

FORM NO.7

(First page)

Form for Pension and Gratuity:

1. Name of Government servant ...
2. Father's name (and also Husband's name) ...
in the case of a woman Government servant)
3. Religion and Nationality ...
4. Permanent residential address showing ...
Village/Town, District and State
5. Present or last appointment, including name ...
of Establishment.
6. Class of Pension or service Gratuity applied ...
for and cause of application.
7. Pension Rules opted/eligible ...
8. Governments under which service has been ...
rendered (in order of employment).
9. Period of service qualifying for pension ...
 - (a) Period of Civil Service ...
 - (b) Period of War/Military Service ...
 - (c) Amount and nature of any pension ...
gratuity received for Military Service
 - (d) Amount and nature of any pension/ ...
gratuity received for Civil Service
10. (a) Average emoluments ...
(b) Emoluments for gratuity ...
11. Pay as defined in rule 8 (32) ...
12. Proposed pension ...

13. Proposed Gratuity ...
14. Whether the Family Pension Rules, 1964 ...
are applicable, if so amount of life time family
pension becoming payable to the entitled
members of the family of the Government
servant, in the event of his/her death.
15. Date from which pension is to commence ...
16. Place of payment of:
(a) Pension (Treasury/Sub- Treasury)
(b) Gratuity (Treasury/Sub- Treasury)
Head of the Office
17. Whether nomination made for:
(i) Family pension under Part IV of ...
K.C.S.Rs., if applicable.
(ii) Death-cum-retirement Gratuity ...
18. Whether Government servant has ...
paid all Government dues.
19. Date of birth by Christian era, of
(i) Government servant
(ii) Government servant's wife/husband
20. Height
21. Identification Marks
22. Thumb and finger impression:-
Thumb Fore finger Middle finger Ring finger Little finger
- (i) Of Government servant
- (ii) Of Government servant's wife/husband

1.Substituted by No. FD 121 SRS 69 dated 16-10-1970 (with effect from 26-11-1970)

23. Date on which the Government servant applied for pension in Form 1-B ...

Signature of Head of Office/Department
(Audit Officer)**

-
- Persons who are literate enough to sign their names in English, Hindi or the Official Regional language, are exempted from recording their left-hand thumb and finger impressions provided they furnish certified copies of passport-size photographs. In the case of a Government servant who is literate enough to sign his name in English, Hindi or the Official Regional language, but is unable to sign any document on account of loss of control over the hands owing to disability, the production of thumb and finger impressions duly attested as in the case of illiterate Government servant shall be necessary.

** In case of Gazetted Government servants only.

Details of Service of Shri/Shrimathi/Kumari.....

Date of Birth.....

SECTION 1

1. Establishment ...
2. Appointment ...
3. Officiating/Substantive ...
4. Date of beginning ...

- 5. Date of ending ...
- 6. Period reckoning as service ...
- 7. Period not reckoning as service ...
- 8. Remarks by the Audit Officer ...

Total Period of service.....

Note:- Date of commencement and date of ending of each period of Military service, if any, should be indicated in this section.

SECTION II

Emoluments drawn during the last twelve Months.

<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Pay</u>	<u>Personal/Special Pay</u>
------------------	-------------	-----------	------------	-----------------------------

Average emoluments

*In a case where the last twelve months include some period not to be reckoned for calculating average emoluments an equal period backwards has to be taken for calculating the average emoluments.

SECTION – III

Period(s) of non-qualifying service, ___.

	<u>From</u>	<u>To</u>
1. Interruption(s) ...		
2. Extra-ordinary leave not qualifying for pension...		
3. Period of suspension not treated as qualifying ...		
4. Any other service not treated as not qualifying...		
Total...		

SECTION – IV

Period of service not verified with reference to acquittance Rolls.

Whether the above period verified is in accordance with the provisions of Rule 330(iv) of K.C.S. Rules or corresponding provisions in the previous rules applicable and if not whether the necessity of verification of the aforesaid period of service dispensed with under order of the appropriate authority:-

(a) Audit Enforcement

1. Total period of qualifying service which has been accepted for the grant of superannuation/retiring/invalid/compensation pension/gratuity, with reasons for disallowance, if any, (other than disallowance indicated in second page)

Note:- Service for the period commencing from _____ and up to the date of retirement has not yet been verified: this should be done before the pension payment order is issued.

2. Amount of superannuation/retiring/invalid/compensation pension/gratuity that has been admitted
3. Amount of the superannuation/retiring/invalid/compensation pension/gratuity admissible after taking into account reduction, if any, in pension and gratuity made by the authority sanctioning pension. ...
4. Total period of qualifying service which has been approved for the grant of special additional pension. ...
5. The amount of special additional pension if any admitted under the rules. ...
6. The date from which the special additional pension is admissible. ...
7. The date from which the superannuation/retiring/invalid/compensation Pension/gratuity is admissible. ...
8. Head of Account to which the superannuation/retiring/invalid/compensation and special additional pension/gratuity is chargeable. ...
9. The amount of life-time family pension becoming payable to the entitled members of family in the event of death of the Government servant after retirement

Accounts Officer/
Assistant Accountant General

(Back of the third page)

1. Date of Submission of pension applicable by the Government Servant. ...
2. Name of Government Servant. ...
3. Class of Pension or gratuity ...

4. Sanctioning Authority	...	
5. Amount of pension sanctioned.	...	
6. Amount of gratuity sanctioned.	...	
7. Date of commencement of pension	...	
8. Date of sanction	...	
9. Amount of family pension admissible in the event of death of pensioner
10. Amount to be recovered from Gratuity under rule 10 of the Family Pension Rules, 1964	...	

11. Government dues held over from the gratuity ...

(Fourth page)

Instructions

Calculation of average emoluments:-

1. The Calculation of average emoluments, mentioned at item 10 of the first page should be based on the actual number of days contained in each month.
2. (a) If the application is for a compensation pension or gratuity the particulars of the savings effected should be duly stated against item-6 of the First page.
(b) State why employment was not found elsewhere.

History of service:-

3 (a) Give date, month and year of the various appointments, promotions and cessations. For the purpose of adding towards broken periods a month is reckoned as thirty days.

(b) All periods not reckoned as service should be distinguished and reasons for their exclusion given in the remarks column.

Identification Marks:-

4. Specify a few conspicuous marks, not less than two, if possible.

Name:-

5. When initials or names of Government servants are incorrectly given in the various records consulted mention this fact in the letter forwarding the Pension papers to avoid inviting reference from the Audit Officer.

Date of retirement:-

6. Show in the Service Book and the last pay certificates.

Reinstatement:-

7. In the case of an Officer who has been reinstated, after having been suspended, compulsorily retired, removed or dismissed, brief statement leading to his reinstatement should be appended.

Alterations:

8. Make in red ink under dated initial of a Gazetted Government servant.

Calendar month:

9. The following examples show how a period stated in calendar months should be calculated.

Examples- A period of six calendar months.

beginning on the	ends on the
28 th February	27 th August
31 st March or 1 st April....	30 th September
29 th August....	28 th February
30 th August or 1 st September...	Last day of February

A period of three calendar months

29 th November ...	28 th February
30 th November or ...	Last day of February
1 st December	