

**PENSION PAPERS**  
**OF**

Postal Address .....

.....

.....

**N.B.- Please read carefully the instructions contained in the guide for Retiring Govt. Servants and the Manual of Pension Procedures.**

**In the case of family pension for death while in service, page 2 will not be filled in and page 3 will be applicable.**

**APPLICATION FOR PENSION AND/OR GRATUITY  
PART I**

*To be filled in and signed by the applicant himself/herself*

To

The .....  
.....  
.....

Sir,

I have the honor to say that I \*have retired  
on (Dated) ..... \*have been permitted to retire from service  
\*am due to retire.

I, therefore, requested that the pension / gratuity admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor receive any pension or gratuity for any portion of this service, nor shall I submit any application hereafter without quoting a reference to this application and to the orders which may be passed thereon.

3. Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4. I wish to commute my pension to the extent of Rs.....

5. I wish to draw my pension from the National Bank of Pakistan, Branch at.....(Place).

6. The following documents, duly attested, are enclosed:-

- (a) The Specimen Signatures of mine/two sets of my thumb and finger impressions on the proscribed form.
- (b) Three photographs of mine.
- (c) List of family members.

Yours obedient servant,

Signature .....

Name : .....

S/O W/O, D/O .....

.....

Post held on the date of

Retirement .....

Dated .....

3

**APPLICATION FOR FAMILY PENSION**  
***To be filled in and signed by the applicant himself/herself***

To

The .....  
.....  
.....

Sir,

I have the honor to say that I my husband/wife/\* ..... has expired on (date)..... I, therefore, requested that the family pension admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor receive any family pension

3. Should the amount of the family pension granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4. I wish to commute my pension to the extent of Rs.....

5. I wish to draw my pension from the National Bank of Pakistan, Branch at.....(Place).

6. The following documents, duly attested, are enclosed:-

(a) The Specimen Signatures of mine/two sets of my thumb and finger impressions on the proscribed from.

(b) Three photographs of mine.

(c) List and particulars of family members.

(d) Descriptive Roll.

(e) Death Certificate.

(f) Non-remarriage and non separation certificates.

Yours faithfully,

Signature .....

Name : .....

Widow / husband/entitled member of the family

.....

Postan Address .....

.....

.....

## Part II

*(To be completed by the Office / Department receiving the application for pension)*

**SECTION (1).-PARTICULARS OF APPLICANT GOVT. SERVANT.**

- |     |                                                                             |       |          |
|-----|-----------------------------------------------------------------------------|-------|----------|
| *1  | Name of Civil Servant.....                                                  |       |          |
| *2  | Father's Name .....                                                         |       |          |
| *3  | Nationality .....                                                           |       |          |
| *4  | Postal address .....                                                        |       |          |
|     | .....                                                                       |       |          |
| *5. | Post held on the date of retirement/death .....                             |       |          |
| *6  | BPS ..... Date of Birth .....                                               |       |          |
|     | Commencement of Service .....                                               |       |          |
| 7.  | Date of Retirement / Death .....                                            |       |          |
|     | Application for Pension .....                                               |       |          |
| 8.  | Length of service:                                                          | Y     | M D      |
|     | From to                                                                     |       |          |
|     | From to                                                                     |       |          |
|     | From to                                                                     |       |          |
|     | Total:                                                                      | _____ |          |
| 9.  | Dated of commencement and ending of each spell of military service, if any: |       |          |
|     | Y                                                                           | M     | D        |
|     | From to                                                                     |       |          |
|     | From to                                                                     |       |          |
|     | Total:                                                                      | _____ |          |
| 10  | Govt. under which service has been rendered, in chronological order:        |       |          |
|     | Govt. of .....from                                                          | to    | i.e..... |
|     | Govt. of .....from                                                          | to    | i.e..... |
|     | Govt. of .....from                                                          | to    | i.e..... |
|     | Total:                                                                      | _____ |          |
| 11  | Class of Pension or Gratuity applied for .....                              |       |          |
| 12  | Average emoluments .....                                                    |       |          |
| 13  | Proposed gross pension .....                                                |       |          |
| 14  | Proposed family pension .....                                               |       |          |
| 15  | Proposed value of commutation .....                                         |       |          |
| 16  | Proposed net pension .....                                                  |       |          |
| 17  | Place of Payment i) N.B.P. ....Br.,.....                                    |       |          |
|     | ii) F.T.O., Islamabad.                                                      |       |          |
| 18  | Date from which pension is to commence.....                                 |       |          |

Official seal

**Signature of Head of.....**  
**Office /Department**  
**Name .....**

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## SECTION (2)-CALCULATION OF QUALIFYING SERVICE

|      |                                             | Y | <u>Period</u> |   |
|------|---------------------------------------------|---|---------------|---|
|      |                                             |   | M             | D |
| i)   | Extraordinary Leave.....                    |   |               |   |
| ii)  | Unauthorized absence .....                  |   |               |   |
| iii) | Spell of service not qualifying for pension |   |               |   |
|      | Under Article 420 C.S.R                     |   |               |   |

|     | Y                                                                              | <u>Period</u> | D |
|-----|--------------------------------------------------------------------------------|---------------|---|
|     |                                                                                | M             |   |
| i.  | Periods, if any, Military service or was Service allowed counting for pension. |               |   |
| ii. | Benefit of condo nation of deficiency in total qualifying service.             |               |   |

**Total (i) and (ii)** \_\_\_\_\_

**Total qualifying service** .....

**UNDER PARA 3(a)/(b) OF L.P.R. 1977.**

| Particulars    | Amount     |
|----------------|------------|
| Basic Pay      | Rs.        |
| Sr. Post Allow | Rs.        |
| Special Pay    | Rs.        |
| Personal Pay   | Rs.        |
| Qualification  | Rs.        |
| Pay            | Rs.        |
| Others         |            |
| <b>Total</b>   | <b>Rs.</b> |

**Length of total qualifying service.** .....years

**Emoluments/Average Emoluments/Last Pay**  
**Drawn of the post held on regular basis** Rs.....

**Amount of gratuity (in case where qualifying Service is 05 years or more but less the 10 years) Rs.....**

**Amount of gratuity on discharge from temporary  
Service where qualifying service is 10 years or more**

But less than 25 years

Rs.....

6

Gross pension calculated up to 30 years  
Qualifying service.

Rs.....

Commutation .....

Rs.....

Net Pension .....

Rs. ....

**SECTION (5)- COMMUTED VALUE OF PENSION.**

- (i) Amount of pension to be commuted Rs.....
- (ii) Age next birth or 60 in case of  
superannuation .....Years
- (iii) Rate of commuted value for every one  
rupee. Rs. ....
- (iv) Commuted value of pension Rs.....

**SECTION (6)-ORDERS OF THE SANCTIONING AUTHORITY**

1. The undersigned is satisfied that the service of..... has been satisfactory. The grant of full pension and/or gratuity which the Audit Officer may find to be admissible under the rules is hereby sanctioned.

**OR**

The undersigned is satisfied that the service of ..... has not been satisfactory and it has been decided that the full pension and / or gratuity found by the Audit Officer to be admissible under the rules should be reduced by the specific amounts or percentage given below:-

Amount or percentage of reduction in pension .....

Amount or percentage of reduction in gratuity.....

Sanction is hereby accorded to the grant of pension and or gratuity as so reduced.

2. The payment of pension and/or gratuity may commence from.....
- Before issuing the pension payment order, the Audit Officer may kindly ascertain whether the last Pay and No Demand Certificates have been received by him. In case the last Pay Certificate and/or No. Demand Certificate has/have not been received with the pension papers, the Audit Officer should issue PPO subject to the production of the last pay certificate and/or and undertaking, at the time of first payment of pension/gratuity, by the pensioner, or his family (in case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recovered from him/her.

Signature .....

Official Seal

Designation .....

## FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

- i. The calculations contained in the preceding pages..... have been checked.
- ii. Length of qualifying service accepted in audit.....years
- iii. Reasons for difference, if any, between this and the length of qualifying service worked out by the Deptt.
- iv. Amount of Pension. Rs. ....
- v. Reasons for discrepancy, if any,  
Between this amount and that  
Calculated by the Deptt.
- vi. Amount of Family Pension. Rs.....
- vii. Reasons for discrepancy, if any,  
Between this amount and that  
Calculated by the Deptt.
- viii. Amount of commutation for the  
Pension commuted Rs.....
- ix. Reasons for discrepancy, if any,  
Between this amount and that  
Calculated by the Deptt.
- x. Amount of net pension payable. Rs.....
- xi. The pension will commence from  
.....
- xii. allocation of the pension and gratuity.
- |                        | Pension | Gratuity |
|------------------------|---------|----------|
| Govt. of .....         |         |          |
| Govt. of .....         |         |          |
| Govt. of .....         |         |          |
| Defence Estimates..... |         |          |
| Total                  |         |          |
- xiii. Anticipatory pension of Rs.....(Rupees.....) per month, granted with effect from..... vide PPO NO..... under rule ..... to be adjusted in the final P.P.O.
- xiv. Amount of original Pension commuted Rs.....
- xv. Checked with the L.P.C. and "No Demand Certificat."
- xvi. PPO issue vide NO..... dated.....

Assistant Accountant General  
Assistant Accounts Officer.

**LIST OF FAMILY MEMBERS**

| <b>S.<br/>No</b> | <b>Name of Family<br/>Member</b> | <b>Relationship with<br/>Govt. Servant</b> | <b>Marital<br/>Status</b> | <b>Age /<br/>Profession</b> | <b>Income<br/>(if any)</b> |
|------------------|----------------------------------|--------------------------------------------|---------------------------|-----------------------------|----------------------------|
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |
|                  |                                  |                                            |                           |                             |                            |

Dated \_\_\_\_\_

Singed by\_\_\_\_\_

**Attested**