

**Form 3**  
**[(See Rule 54(12))]**  
**Details of Family**

Name of the Employee : .....

Designation : .....

Date of Birth : .....

Date of appointment : .....

Details of the member of my Family \* as on : .....

Sl. No.	Name of the Members	Date of Birth	Relationship with the employer	Initial of the Head of Office	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					

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

Place: .....

Dated: .....

Signature of Employee

\*Family for this purpose means family as defined [in MCS Pension Rules 1977].

*NOTE: - Wife and husband shall include respectively judicially separated wife and Husband*

## FORM 5

[See Rule 59 (1)(c) and 61 (1)]

*Particular to be obtained by the Head of Office from the retiring employee*

1. Name: .....
2. (a) Date of Birth: .....  
(b) Date of retirement: .....
3. Two specimen signature (to be furnished in a separate (Sheet) duly attested by a Gazetted Government servant).
4. Three copies of passport size joint photographs with wife or husband (To be attested by the Head of Office.)
5. Two slips showing the particulars of height and personal Identification marks duly attested by a Gazetted Government servant.
6. Present Address: .....
7. Address after retirement: .....
8. Name of Public Sector Bank and Account number in which the pension is to be drawn.
9. Details of the family pension in Form 3.
10. Indicate whether family pension is admissible from any other source- Military of State Government and or a public sector undertaking/ Autonomous body / Local Fund under the central or a State Government.

Place: .....

Date: .....

Signature : .....

Designation : .....

Deptt./Office.....

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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 employee on account of physical disability is unable to give left hand thumb and finger impression he may give thumb and finger impressions of the right hand. Where an employee 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 self-passport size photograph need be furnished if the employee is governed by MCS Pension Rules, 1977 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 photograph 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.

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## FORM 8

**(Form of letter to the Executive Director (HR) forwarding the pension papers of the employee)**

The Executive Director (HR),MSPCL  
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Subject:- Pension papers of Shri/Smt,.....  
for authorization of pension.

Sir,

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

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

- (a) Balance of the house/ Building of conveyance advance.....Rs.
- (b) Overpayment of & allowances including leave salary.....Rs.
- (c) Income Tax deduction at source under the Income Tax Act 1961 (43 of 1961).....Rs.
- (d) The amount of license fee for occupation of Govt. accommodation.....Rs.
- (e) The amount of license fee for the retention of Govt. accommodation for the permission period of two month beyond the date of retirement.....Rs.
- (f) Any other assessed dues and the nature thereof.....Rs.
- (g) The amount of Gratuity to be withheld for adjustment of un-assessed dues, if any.....Rs.

Total:-

- 3. Your attention is invited to the list of enclosures which is forwarded herewith.
- 4. The receipt of this letter may be acknowledge and this Department /Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned.
- 5. The retirement gratuity will be drawn and disbursed by this Department /Office on receipt of authority from you. The outstanding Govt. dues as mentioned in Para 2 above will also be recovered out of the retirement gratuity making payment.

Yours faithfully,

**Head of Office**

## LIST OF ENCLOSURES

1. Form 5\* and 7 duly completed.
2. Medical certificate of incapacity ( if the claim is for invalid pension)
3. Statement of the savings effected and the reasons why employment could not be found elsewhere (if claim is for compensation pension or gratuity)
4. Service Book (date of retirement to be indicated in the Service Book).
5. (a) Two specimen signature, duly attached by a Gazetted Govt. servant or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impression, duly attested by the Gazetted Government servant.
- \*\* (b) Three copies of passport size photograph with wife or husband (either jointly or separately) duly attested by the Head of office.
- (c) Two Slips showing the particulars of height and identification marks, duly attested by the Gazetted Government servant.
6. A statement indicating the reasons for delay in case the pension papers are not forwarded before six month of the retirement of employee.
7. Written statement, if any, of the employee as required under Rule 59(1)(a).
8. Brief statement leading to reinstatement of the Govt. servant in case the Govt. servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.

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NOTE -When initial or name of the employee are or is incorrect given in the various records consulted, this fact should be mentioned in the letter.

\*\* Only two copies of passport size photographs need be furnished if the employee is governed by MCS (Pension) Rules 1977 and is unmarried or a widower or a widow.

## FORM 7

*Form for assessing Pension and Gratuity See Rules 58, 6061(1) and (3) and 65(1)*

### PART I

1. Name of the employee : -.....
2. Father's name ( and also husband' s name  
(in the case of female employee) :- .....
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. Date of beginning of service :- .....
8. Date of ending of service :- .....
9. (i) Total period of military service for which  
pension or gratuity was sanctioned. :-.....
- (ii) Amount & nature of any pension/gratuity  
received for the military service. :-.....
10. Amount & nature of any pension /gratuity  
receivedfor the military service. :-.....
11. Govt. under which service has been  
rendered in order of employment. Year Month Days :-.....
12. Class of pension applicable. :-.....
- 13. The date on which action initiate to –**
- (i) Obtain the 'No Demand Certificate'  
from the Directorate of Estates as  
provided in Rule 57:
- (ii) assess the service and emoluments  
qualifying for pension as provided in  
Rule 59: and
- (iii) assess the Govt dues other than the  
dues relating to the allotment of Govt.  
accommodation as provided in Rule 73 (1)
14. Details of omissions, imperfections or  
Deficiencies in the service Book which  
have been ignored under Rule (1)(b)(ii) :-.....
15. Total length of qualifying service (for the  
purpose of adding forwards broken periods) :-.....
- 16. Periods of non-qualifying service-**
- (h) Interruption in service condoned under Rule 28 Form To :-.....
- (ii) Extraordinary leave not qualifying for pension. :-.....
- (iii) Period of suspension not treated as qualifying :-.....
- (iv) Any other service not treated as qualifying. :-.....
- Total:-
17. Emoluments reckoning for gratuity. :-.....

18. Average emoluments :-.....

\* Emoluments drawn during the last ten Months of service.

Post held	From	To	Pay	Personal pay Special Pay	Average Emoluments

19. Date on which form has been obtained from the employee :- .....

20. (i) Proposed pension :- .....

(II) Proposed graded relief :-.....

21. Proposed retirement gratuity :-.....

22. Date from which pension is to commence :- .....

23. Proposed amount of provisional pension.  
If departmental or judicial proceeding is instituted against the Govt. servant before retirement. :-.....

**24. Details of Govt. dues recoverable out of gratuity -**

(i) License fee for the allotment of Govt. Accommodations(see sub- rule{(2), (3) & (4) of Rule 72}. :-.....

(ii) Dues referred to in Rule 73 :-.....

25. Whether nomination made for retirement Gratuity /death gratuity. :-.....

26. Whether Family Pension 1965. Applies to The employee, and if so- :-.....

(i) emoluments reckoning for the family pension. :-.....

(ii) the amount of the family pension becoming payable to the family of the employee, if death takes place after retirement. :-.....

a) before attaining the age of 67 Yrs. Or :-.....

b) after attaining the age 67 years :-.....

(iii) Complete and up-to date details of the nominee as given in Form 3 –

Sl.No.	Name of Member	Date of Birth	Relationship with the Govt. servant
1.			
2.			
3.			
4.			
5.			

27.Height :-.....

28. Identification Marks :-.....

29. Place of payment of pension (Branch of Public Sector Bank) :-.....

30. Head of Account to which pension and Gratuity and debitable :-.....

Signature of the Head of Office

**PART II**  
**SECTION I**

Account encasement:

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 & 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 1964, Becoming payable to the entitled members of the family in the event of death of the employee after retirement. :-.....

**SECTION II**

1. Name of the employee :-.....
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 67 years of age or :-.....
  - (ii) If death takes place after 67 years of age :-.....
7. The amount of graded relief admissible on pension :-.....
8. The Govt. dues recoverable out of gratuity before authorizing its payment. :-.....
9. The amount of cash deposit or the amount of Gratuity holds over for adjustment of un-assessed Company dues. :-.....
10. Date on which the pension paper received by the Account Officer. :-.....

### PENSION CALCULATION SHEET

Revised Format

(See Decision (2) below Rule 61)

1. Name :-.....
2. Designation :-.....
3. Date of Birth :-.....
4. Date of Retirement :- .....
5. Length of qualifying service reckoned for Pension / gratuity (as indicated in PPO) :-.....
6. Emoluments drawn during the last 10 month-
7. (1) Average emoluments for pension (as indicated in PP)

(2) Pension admissible calculation to be shown as follows:-

(i)	$\frac{\text{Average Emoluments}}{2}$	}	(i) Or (ii)
(ii)	$\frac{\text{Last pay drawn}}{2}$		Whichever beneficial

8. (1) Emolument for gratuity (as indicated in PPO):-.....

(2) Retirement gratuity admissible  
Calculation to be shown as follows:-

$$\frac{\text{Emoluments}}{4} \times \text{Qualifying service: -.....}$$

9. (1) Emoluments for family pension ( as indicated & in PPC)
10. (2) Family Pension admissible
  - (a) Ordinary Family Pension :  
Pay last drawn X prescribed % subject to prescribed minimum & maximum
  - (b) Enhanced Family Pension:  
Family Pension at ordinary rate as at (A) above X2 subject to prescribed Minimum & maximum as per Rule 54.

Countersigned.

Head of Office