already available with the pension papers on which family pension was originally admitted to her.

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.

FORM 15

[See Rule 61 Proviso-I]

**Form of application for grant of family
pension when a pensioner is unheard for
more than one year and the pension remained
undrawn.**

To

The _____

(Head of Office in which
the Government Servant was
employed immediately before
retirement).

Sir,

I have to state that my husband/wife Shri/Smt.
was serving in your department as (Designation) He/She was retired on
.....(date) on (pension) and was sanctioned pension vide
pension payment order No..... dated and the pension was drawn regularly up
to

I am to state further that my husband/wife (the above noted pensioner) is missing
from the house and nothing has been heard so far about his whereabouts. I lodged F.I.R.
with the Police, who investigated the case and found that Shri/Smt.
is not traceable/found. True copies of the F.I.R./F.R. are enclosed herewith for perusal.

It is therefore, requested that family pension as admissible as per first proviso to
Rule 61 of Rajasthan Civil Services (Pension) Rules in force, may please be sanctioned to
the applicant from the date my husband/wife is missing/unheard.

Yours faithfully,

(Applicant)

Home Address _____

Date :

Place :

Copy forwarded to the Treasury Officer for information.

(Applicant)

Note:- Form may be suitably revised if the eligible member for family pension is child.

FORM 15 A

(See proviso I to Rule 61)

AFFIDAVIT

(In case of missing pensioner)

IHusband/Wife of Shri/Smt.
resident of..... (Tehsil)..... DistrictState,
do hereby take oath and state as under :

1. That I am the applicant for the grant of Family pension as my wife/husband Shri/Smt. is missing/unheard for more than one year and could not be traced by the police.
2. That I am the rightful claimant of family pension in this case.
3. That the contents mentioned in the enclosed application are true and correct to my personal knowledge.

DEPONENT

VERIFICATION

I, the above named deponent do hereby take oath and verify that the contents of paras of the affidavit are true and correct to my personal knowledge. No part of it is false. Nothing has been concealed. So help me God.

DEPONENT

Date : _____

Place : _____

Address : _____

FORM 15B

[See Rule 61 proviso 1]

FORM OF INDEMNITY BOND

[In the case of missing pensioner]

KNOW ALL MEN by these presents that we (a)(b).....
the widow/son/brother/nominee, etc., of (c)..... who had retired from the
post ofin the Department/Office of and who was in
receipt of pension from.....is reported to have been missing since.
(hereinafter referred to as missing pensioner) resident of..... (hereinafter
called "the Obligor") and (d) son/wife/daughter of Shri.....
resident of..... and.....son/wife/daughter of
resident ofthe sureties for and on behalf of the Obligor (hereinafter
called "the Sureties") are held firmly bound to the Governor of Rajasthan (hereinafter called
"the Government") in each and every sum being the arrears of pension and monthly family
pension and relief thereon well and truly to be paid to the Government on demand and
without a demur together with simple interest at the rate of.....% per annum from the date
of payment until repayment for which payment we bind ourselves and our respective heirs,
executors, administrators, legal representatives, successors and assigns by these presents.

Signed this.....day of.....one thousand nine hundred and.....

WHEREAS (c).....was at the time of his disappearance a Government
pensioner receiving a pension at the rate of Rs.(in words) only per month
and relief thereon from the Government.

AND WHEREAS the said (c)..... disappeared on the.....day
of.....19.....and there was due to him at the time of his disappearance the sum
equivalent of arrears of pension due.

AND WHEREAS the Obligor is entitled to family pension at
Rs.....(Rupees.....only) plus admissible dearness relief thereon.

AND WHEREAS the Obligor has represented that he/she is entitled to the aforesaid
sum and approached the Government for making payment thereof to avoid undue delay and
hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of
Rs..... (in words) and the monthly family pension at Rs..
..... (in words) plus relief thereon to the obligor upon the obligor and
the sureties entering in to a Bond in the above mentioned sum to indemnify the Government
against all claims to the amount so due to the aforesaid missing Government pensioner.

AND WHEREAS the obligor and at his/her request the surety/sureties have agreed
to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been
made to the obligor, the obligor and/or the surety/sureties shall in the event of a claim being
made, by any other person or the missing pensioner on appearance, against the
Government or in the event of any financial/monitory loss, caused on account of any wrong
facts mentioned in application for the grant of family pension with respect to the aforesaid
sum of Rs. (in words) and the sums paid by the Government as monthly
family pension and relief as aforesaid then refund to the Government the said sum of

Rs..... (in words) and each and every sum paid by Government as monthly family pension and relief together with simple interest @.....% per annum and shall, otherwise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim there to THEN the above written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the surety/sureties hereunder shall not be impaired or discharged by reason or time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the surety/sureties from such liability nor shall it be necessary for the Government to sue the obligor before suing the surety/sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the obligor and the surety/sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above written.

Signed by the above-named "obligor" in the presence of :-

(i) _____

(ii) _____

Signed by the above-named "Surety/Sureties"

(i) _____

(ii) _____

Accepted for and on behalf of the Governor of Rajasthan

[Name and designation of the office directed or authorised, in pursuance of Article 299 (1) of the constitution, to accept the bond for and on behalf of the Governor] in the presence of

(Name and designation of witness)

- Note :- I.
- (a) Full name of the claimant referred to as the "obligor"
 - (b) State relationship of the "obligor" to the "missing pensioner".
 - (c) Name of the "missing pensioner"
 - (d) full name or names of the sureties with name or names of the father (s) husband(s) and place of residence.

Note:- II. The obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

Note:-III. The rate of simple interest will be as prescribed by the Government from time to time.

FORM 16

(See proviso 2 to Rule 61)

**Form of application for grant of family
pension when a Government servant is unheard
of for more than one year.**

To

The _____

(Head of Office where the Government servant was last working)

Sir,

I have to state that my husband/wife Shri/Smt.....
was serving in your department. as (designation).

I am to state further that my husband/wife (the above noted Government servant) is missing from the house and nothing has been heard so far about his whereabouts. I lodged F.I.R. with the police who investigated the case and found that Shri/Smt..... is not traceable/found. True copies of the F.I.R./F.R. are enclosed herewith for perusal.

It is, therefore, requested that family pension as admissible as per second proviso to Rule 61 of Rajasthan Civil services (Pension) Rules in force, may please be sanctioned to the applicant from the date my husband/wife is missing/unheard.

Yours faithfully,

(Applicant's signature)

Name :- _____

Home Address :- _____

Place :- _____

Date :- _____

FORM 16 A

(See proviso 2 to rule 61)

FORM AFFIDAVIT

(In case of a missing Government Servant)

I husband/wife Shri/Smt.
resident of (Tehsil)..... District..... State, do hereby
take oath and state as under:-

1. That I am the applicant for the grant of Family pension as my wife/husband
Shri/Smt. is missing/unheard for more than one
year and could not be traced by the police.

2. That I am the rightful claimant of Family pension in this case.

3. That the contents mentioned in the enclosed application are true and correct to
my personal knowledge.

DEPONENT

VERIFICATION

I, the above named deponent do hereby take oath and verify that the contents of
paras of the affidavit are true and correct to my personal
knowledge. No part of it is false. Nothing has been concealed. So help me God.

DEPONENT

Date : _____

Address : _____

Place : _____

FORM 16 B

(Proviso 2 to Rule 61)

FORM OF INDEMNITY BOND

(In the case of missing Government servant)

KNOW ALL MEN by these presents that we (a).....(b)..... the widow/son/brother/nominee, etc., of (c)..... who was holding the post ofin the Deptt./Office of is reported to have been missing since. (hereinafter referred to as 'missing Government servant') resident of (hereinafter called "the obligor") and (d) son/wife/daughter of Shri resident of and son/wife/daughter of Shri resident of and son/wife/daughter of resident of the sureties for and on behalf of the obligor (hereinafter called "the Sureties") are held firmly bound to the Governor of Rajasthan (hereinafter called "the Government") in the sum of Rs..... (in words) equivalent of the amount on account of payment of salary, leave encashment, G.P.F., Retirement/Death Gratuity and each and every sum being the monthly family pension well and truly to be paid to the Government on demand and without a demur together with simple interest @ % p.a. from the date of payment thereof until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this day of one thousand nine hundred and

WHEREAS (c) was at the time of his disappearance in the employment of the Government receiving a pay at the rate of Rs..... (in words) only per month from the Government.

AND WHEREAS the said (c) disappeared on the day of 19 and there was due to him at the time of his disappearance the sum equivalent of (i) salary due/(ii) leave encashment, (iii) G.P.F. and (iv) Retirement/Death Gratuity.

AND WHEREAS the obligor is entitled to family pension at

Rs. (Rupees only) plus admissible dearness relief thereon.

AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs..... (in words) and monthly family pension @ Rs..... (in words) only and relief thereon to the Obligor upon the Obligor and the Sureties entering into a Bond in the above mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government servant.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing employee on appearance, against the Government or in the event of any financial/monetary loss causes on account of any wrong facts mentioned in application for the grant of family pension with respect to the aforesaid

sum of Rs..... (in words) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs..... (in words) and each and every sum paid by Government as monthly pension and relief together with simple interest @.....% per annum and shall, otherwise indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the Stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above written.

Signed by the above named
'Obligor' in the presence of

1.....
2.....

Signed by the above-named 'Surety/Sureties'

1.....
2.....

Accepted for and on behalf of the Governor of Rajasthan by

(Name and designation of the Officer directed or authorised in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the Governor) in the presence of.....

(Name and designation of witness)

NOTE I.- (a) Full name of the claimant referred to as the 'Obligor'.
(b) State relationship of the 'Obligor' to the missing Government servant.
(c) Name of the 'missing Government servant'.
(d) Full name or names of the Sureties with name or names of the father (s)/husband(s) and place of residence.

NOTE II. - The Obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.

NOTE III. - The rate of simple interest will be as prescribed by the Government from time to time.

FORM 17

[See rule 75 and 76]

Form of Application for ex-gratia grant under certain circumstances.

(To be submitted in duplicate)

To

The.....

.....

(Head of Deptt./Collector)

(To be submitted through the Head of Office in
Which the deceased was last employed).

Sir,

I have to state that my (relationship) Shri/Smt
was serving in the (Office/Department) (designation)
who died while on duty.

PARTICULARS

1. Name of the applicant
(entitled for family
pension/death gratuity
in case of non-Govt.
servants).
2. Details of the family
pension if sanctioned
(PPO No. and Amount).
3. Name of the deceased
Government servant.
4. Relationship of the
applicant to the deceased
Government servant.
5. Date of death of the
Government servant while
on duty.
6. Circumstances in which
death took place —

Rule 75

- (a) Outside his normal headquarters,
- (b) in an accident,

- (c) due to injury intentionally inflicted or caused in consequence of the due performance of his duties,
- (d) due to injury intentionally inflicted or caused in consequence of his official position,
- (e) by violence attributable to causes relative to his service,
- (f) while on duty, at own headquarter or outside headquarter, in connection with special assignments like "Election duty", "Census work" and/or such other assignments which do not fall within normal duties of the post held.

RULE 76

- (a) Injury intentionally inflicted by a terrorist in case of Police Civil Defence and Home Guard personnel.
- (b) Attack by poachers on Forestry personnel.

(Note:-Write "Yes" against the circumstance which is applicable and strike out which is not applicable.)

- 7. Emoluments of the deceased Government servant on the day of death :
- 8. Amount of ex-gratia grant admissible
 - (a) Under rule 75 [2], or
 - (b) Under GRD 1 below rule 75, or
 - (c) Under GRD 2 below rule 75, or
 - (d) Under rule 76 (1).
- 9. Full address of the applicant.

It is requested that ex-gratia grant as admissible under Rule 75 or 76 of Rajasthan Civil Services (Pension) Rules, 1996, in force may please be sanctioned to the applicant.

Yours faithfully,

Signature of the applicant
or left hand thumb impression
in case of illiterate.

Place :

Date :

Witness : 1.....
.....
2.....
.....

Attested by a Gazetted Officer
(Seal)

(Note : in case of application under rule 76, the Head of the Department shall forward the same to the concerned Administrative Secretary, for sanction.)

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 Years Months Days
pension has been earned but
which counts as service under
Rajasthan Government (Rule.....)
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.....

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 claim or claims from the claimants
in the appropriate form for death gratuity
and family pension as provided in Rule 95,
- (ii) obtain the 'No demand certificate' from
the Directorate of Estates as provided in
Rule 101 (1);
- (iii) assess the Government dues other than the
dues pertaining to occupation of Government
accommodation as provided in Rule
101 (2), and ;
- (iv) 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
gratuity | | |
| (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)]

<u>Name of Organisation</u>	<u>Pay scale of the Govt. servant</u>	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	Average Emoluments (10 months)
1	2	3	4	5	6

* Special pay other than for additional charge.

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

(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

Signature of

Dated the

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] Rs.....

Less

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

Place

Signature of

Dated the

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 Enforcement

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	
	_____	_____	_____
	Rs.	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

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 Outstanding	Amount recovered	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 Government accommodation					
II.	Long term advances.					
	(i)	H.B.A. First				
		H.B.A. Second				
	(ii)	Repairs Adv.				
		First				
		Second				
		Third				
	(iii)	Conveyance Adv.				
		First				
		Second				
		Third				
III.	Other Advances					
	(i)					
	(ii)					
	(iii)					
IV.	Other recoveries					
	(i)					
	(ii)					
	(iii)					

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

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 :

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

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 = Rs.....
One year or more but
less than five year Emoluments x 6 = Rs.....
Five years or more but
less than twenty years Emoluments x 12 = Rs.....
Twenty years or more Emoluments x Completed six
monthly periods
of service

2

not exceeding
33 times of
emoluments.

This amount should not be more than Rs. 2.50 lacs.

II. AMOUNT OF FAMILY PENSION

Emoluments at thepercent

- (i) **time of death x as per slab** = Rs. (i)
(ii) Minimum Family pension in the slab : Rs.....
(iii) Maximum Family pension in the slab : Rs.

Amount of Family pension determined

based on (i), (ii), & (iii) : Rs..... 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 = Rs.....

2

- (2) Double the amount of pension
determined in S.No. II Above. Rs.....x 2 = Rs.....
whichever is less i.e. Rs. per mensem.

- (b) Where Workmen's Compensation Act is applicable:

- (1) Fifty percent of Emoluments i.e.

Emoluments = Rs.....

2

- (2) One and half times the amount
of pension determined in
S.No. II above. Rs.....x 1.5 =Rs.....
Whichever is less i.e. Rs.....per mensem.

The amount under (a) or (b) shall not exceed Rs. 2,500 p.m.

FORM 19

[See Rule 98 (1)]

**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.**

**Government of Rajasthan
..... Department**

No.

Dated the

To,

The Director,
Pension & Pensioner's Welfare Department,
Rajasthan, Jaipur.

Subject :- Grant of family pension and death gratuity.

I am directed to say that Shri
Designation Died on His family had
become eligible for the grant of family pension and death gratuity. Form 18 duly completed
is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Government servant may be recovered out of the death gratuity as indicated in Section II of part I of Form 18.
3. Your attention is invited to the list of enclosures which is forwarded herewith.
4. The receipt of this letter may be acknowledged and this Department/Office informed that necessary instructions for the disbursement of family pension and death gratuity have been issued to the disbursing authority concerned.

Yours faithfully,

Head of Office

List of enclosures

1. Form 18 duly completed.
2. Service book (date of death to be indicated in the service book).
3. History of service-service card part III issued by AG. Rajasthan.
4. Three specimen signatures or left hand thumb and finger impressions of the claimant or guardian duly attested.
5. Three copies of passport size photographs of the claimant or guardian duly attested.
6. Three copies of descriptive roll of the claimant or guardian duly attested indicating height and personal marks.
7. Postal address of the claimant or guardian.

FORM 20

[See Rule 107 (2)]

**Form of letter sanctioning Family Pension
to the child or children of a retired
Government servant who dies after retirement
but does leave behind a widow or widower**

Government of Rajasthan

..... **Department**

No.

Dated the

To,

.....
.....
.....

Subject:- Grant of Family Pension to the Child/Children.

Sir,

I am directed to say that Shri/Smt. Formerly
(Designation)
in this Department was authorised pension of Rs. with effect
from on his/her retirement from service.

2. Intimation has been received in this Department/Office that Shri/Smt.
died onand that at the time of death left no widow/widower but was
survived by the following children*:-

S. No.	Name	Son / Daughter	Date of Birth by Christian era	Date from which family pension ceases to be payable
(1)				
(2)				
(3)				
(4)				

3. In terms of Ch. V c of the Rajasthan Civil Services (Pension) Rules, 1996, the
amount of Family Pension has become payable to the children in the order
mentioned above. The Family Pension will be payable on behalf of the minor to
Shri/Smt. who is the guardian.

4. Sanction for the grant of Family Pension of Rs.....per month to the children mentioned above is hereby accorded. The Family pension will take effect fromand subject to the provisions of Rule 67 of the Rajasthan civil Services (Pension) Rules, 1996 will be tenable till
5. Attention is invited to the information furnished in the list of enclosures.
6. The receipt of this letter may kindly be acknowledged and this Department/Office informed that instructions for the payment of Family Pension, to the guardian have been issued to the disbursing authority concerned.

Yours faithfully,

Head of Office

List of enclosures

1. Permanent address of the guardian .
2. Place of payment (Government Treasury, Sub-Treasury or Branch of Public Sector Bank).
3. Specimen signature or **left hand thumb and finger impressions of the claimant or guardian duly attested.
4. Three attested copies of passport size photograph of the guardian.
5. Descriptive roll of the guardian, duly attested.
6. Death Certificate.

* The names of children should be mentioned in the order of eligibility mentioned in Rule of the Rajasthan Civil Services (Pension) Rules, 1996, Children born as a result of marriage which took place before the retirement of the Government servant or children adopted legally before retirement should only be included but children born after retirement should not be included.

** To be furnished in the case of the guardian who is not literate enough to sign his or her name.

FORM 21

[See rule 107 (2)]

**Form of letter sanctioning Family Pension
to the child or children on the death
or remarriage of a widow/widower who was
in receipt of Family Pension**

**Government of Rajasthan
..... Department**

No.

Dated the

To,

The Director,
Pension & Pensioner's Welfare Department,
Rajasthan, Jaipur.

Subject :- Grant of Family pension to the Child/children.

Sir,

I am directed to say that Shri/Smt. widow/widower
of late Shri/Smt. formerly
(Designation)

in this Department/Office was authorised the payment of Family Pension of Rs.
with effect from the Family Pension was tenable till the death or
remarriage of the widow/widower.

2. Intimation has been received in this Department/Office that Shri/Smt.
died/Re-married on
3. At the time of death /re-marriage Shri/Smt.had
following children*:-

S. No.	Name	Son / Daughter	Date of Birth by Christian era	Date from which family pension ceases to be payable
-----------	------	-------------------	--------------------------------------	---

(1)

(2)

(3)

(4)

* The names of children should be mentioned in the order of eligibility mentioned in
Ch. V c of the Rajasthan civil Services(pension) Rules, 1996.

4. In terms of Ch. V c of the Rajasthan Civil Services (Pension) Rules, 1996 the
amount of Family pension has become payable to the children in the order
mentioned above. The family Pension will be payable on behalf of the minors to
Shri/Smt.who is the guardian.

5. Sanction for the grant of Family Pension Rs. per month to the children, mentioned above is hereby accorded. The Family Pension will take effect from and subject to the provisions of Rule-67 of the Rajasthan Civil Services (Pension) Rules, 1996, will be tenable till
6. Attention is invited to the information furnished in the list of enclosures.
7. The Receipt of this letter may kindly be acknowledged and this Department/Office informed that necessary instructions for the payment of Family Pension to the guardian have issued to the disbursing officer concerned.

yours faithfully

Head of Office

List of enclosures

1. Permanent address of the guardian.
2. Place of payment (Government Treasury, Sub-Treasury, Branch of Public Sector Bank).
3. Specimen Signature of left *hand thumb and finger impressions of the guardian duly attested.
4. Three Attested copies of passport size photograph of the guardian.
5. Descriptive roll of the guardian, dully attested.
6. Death Certificate.

* To be furnished in the case of the guardian who is not literate enough to sign his or her name.

FORM 22

[See Rule 107 (3)]

Form of application for the grant of Residuary Gratuity on the death of a pensioner

(To be filled in separately by each applicant)

1. Name of the applicant
2. (i) Name of the guardian in case the applicant is a minor
(ii) Date of birth of guardian
3. Name of the deceased pensioner
4. Office/Department in which the deceased pensioner served last
5. Date of death of the pensioner
6. Date of retirement of the deceased pensioner
7. Amount of monthly ¹pension sanctioned to deceased pensioner
8. Amount of retirement gratuity received by the deceased pensioner
9. The amount of ²pension drawn by the deceased till the date of death
10. If the deceased had commuted a portion of pension before his death, the commuted value of the pension
11. Total of items 8,9 and 10
12. Amount of death gratuity equal to 12 times of the emoluments
13. The amount of residuary gratuity claimed, i.e., the difference between the amount shown against items 12 and 11
14. Relationship of the applicant with the deceased pensioner
15. Date of birth of the applicant
16. Name of the Treasury or Sub-treasury at which payment is desired
17. Full Address of the applicant
18. Signature or thumb-impression of the applicant
(To be furnished in a separate sheet duly Attested*)
19. Attested By :

Name	Full Address	Signature
(i)
(ii)

20. Witnesses:

(i)
(ii)

(ii)

1. If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family.
 2. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.
- * Attestation should be done by two Gazetted Government servants or by two or more persons of respectability in the town, panchayat in which the applicant resides.

FORM 23

[See Rule 35 (3)]

FORM OF MEDICAL CERTIFICATE

"Certified that I/(We) have carefully examined A B son of C D a in the His age by his own statement is years, and by appearance about years. I/(We) consider AB to be completely and permanently incapacitated for further service of any kind in the department to which he belongs in consequence of (here state disease or cause)". His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits.

If the incapacity is the result of irregular or intemperate habits, the following will be substituted for the last sentence:

In my (our).... opinion his incapacity, _____ is directly due to
_____ has been accelerated
or aggravated by
irregular or intemperate habits.

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.)

"I am/We are of opinion that A B is fit further service of a less laborious character than that which he had been doing/may, after resting for months, be fit for further service of less laborious character than that which he had been doing."

Medical Authority

Place

Dated, the

FORM 24

[See Rule 29]

Form of certificate of verification of service for pension

No.
Government of Rajasthan
Department of
Dated

CERTIFICATE

It is clarified, in consultation with the senior most member of Rajasthan Accounts Service, that Shri Designation has completed a qualifying service of years months, and days as on (date), as per details given below,. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub rules (1) and (2) or rule 29 of the Rajasthan Civil Services (Pension) rules 1996, shall be subject to final verification of qualifying service which shall be made at the time of retirement of the Government Servant.

DETAILS OF QUALIFYING SERVICE

	From	To
1.		
2.		
3.		

Signature of Head of Office

To,
Shri
(Name and Designation)

FORM 25

[See Rule 9]

**Form of application for permission to State
service officers to accept commercial employment
within a period of two years after retirement**

1. Name of the Officer
(in BLOCK letter)
2. Date of retirement
3. Particulars of the Deptt./Offices in
which the officer served during the last 5 years
preceding retirement (with duration):

Name of Department / Office :	Post held :	Duration	
		From	To

4. Post held at the time of retirement and period
for which held
5. Pay scale of the post and pay drawn by the
Officer at the time of retirement
6. Pensionary benefits :

Pension expected/sanctioned (commutation if any, should be mentioned)	Gratuity, if any
---	------------------

7. Details regarding commercial employment
proposed to be taken up—
 - (a) Name of the firm/company/Co-operative
Society, etc.
 - (b) Products being manufactured by the firm/
type of business carried out by the firm,
etc.
 - (c) Whether the official had during his official
career, any dealings with the firm, etc. ...
 - (d) Duration and nature of the official dealings
with the firm
 - (e) Name of the job/post offered
 - (f) Whether post was advertised, if not, how
was offer made (attach newspaper cutting
of the advertisement, and a copy of the
offer of appointment, if any)

- (g) Description of the duties of the job/post
- (h) Remuneration offered for post/job
- (i) If proposing to set up a practice,
indicate—
 - (a) Professional qualification/in the field
of practice
 - (b) Nature of proposed practice
- 8. Any information which the applicant desires
to furnish in support of his request
- 9. Declaration :
I hereby declare that—
 - (i) The employment which I propose to take up will not bring me into conflict with
Government;
 - (ii) my commercial duties will not be such that my previous official position or
knowledge or experience under Government could be used to give my
proposed employer an unfair advantage;
 - (iii) my commercial duties will not involve liaison or contact with the Government
departments.

Signature of the applicant

Dated:

Address:

FORM 26

(Statements I to 4)

STATEMENTS FOR MONITORING AND REPORTING SYSTEM

[See Decision below Rule 94]

Statement No.1

Monthly statement showing particulars of Government servants who became due for retirement in the next eight months.

(To be submitted by the Head of office to the next higher officer)

Statement for the month of19

Name of the office place

1.	2.	3.	4.
S. No.	Name of the Government servant due for retirement	Designation	Date of retirement
5.	Whether action to complete pension papers was initiated two years in advance of retirement [of Rule 5.3 and Rule 5.4 of the R.C.S. (pension) Rules 1996]		6. Present stage of the case para (3) of GRD 3 below rule 5.17

STATEMENTS FOR MONITORING AND REPORTING SYSTEM

[See Decision (3) below Rule 94)

Statement No.2

Monthly statement showing particulars of Government servants who became due for retirement in the previous calendar month and the date of authorisation of final pension.

(To be submitted by the Head of office to the next higher officer)

Statement for the month of19

Name of the office place

1.	2.	3.	4.
S. No.	Name of the Government servant who retired in the preceding month	Designation	Date of retirement
5.		6.	
Number and date of final pension payment order, if issued		If final P.P.O. not issued by the date of retirement, the date on which provisional pension and gratuity authorised by the Head of Office	
7.		8.	
In case gratuity was not authorised or a portion of it was with held and the amount subsequently sanctioned		Remark	

Part II

1.	2.	3.
S. No.	Total number of Government servants who retired during the preceding month	Total number of Government servants in whose case the final PPO and final Order for gratuity issued before the date of retirement of Government servants
4.	5.	
Total number of Government servants in whose case final PPO, etc., has not been issued but provisional pension and gratuity authorised by the Head of office to be paid in the month following the month of retirement of Government servants.		Total number of cases where provisional pension and gratuity was not authorised immediately on retirement and reasons therefor [Col. 2 minus (Col.3 + Col. 4)]

NOTE :- Part II of the Statement is to be submitted by the next higher officer to the Head of the Department.

STATEMENTS FOR MONITORING AND REPORTING SYSTEM

[See Decision (3) below Rule 94]

Statement No.3

Quarterly Statement showing particulars of Government servants where presumptions have been made in favour of retiring Government servants because of incomplete/improper maintenance of service records

(To be submitted to the Head of Department one Quarter in arrear, i.e. Statement of Quarter ending 31st March to be submitted in July of the Year)

Name of the OfficePlace

Statement for the Quarter ending
*31st March/30th June/30th September/31st December

1.	2.	3.	4.
S. No.	Name of the retiring Government servant	Designation	Date of retirement
5.	6	7.	
Date on which final P.P.O. issued	The nature of presumption made	Monetary effect of presumption i.e. the amount by which pension/gratuity of the Govt. servant has increased because of presumption	
8.		9.	
Officer(s) responsible for Improper maintenance of Record		Action taken against The officer responsible for lapse	

* Delete whichever is not applicable

STATEMENTS FOR MONITORING AND REPORTING SYSTEM

[See Decision (3) below Rule 94]

Statement No. 4

Half-yearly Statement showing particulars of Government servants in whose case pension was not determined within six months of retirement

(To be submitted by the Head of the Department to the Secretary of the Department)

Statement for the half-year ending 30th June/31st December

Name of the Department

1.	2.	3.	4.
S. No.	Name of the retiring Government servant	Designation	Date of retirement
5.	6	7.	
Date on which provisional pension authorised	Date on which provisional pension made final	Reason for non-determination of final pension within six months of retirement	

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,

I 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 :
4. Since when occupied :
5. 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,

Signature

(Name of the Government
servant) :

Designation :

.....

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,

I 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.

Yours faithfully,

Signature

Name and Designation of
the Government servant.

Dated :

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,

I 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 :-

Kind of Advance	Name of Treasury	Bill No. & date/ date of encashment	Amount sanctioned	L.T.A. A/C No.	Amount paid so far.
1.	2.	3.	4.	5.	6.
Outstanding amount, if any				Amount set apart for recovery from gratuity	
Principal	Interest	Total			
7.	8.	9.		10.	

A. HOUSE BUILDING ADVANCE

- (i) First Advance
- (ii) Second Advance

B. HOUSE REPAIRS ADVANCE

- (i) First Advance
- (ii) Second Advance
- (iii) Third Advance

C. **CONVEYANCE ADVANCE**

- (i) First Advance
- (ii) Second Advance
- (iii) 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

Signature :
Name & Designation of
Government servant
Dated the

No.....

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

Signature :
Head of Office

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

.....

.....

(Head of Office)

Subject:- Certificate of not taking any Long Term Advance.-----

Sir,

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

Yours faithfully

Signature :
(Name of the Government
servant)

Dated the :
No.....

Designation
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 29

(See Rule 107 (2) (A))

**Form of Intimation regarding death of a
pensioner where payment of family pension
has been authorised to the widow/widower**

From :

The Treasury Officer/Branch Manager
.....
Nationalised Bank
(Pension Disbursing Authority)

To,

The Director,
Pension and Pensioner's Welfare Department,
Rajasthan, Jaipur.

Dated the : 19

Subject:- Intimation regarding death of pensioner where payment of Family Pension has been authorised to widow/widower.

Sir,

I am to inform you that Shri/Smt. holder of P.P.O. No. who was drawing his/her pension from this Treasury/Sub-treasury/Bank died on

2. The first payment of family pension @ Rs. (Rupees only) per month has been made tofor the period from to in T.V. No.dated and included in the pension payment schedule for 19..... Before making the said payment, the death certificate, the application form and other documents prescribed therein have been obtained from the claimant and accepted after necessary scrutiny. I have also personally satisfied myself about the identity and title of the claimant.

Yours faithfully,

Treasury Officer/Branch Manager

Note:- In case of Nationalised Bank, a copy shall be sent by the Branch Manager to the concerned Treasury Officer.

FORM No.30

(See Rule 104)

**Form of application by a pensioner for
endorsement of particulars of spouse for
post retiral marriage.**

(To be filled in triplicate and submitted to Head of Office which processed
pension papers initially)

To,

The Director,
Pension and Pensioner's Welfare Department,
Rajasthan, Jaipur.

Sir,

I am to state that I have married/remarried on I give below the
requisite particulars, of my spouse for necessary endorsement on my P.P.O.

I also enclose (i) 3 copies of pass port size joint photograph with my spouse duly
attested (ii) an attested copy of marriage certificate from Registrar/Gram Panchayat/ District
Magistrate for necessary action.

1. Name of the Pensioner (as recorded in PPO)
2. Full present Address.
3. Date of retirement.
4. P.P.O. No. & Date
5. Name of Pension Disbursing Authority
6. (a) Details of family as given in the application for the grant of pension.
(b) Date of death/divorce of the previous spouse
(Attested copies of death certificate/divorce decree to be enclosed).
7. Particulars of spouse from post-retiral marriage
 - (I) Name
 - (II) Date of marriage with the pensioner (please attach attested copy of marriage certificate)
 - (III) Joint photograph of the pensioner and the spouse referred to at item (a) above duly attested.

Encl : 3 copies of Joint
photographs,
marriage certificate

I certify that the particulars furnished above are correct.

Signature of Pensioner

Attested by
(with name in block letters
with address)

1. Signature

Name :

Address :

Place :

Date :

2. Signature

Name :

Address :

Note :- Attestation should be done by two Gazetted Government servant or by two respectable persons in the town/village in which the applicant resides.

Form 31

[See rule 8 and 96 (4)]

Form of Tentative Last Pay Certificate

(To be attached with form 7 or 18)

Department.....

Office.....

1. Tentative/Final Last Pay Certificate of Shri/Smt. Designation
..... who has retired/is to retire on.....

2. He has been/will 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
forenoon/afternoon of.....

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				
(i)	House Building Advance	I II			
(ii)	House Repairs Advance	I II III			
(iii)	Conveyance Advance	I II III			

- III. Any Other Advance
(give details)
(i)
(ii)
(iii)

- IV. Other recoveries
(i)
(ii)
(iii)
-

Signature of D.D.O.
Office/Department

FORM NO.32

(Rule 45 (note 3))

Form of Certificate for counting officiating pay.

Certified that the officiating appointment of Shri/Smt./Ku.
on the post was not in the leave vacancy or to hold the charge of
higher post in officiating capacity in addition to his own duties.

Signature.....

Designation.....

(Appointing Authority)

Dated

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
2. Father's Name (and also husband's name in the case of a female Government servant) Photograph attested by
Head of Office
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:

$$\frac{\text{Emoluments last drawn}}{2} \times \frac{\text{Completed six monthly period of qualifying service}}{66} = \text{Pension Amount}$$

11. Amount of Retirement gratuity:

$$\frac{\text{Emoluments last drawn}}{4} \times \frac{\text{Completed six monthly period of qualifying service}}{4} = \text{Amount of retirement gratuity}$$

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

PART - II

15. Amount of Family Pension
- (i) Emoluments at the time of death X ... percent = Rs.....
(As per slab)
- (ii) Minimum Family pension in the slab = Rs.....
- (iii) Maximum family pension in the slab Amount of family pension determined based on (i), (ii) and (iii) = Rs.....
16. Amount of family pension at enhanced rates (if service rendered is 7 years or more)
- (a) (i) Fifty percent of emoluments = Rs.....
- (ii) Double the amount of pension determined at item No.15 above = Rs.....
- Amount of family pension at enhanced rate (amount of (i) or (ii) whichever is less) = Rs.....
- (b) where workmen's Compensation Act is applicable
- (i) Fifty percent of emoluments = Rs.....
- (ii) One and half time the amount of pension determined at item No.15 above = Rs.....
- Amount of Family pension at enhanced rate (amount at (i) or (ii) whichever is less) = Rs.....

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 = Rs.....
One year or more but less than five years	emoluments X 6 = Rs.....
Five years or more but less than twenty years	emoluments X 12 = Rs.....
Twenty years or more	<div style="text-align: right;"> Completed six emoluments X monthly period of service <hr style="width: 100px; margin: 0 auto;"/> 2 = Rs..... </div>

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 = Rs.....
- (b) Net amount payable of provisional Death Gratuity (item No.19-item No.20 (a)) = Rs.....

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 Shri/Smt./Ku.

Signature Designation of the

Head of Office with Rubber Stamp

Copy forwarded to the-

1. Director, Pension Department, Rajasthan, Jaipur.
2. Concerned Head of Department.
3. Sh./Smt./Ku.
- 4.
- 5.
- 6.
- 7.

Signature and Seal of Head of
Office