

**The following documents are required for finalization of Pension**

I)	Notification regarding retirement	3 copies
ii)	Photographs of the officer.	3 Nos.
iii)	Specimen signatures, duly attested	3 copies
iv)	Fingers Prints of the official	3 copies
v)	Consent of the official concerned regarding recovery of govt. dues if found subsequently	3 copies
vi)	Declaration not take part in politics	3 copies
vii)	No Demand Certificate by Ministry	3 copies
viii)	Declaration regarding non-receipt of Pension/Commutation	3 copies
ix)	List of family members.	3 copies
x)	Copy of NIC	3
xi)	Option for Direct Credit Through Bank	Original+2ph. copy
xii)	<b>Service Book (Non-Cazetted Period)</b>	<b>Original+2ph. copy</b>
xiii)	<b>LPC/ service statement</b>	3 copies

(1)

C. S. R.25

Revised  
**PENSION PAPERS**  
**OF**

**MR.**

**M/o**

N.B. Please read carefully the instructions contained in the Guide for Retiring Government 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 2 A will be applicable.

(2)

PART-I

**(To be filled in and signed by the applicant himself/herself)**  
**APPLICATION FOR PENSION AND/OR GRATUITY**

To

The Accountant General,  
Pakistan Revenues,  
Islamabad.

I have the honour to say that my husband Mr. \_\_\_\_\_ I have retired from Government service w.e.f.. \_\_\_\_\_. While, preparing his pension papers, the service rendered by him in Printing Corporation of Pakistan Press was not counted for pension purposes. I, therefore, request that the pension/gratuity may kindly be sanctioned on the basis of revise rates as admissible under the rule.

2. 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.

3. I wish to commute my pension to the extent of Rs. \_\_\_\_\_ (35% of Gross Pension of Rs. \_\_\_\_\_).

4. I wish to draw my pension from National Bank of Pakistan,

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7. The following documents, duly attested, are enclosed:

- (a) Three specimen signatures of mine/two sets of my thumb & finger impressions on the prescribed form.
- (b) Three photographs of mine.

Yours faithfully,

Signature:

Name:

S/o

Post held on the date of retirement- \_\_\_\_\_

**Dated:** \_\_\_\_\_

(TO BE COMPLETED BY THE OFFICE/DEPARTMENT RECEIVING THE APPLICATION (FOR PENSION )

**SECTION (1) – PARTICULARS OF APPLICANT**

- \* 1. Name of Civil Servant: \_\_\_\_\_
- \* 2. Father's Name : \_\_\_\_\_
- \* 3. Nationality : PAKISTANI
- \* 4. Postal address : \_\_\_\_\_  
\_\_\_\_\_
- \* 5. Post held on the date of retirement and Grade: \_\_\_\_\_
- \*6. Date of birth : \_\_\_\_\_
7. Date of (Commencement of service): \_\_\_\_\_  
(Retirement) : \_\_\_\_\_  
(Application for Pension): \_\_\_\_\_
8. Length of service: From \_\_\_\_\_ to \_\_\_\_\_  
Y M D
9. Date of commencement and ending of each spell of military service, if any:  
From \_\_\_\_\_ to \_\_\_\_\_ Y M D  
Total:- \_\_\_\_\_
10. Government under which service has been rendered, in chronological order.  
Government of Pakistan i.e. \_\_\_\_\_ to \_\_\_\_\_ Y- M- D  
Total:- Y- M- D
11. Class of pension or gratuity applied for: - \_\_\_\_\_.
12. Average Emoluments Rs. \_\_\_\_\_/- P.M.
13. Proposed Gross pension/gratuity = \_\_\_\_\_ = \_\_\_\_\_  
300
14. Proposed family pension \_\_\_\_\_ -- \_\_\_\_\_
15. Proposed gratuity in lieu of 1/4<sup>th</sup> of pension \_\_\_\_\_ -- \_\_\_\_\_
18. Proposed value of commutation = \_\_\_\_\_  
Proposed net pension = \_\_\_\_\_ + 10% increase w.e.f. 1-7-2005) = \_\_\_\_\_
- Total Net Pension = \_\_\_\_\_**
18. Place of Payment: **NATIONAL BANK OF PAKISTAN,** \_\_\_\_\_
19. Date from which pension is to commence \_\_\_\_\_

Signature of Head of \_\_\_\_\_  
Office /Department.

- Entries Nos,1,2,3,4 and 18 should be made in capital letters.

**Section (2) – Calculation of Qualifying Service.**

	<u>Y</u>	<u>M</u>	<u>D</u>
Total length of service as per Col. 10 of Section (1) <u>Non-qualifying Service.</u>			
From	Period		
to	<u>Y</u>	<u>M</u>	<u>D</u>
i. <u>Extraordinary leave</u>			
ii. <u>Unauthorized absence</u>			
iii. <u>Spell of service not qualifying for Pension under Article 420. CSR</u>			
Total (i) (ii) & (iii)	_____		
Net qualifying service.....	<u>Period</u>		
Add From	<u>Y</u>	<u>M</u>	<u>D</u>
Periods, if any, of Military service of War service allowed to count for pension.			
i. <u>Benefit of condonation of deficiency in total</u> _____ <u>Qualifying service.</u>			
Total (i) (ii)	_____		
Total qualifying service .....	<u>Y</u>	<u>M</u>	<u>D</u>

**Section (3)- Calculation of “Average Emoluments”\***

Statement of emoluments during the last 36/12 months.

Period		Duration		Monthly Rate of.		
From	To	Months & Days		Emoluments		Amount Drawn
From	To	M	D	Rs.	Rs.	Rs.

The total emoluments for 36/12 months are:

Therefore “Average Emoluments” work out to 36/12 Rs. P.M.

**Section (4) – Calculation of Pension/Gratuity.**

Length of total qualifying service	<u>Years- Months Days</u>
Emoluments/Average Emoluments	<u>Rs. /-</u>
Amount of gratuity(in case where qualifying service is 5 years or more but less than 10 years).	<u>Rs. -</u>

Amount of gratuity on discharge from temporary service where  
Qualifying service is 10 years or more but less than 25 years. Rs. - \_\_\_\_\_

\* Please see relevant rules/orders before filling in this section.

Gross pension	<u>Rs.</u>
Less 40% (if the applicant wishes to Surrender 40% Gross Pension)	<u>Rs.</u>
Net Pension	<u>Rs.</u>

**Section(5) – Calculation of gratuity in lieu of pension**

Length of total qualifying service	<u>Y - M - D</u>
Amount of pension surrendered	<u>-</u>
Rate of gratuity for every rupee surrendered	<u>Rs. - .</u>
Lump sum gratuity admissible	<u>Rs. - .</u>

**Section (6) Commuted value of pension**

i) Amount of pension to be commuted	<u>Rs. /-</u>
ii) Age next birthday	<u>Rs. Years</u>
iii) Rate of commuted value for every one rupee	<u>Rs.</u>
iv) Commuted value of pension	<u>Rs. /-</u>

**Section (7)- Orders of the Sanctioning Authority.**

1. The undersigned is satisfied that the service of \_\_\_\_\_ has been found satisfactory. The grant of 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: - 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 of 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 P.P.O. subject to the production of the Last Pay Certificate and/or an issue of P.P.O. would be recovered from him/her.

Signature \_\_\_\_\_

PART -III

(For use in the Accountant General's Office).

- i. The calculations contained in the preceding pages have been checked.
- ii. Length qualifying service accepted in Audit. \_\_\_\_\_ Years.
- iii. Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.
- iv. Amount of pension/gratuity. Rs. \_\_\_\_\_
- v. Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- vi. Amount of family pension. Rs. \_\_\_\_\_
- vii. Reasons for discrepancy if any, between this amount and that calculated by the Department.
- viii. Amount of gratuity in lieu of 1/4<sup>th</sup> of pension  
Surrendered Rs. \_\_\_\_\_
- ix. Amount of commutation for the pension commuted. Rs. \_\_\_\_\_
- x. Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- xi. Amount of net pension payable. Rs. \_\_\_\_\_
- xii. The pension will commence from \_\_\_\_\_
- xiii. Allocation of the pension and gratuity:
- xiv.

	<u>Pension</u>	<u>Gratuity</u>
Government of _____		
Government of _____		
Government of _____		
Defence Estimates _____		
Total:-		
- xv. Anticipatory pension of Rs. \_\_\_\_\_ Rupees \_\_\_\_\_  
\_\_\_\_\_ )per month, granted with effect from  
\_\_\_\_\_ vide P.P.O. No. \_\_\_\_\_ under rule
- xvi Amount of pension surrendered for gratuity Rs. \_\_\_\_\_
- xvii Amount of original pension commuted. Rs. \_\_\_\_\_
- xviii Checked with the L.P.C. and "No Demand Certificate:.
- xix P.P.O. issued vide No. \_\_\_\_\_ dated \_\_\_\_\_

Asstt: Accountant General

Asstt: Accounts Officer

Signature

SPECIMEN SIGNATURE OF  
M/O INFORMATION, BROADCASTING AND NATIONAL HERETAGE, ISLAMABAD.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

ATTESTED



FINGERS PRINTS OF

M/O INFORMATION, BROADCASTING AND NATIONAL HERETAGE, ISLAMABAD.

1. Thumb \_\_\_\_\_

2. Fore Finger \_\_\_\_\_

3. Middle Finger \_\_\_\_\_

4. Ring Finger \_\_\_\_\_

5. Little Finger \_\_\_\_\_

ATTESTED

WRITTEN CONSENT

I do hereby give my consent and bind myself and my heirs, in case of my death, to pay or to refund any Government dues/amount, subsequently found outstanding against me, on the date of retirement/death for which intimation may be received within one year after the issue of P.P.O. from my Pension/Gratuity in lump sum or in monthly installments as before retirement/death and recoveries made accordingly.

Name:

ATTESTED:

DECLARATION

I hereby undertake not to take part in politics within two year after date of my retirement.

( )

Designation

M/O Information, Broadcasting & NH

DECLARATION

I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the orders which may be passed thereon.

( MR. X)

( BS-19)

M/O Information, Broadcasting & NH

FAMILY LISTX  
M/O INFORMATION, BROADCASTING AND NATIONAL HERITAGE,  
ISLAMABAD

S.No.	Name	Date of Birth	Relation-ship	Profession	Marital Status	Monthly Income
1						
2						
3						
4						
5						
6						

( )

Designation (BS-19)

M/O Information, Broadcasting & NH

**OPTION FORM FOR DIRECT CREDIT OF PENSION THROUGH BANK ACCOUNT**

Pensioner Information (To be filled in by the pensioner)

PPO	-
SAP Personnel No.	
Accounts Officer (From where PPO originally issued)	
<b>Name of Pensioner</b>	
Father Name	
<b>Family Pensioner Name</b>	
spouses	
Pensioner CNIC old #	-
Pensioner CNIC #	-
Family Pensioner CNIC #	
Residential Address (Current)	
Residential Address (permanent)	
Designation & Grade at the time of Retirement	
Ministry/Division/Deptt./Office	
Present NBP Address & Code No.	
I hereby opt to draw pension through direct credit system and have also submitted *Indemnity Bond to the bank.	
*The Pensioner shall produce an indemnity Bond to keep the bank indemnified about liabilities with all sums of money whatsoever including mark-up his/her Pension Account. The pensioner would further undertake that his/her legal heirs, successors, executors shall be liable to refund excess amount, if any, credited to his/her Pension Account either in full or in installments (as agreed mutually) equal to such excess amount.	
Pensioner's Signature/ Thumb Impression	
Dated	

Account Verification (To be verified by the Bank)

Account Title (Name)	
Account No.	
Branch Name/Address	
Branch Code	
Indemnity Bond submitted by the Pensioner	

**Signature/Stamp of Bank Manager**

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