

No.24-16/Misc. (D/R)/GC/ 2016-1987  
Government of India  
Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
Central Ground Water Board  
Bhujal Bhawan  
NH IV, Faridabad-121001

Dated:

14 MAR 2016

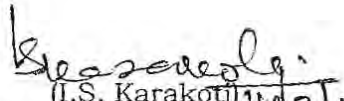
### CIRCULAR

- 1) To streamline the Pension and Pensionary benefit cases of officer's/official's of CGWB it has been felt imperative to explain the process which need to be followed by all the Head of Offices of the CGWB to adopt and implement for expeditious disposal of the pension cases, to enable the retiree's employee to get his dues on the date of his retirement. Following steps are required along with the checklist for finalization of pension cases are sum-up as below:-
  - a. **List of persons due to retirement-** List of persons due for retirement within 24 to 30 months should be prepared in January and July each year. A copy of list should be sent to PAO. Intimation to the Estate Office should also be sent in respect of those occupying government accommodation. [Rule-56]
  - b. **No Demand certificate from the Estate Office-** On receipt of intimation from the Head of Office, the Estate Office will intimate 8 months in advance of date retirement the amount due, if any, and the amount recoverable for the remaining 8 months and for the period of retention after retirement. The Head of Office will ensure that the dues are recovered accordingly. [Rule- 57, GID (1)]
  - c. **Vigilance clearance-** Vigilance clearance of officer/official retiring should be obtained well before 3 months of the date of retirement and the same may be enclosed while forwarding the case to PAO for pension settlement.
  - d. **Verification of service-** As a first step, the Head of Office should complete the verification of service at least 2 years before the date of retirement. If the procedure for annual verification of service and verification of completion of 25 (now 18 years of service) is correctly followed, there will be no difficulty in ensuring completion of verification before retirement. The review is done mainly to finalize cases where any period is left unverified.
  - e. **Obtaining Form - 5 from the officer's/ officials-** 8 months before date of retirement, particulars in Form 5 should be obtained from the

official concerned along with specimen signature duly attested, 3 copies of passport size joint photograph of the official and the spouse duly attested, two slips showing personal identification in addition to family details. [Rule- 59]

- f. Completion of pension papers-** At least 6 months prior to retirement, Form no. 7 (Assesment of Pension and Gratuity) should be completed, and sent to PAO, along with calculation of pension, gratuity and also commuted value of pension to be authorized to the retiree employee . [Rule - 60-61]

2) To facilitate all the Head of Office of CGWB, checklist of Forms along with soft copy of Forms which can be downloaded, if needed, while preparing pension cases are also uploaded in CGWB website for easy assess please.

  
(I.S. Karakoti) 14/3/16  
Sr. Administrative Officer

**Distribution:-**

- (1) **The Regional Director**  
Central Ground Water Board  
WCR, Ahmedabad/ NWR, Chandigarh/ NR, Lucknow/ SECR, Chennai/ MER, Patna/ CR, Nagpur/ NER, Guwahati/ NWHR, Jammu/ SR, Hyderabad/ SER, Bhubaneswar/ WR, Jaipur/ NCR, Bhopal/ NCCR, Raipur/ SWR, Bangalore/ ER, Kolkata/ KR, Trivandrum/ NHR, Dharamshala/ UR, Dehradun/ RGI, Raipur.
- (2) **The Executive Engineer**  
Central Ground Water Board  
Division I, Ahmedabad/ II, Ambala/ III, Varanasi/ IV, Chennai/ V, Ranchi/ VI, Nagpur/ VII, Guwahati/ VIII, Jammu/ IX, Hyderabad/ X, Bhubaneswar/ XI, Jodhpur/ XII, Bhopal/ XIII, Raipur/ XIV, Bangalore/ XV, Kolkata/ XVI, Bareilly/ XVII, Dharamshala.
- (3) **The Officer-In-Charge**  
Central Ground Water Board  
JNH, New Delhi/ SUO, Shillong/ SUO, Allahabad/ SUO, Jodhpur/ SUO, Itanagar/ SUO, Pune/ SUO, Belgaum/ SUO, Ranchi/ SUO, Agartala/ SUO, Vishakhapatnam/ CGWA, New Delhi.
- (4) All Sectional Heads/Officers, CGWB, CHQ, Faridabad.
- (5) The System Analyst,CGWB, CHQ Faridabad. He is requested to upload in website as Guidelines and forms for pension cases.
- (6) P.S. to Director (Administration) CGWB, CHQ Faridabad.
- (7) P.A. to Chairman, CGWB, CHQ Faridabad.

of FORMS

CHECK LIST FOR FINALISATION OF PENSION CASES

Tick whether enclosed or not	Sl. No	Enclosures	Details
✓	1.	Form No. I(A)	Commutation of pension without medical certificate/ examination duly signed and dated by retiring official
✓	2.	Form 1	Nomination for retirement/death gratuity.
	3.	Form 2	Commutation of Pension after medical examination referred to in rule 18 of the CCS (Commutation of pension) rules, 1981.
	4	Form 3	Details of family duly verified by HOO, indicating the status of the family members ( whether married or unmarried, stating specially if handicapped)
	5	Form 4	Nomination for family pension.
	6	Form 5	Particulars, of the retiring person to be obtained by the Head of office, six months before the date of his retirement.
	7	Form 7	Assessment sheet for pension and gratuity.
	8.	Form 8	Form of letter to the Accounts officers forwarding the pension papers of the retiring government servant.
	9	Form 18	Form for assessing and authorizing the payment of family pension and death gratuity
	10	Form 19	Form for forwarding papers of grant of family pension and death gratuity to the Accounts Officer.
	11	Certificate	Medical certificate of incapacity, if the claim is for invalid pension.
	12	Statement	Statement of the savings affected and the reasons why employment could not be found elsewhere, if the claim is for compensation pension or gratuity.
	13	Service book	indicating : i) date of retirement/voluntary retirement/death, as the case may be. ii) upto date entry of increments. iii) Upto date entry of leave account. iv) Upto date entry of service verification v) Upto date entry of CGEGIS deductions. vi) Relevant office orders reg. grant of ACPs/MACPs, Promotions should also be affixed in the SB
	14	Photos	Joint passport size photo graphs in triplicate duly attested by the Head of the office(Loose photos in an envelope and not the pasted one)(Seal of the HOO should be clearly visible)
	15	Details	Two slips bearing specimen signatures of the retiring person, duly attested by a Gazetted officer and if the retiring govt. servant is not literate enough to sign his/her name, two slips bearing the left thumb impression duly attested by a Gazetted officer.

16	Details	Two slips indicating the particulars of height and identification marks duly attested by a Gazetted officer.
17	Details	Two slips indicating the permanent residential address of the retiring person, duly attested by a Gazetted officer.
18	Form	<b>A request and undertaking for opting fixed medical allowance or CGHS facility.</b>
19	Form	<b>Vigilance clearance certificate from Head of the Department</b>
20	Schedules	Detail of dues to be recovered from the incumbent, clearly mentioning the Head of A/c under which deduction has been made with <b>recovery schedules</b> , else, <b>No dues certificate from Head of Office</b>
21	Chart	A chart indicating page-wise verification of service and date-wise/day-wise period of non-qualifying service.
22	Certificate	An affidavit/ An attested copy of Matriculation Certificate in support of date of birth of claimant, in case of family pension
23	Statement	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.
24	Statement	A statement indicating the reasons for delay in case the pension papers are not forwarded six months before retirement.
25	Certificate	Death Certificate duly signed by Head of Office in case of Family Pension.
26	Certificate	A Certificate Or Order copy regarding Work Charge Helper Service or Contingent Service (period) of the retiring official duly verified by the Head of Office.
27	Details	<b>BSR Code along, with Full bank details of the retiring official on a separate sheet (A/c should be joint with the spouse and the pensioner should be primary holder)( copy of passbook should also be enclosed).</b>
28	Statement	A statement indicating whether the pensioner/Family pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn
29	Statement	A statement indicating whether the pensioner is in occupation of govt. accommodation or not.
30	Form	<b>Duly filled in mandate form along with a copy of cheque.</b>
31	Office order	<b>Copy of VRS acceptance by the HOD, in case of Voluntary retirement.</b>
32	Declaration	Declaration for non-employment after retirement in case of Group A pensioners.
33	Nomination	Common nomination forms
34	Chart	A chart indicating year-wise deduction of subscription of CGEGIS along with page number of service book
35	AnnexureXI	Undertaking for refunding any excess amount to the pension paying branch.

**FORM 7 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES**

1.	Whether retiring employee is an allottee of Government accommodation	
2.	If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office	
3.	The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57-	
4.	Date of receipt of 'No demand certificate' from Directorate of Estates	
5.	Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates	
6.	Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59	
7.	Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73 (1)	
8.	Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension.	
9.	Whether any objection received from the employee on the above certificate	
10.	Date on which the employee submitted his application for pension in Form 5	
11.	Whether nominations made in Common Nomination Forms for	
	(i) death gratuity/retirement gratuity	
	(ii) payment under CGEGIS	
	(iii) amount of GPF, if applicable	
	(iv) arrears of pension	
	(v) commuted value of pension (if applicable)	
12.	(i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972	
	(ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record	
13.	Whether Details of family in Form 3 attached	
14.	Whether Medical certificate of incapacity (for invalid pension) attached.	
15.	Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).	
16.	Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record.	
17.	Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.	
18.	Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)	

Revised Form No. 10  
(Pension)  
FORM OF APPLICATION FOR FAMILY PENSION  
(under the Family Pension Scheme, 1969)

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

Sl.no	Name	Relationship with Deceased person	Date of birth by Christian era

3. Date of death of the Government servant

4. Office/Deptt. in which the deceased Government  
servant/pensioner served last

5. If the applicant is guardian, his date of birth and  
relationship with the deceased Government/pensioner

5.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

6. Full address of the applicant

7. Name of the Treasury or Sub-Treasury at which payment  
is desired

8. Enclosures

- (i) Two specimen signature of the applicant, duly attested (to be furnished in two separate sheets)
- (ii) Three copies of passport size photograph of the applicant duly attested
- (iii) Two slips each bearing left hand thumb and finger impression of the applicant, duly attested
- (iv) Descriptive Roll of the applicant duly attested, indicating (a) height and (b) personal marks, if any, on the hand, face, etc (to be furnished in duplicate)
- (v) Certificate (s) of age (in original with two attested copies) showing the date of birth of the children. The certificate should be from the Municipal Authority or from the Local Panchayat or from the Head of a recognized 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 Audit Officer/Head of Office)

9. Signature or left-hand thumb impression to be furnished in case the applicant is not literate enough to sign his name

10. Attested by :

Sl. No.	Name	Full Address	Signature
(i)			
(ii)			

11. Witness :

Sl. No.	Name	Full Address	Signature
(i)			
(ii)			

NOTE : Attestation should be done by two Gazetted Government servants or two or more persons of responsibility in the town, village or Pargana in which the applicant resides.

{See Rule-77(3) and 81 (2)}

**FORM OF APPLICATION FOR THE GRANT OF FAMILY PENSION, 1964, ON THE DEATH OF A GOVERNMENT SERVANT PENSIONER.**

1	Name of applicant	
	(I) Widow/widower	
	(ii) Guardian if the deceased person is survived by child or children	

5. Name and age of surviving Widow/widower and children of the deceased Govt. Servant Pensioner.

Sl.No.	Name	Age	Relationship with the deceased Govt. Servant	Date of birth

3	Name and No. of the PPO of the deceased pensioner.	
4	Date of death of Govt. Servant	
5	Office / Ministry in which the deceased served last	
6	If the applicant is guardian, his date of birth and relationship with the deceased Govt. Servant.	
	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 Postal Address of the claimed/guardian	
8	Place of Payment of Pension and Gratuity	
9	Enclosures	
	(i) Two specimen signatures of the applicant, duly attested	
	(ii) Two copies of passport size photographs of the applicant, duly attested.	
	(iii) Two slips each bearing left hand thumb and finger impressions of the applicant duly attested.	
	(iv) Descriptive Roll of the applicant, duly attested, indicating (a) height and (b) personal marks, if any, on the hand, face, etc.	

----2---

	(v) 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 recognized school.	
10	Indicate whether family pension is admissible from any other source- Military or State Government and/or a Public Sector Undertaking/Autonomous Body/local fund under the Central or a State Government	
11	Signature or left hand thumb-impression of the applicant	

**18. Attested by:-**

Name	Full Address	Signature

**19. Witnesses:-**

Name	Full Address	Signature

FORM-12

{See Rule-77(2)}

**FORM OF APPLICATION FOR THE GRANT OF DEATH GRATUITY ON THE DEATH OF A GOVERNMENT SERVANT**

1. (I) Name of the claimant :
- (ii) Date of birth :
2. (i) Name of the guardian in case the claimants are minors :
- (ii) Date of birth :
3. (i) Name of the deceased Govt. Servant in respect of whom gratuity is being claimed :
- (iv) Date of death of Govt. Servant :
- (v) Office / Ministry in which the deceased served last. :
4. Relationship of the claimant/guardian
7. Full Postal Address of the claimed/guardian :
8. (i) Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their ages, relationship with the deceased Govt. Servant etc.

Sl.No.	Name	Age	Relationship with the deceased Govt. Servant	Postal Address

- (iii) Relationship of the guardian with minor. :
7. Place of Payment of Pension and Gratuity

Signature/Thumb impression  
of the claimant/guardian

11. Two specimen signatures or left hand thumb and finger impressions of the claimant/guardian duly attested.

12. Attested by:-

	Name	Full Address	Signature
1			
2			

13. Witnesses:-

	Name	Full Address	Signature
1			
2			

**FORM 18 (Revised as 6<sup>th</sup> CPC)**

[See Rules 78(1), 80(1), (3) and (5) and 80-B (1) and (5)]

**Form for assessing and authorizing 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/ Ministry in which last employed
- 7 Appointment held last
  - i) Substantive
  - ii) Officiating
- 8 Date of beginning of service
- 9 Date of ending of service
- 10 i) Total period of military service for which pension, gratuity was sanctioned ; and
  - ii) Amount and nature of any pension, gratuity received for the military service
11. Amount and nature of any pension received for previous civil service, if any
12. Government under which service has been rendered in order of employment
13. The date on which intimation regarding the death of Government servant was received by the Head of office
14. 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 77
  - ii) Obtain the 'No demand certificate' from the Directorate of Estates as provided in Rule 80-C(1)

- iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in Rule 80-C (2) and ;
  - iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in Rules 78 and 79
15. Whether nomination made for death gratuity ?
16. Length of service qualifying for death gratuity / pension
17. Periods of non qualifying service
- i) Interruption in service condoned under Rule 28
  - 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
- 18 a) Emoluments reckoning for death gratuity
19. Deleted
20. Deleted
- 21.i) Proposed Family Pension at
- a) enhanced rates [if service rendered at the time of death is more than seven years as in Rule 54(3)]
  - b) Ordinary rates(as in Ruls 54(3))
- ii) Period of tenability of Family Pension
- a) enhanced rates
  - b) ordinary rates
22. Persons to whom family pension is payable
- i) Name
  - ii) Relationship with the deceased Government servant
  - iii) Full postal address
23. Details of Government dues recoverable out of gratuity
- i) License fee for occupation of Government accommodation [See Rule 80-C]

- ii) Amount of death gratuity to be held over pending receipt of information from the Directorate of Estates [See Rule 80-C (i), (v)]
- iii) Dues referred to in Rule 80-C(2) -----
- 24. Date on which claims received from the claimants ---
- 25. Name of guardian who will receive payment of death gratuity and family pension in the case of minors ---
- 26. Place of payment (Treasure, Sub-Treasury of Branch or Public Sector Bank of the Pay and Accounts Office)
- 27. Head of Account to which death gratuity and family pension are debatable

Place  
Dated the

Signature of Head of Office

# FORM 3

[ See Rule 54 (12) ]

## Details of Family

Name of the Government Servant :

Designation :

Date of Birth :

Date of appointment :

Details of the 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)
19.					
20.					

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

Place:

Dated the \_\_\_\_\_

*Signature of Government servant*

\*Family for this purpose means family as defined in Clause (b) of Sub-rul (14) of Rule 54 of the CCS (pension) Rules, 1972.

Note:- Wife and husband shall include respectively judicially separated wife and husband.

FORM 5  
[See rules 59 (1) (c) & 61(1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981]  
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) Permanent Account Number for Income Tax (PAN)  
(d) Aadhar No., if available
3. Specify a few marks of identification, not less than two, if possible
12. Height
13. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited: (Joint account, either or survivor, with the spouse),

(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).

7. Name of the Branch of Bank through which pension is to be drawn:

- (a) BSR code of the branch
- (b) IFSC code of the branch
- (c) MICR CODE

- i. Indicate whether family pension is also admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government -
- ii. I desire to commute ...40..... % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature :

Place :

Name :  
Designation :  
Ministry/Department/Office : CGWB  
Mobile No :  
Email ID :

Dated :

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pensions.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Service (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government Servant.



FORM OF OPTION

(L) (i) I, \_\_\_\_\_ hereby option of the Medical facilities under Central Government Health Scheme OR other Similar Health Scheme.

OR

(R) (ii) I \_\_\_\_\_ hereby option to claim Fixed Medical Allowance of Rs. 500/- P. M. as I am residing in an where no Central Government Health Scheme facilities are available.

TEMPORARY/PERMANENT ADDRESS

Signature :

Name :

Designation :

Office to which Employed : CENTRAL GROUND WATER BAORD,

Place :

Dated :

(L) (i) To be score out if not applicable

(T) (ii) This is one time OPTION.

**FORM 8**

[See Rule 61 (1)]

[Form of letter to the Accounts Officer forwarding the Pension papers of a Government Servant]

No.  
Government of India,  
Ministry of Water Resources,  
River Development & Ganga  
Rejuvenation,  
Central Ground Water Board,  
Bhujal Bhawan, NH-IV,  
Faridabad.

Dated:

To  
The Pay & Accounts Officer,  
Central Ground Water Board  
NH IV, Faridabad

**Subject :- Pension papers of** **for authorization of Pension**

Sir,  
I am directed to forward herewith the pension papers of Smt. Raj Arora, Private Secretary of Central Ground Water Board for further necessary action.

2. 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)	Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)	Rs.
d)	Arrears of License fee for the occupation of Government accommodation.	Rs.
e)	The amount of License fee for the retention of Government accommodation for the permissible period of two months beyond the date of retirement	Rs.
f)	The amount to be withheld as per intimation of the Directorate of Estate Under rule 72(5), if any	Rs.
g)	Any other assessed dues and the nature thereof	Rs.
	<b>TOTAL</b>	<b>Rs.</b>

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 Ministry/ Department / Office informed that necessary instructions for disbursement of pension have been issued to disbursing authority concerned.

5. The retirement gratuity will be drawn and disbursed by this Ministry / Department / Office on the receipt of authority from you. The outstanding Government dues as mentioned in Para 2 above will also be recovered out of the retirement gratuity before making payment.

6. It is also certified that 'no Vigilance Case is either pending or contemplated against the above retired persons.

Yours faithfully

Head of Office

LIST OF ENCLOSURES

1. Form 5 and Form 7 duly completed, along with enclosures and checklist.
2. Service Book (Date of retirement to be indicated in the Service Book)

**NOTES**

4. When initial or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Account Officer without Form 5. The Form 5 may be sent as soon as it is obtained From the Government servant.

## FORM 7

Form for assessing Pension/ Family Pension and Gratuity  
[See Rules 58, 60, 61 (1) and (3) and 65 (1)]

### PART I

1. Name of the retiring Government employee
2. Father's / Husband's name
3. PAN No.
4. Height Marks of Identification
5. Date of Birth
6. Service to which belongs (indicate name of Organized service, if any, otherwise say General Central Service)
7. Particulars of post held at the time of retirement
  - a) Name of the Office **Central Ground Water Board**
  - b) Post held
  - c) Scale of pay/Pay Band & Grade Pay of the post
  - d) Basic Pay/pay in the pay band & Grade Pay
  - e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms **Rs.**
  - f) If on foreign service, scale of pay/pay band, pay in the pay band & grade pay of the post in the present department
8. Whether Declared substantive in any post under the Central Government?
9. Date of beginning of service
10. Date ending of service
11. Cause of ending of service (please tick one)
  - a) Superannuation (Rule 35)
  - b) Voluntary retirement on being declared surplus (Rule 29-A)
  - c) Voluntary / premature retirement at the initiative of the government servant [under Rules 48, 48A and FR 56(k)]
  - d) Premature retirement at the initiative of the Government [rule48 or FR 56 (j)]
  - e) Permanent absorption in public sector undertaking/autonomous body (Rule 37 or 37-A/37-B)
  - f) Invalidment on medical ground (Rule 38)
  - g) Due to abolition of post (Rule 39)
  - h) Compulsory retirement [Rule 40]
  - i) Removal / dismissal from service [Rules 24 and 41]
  - j) Death

12. In the case of compulsory retirement, the orders of the competent authority, whether pension may be allowed at full rates or at reduced rates and, in case of reduced rates the percentage at which it is to be allowed (please see Rule 40)
13. In case of removal / dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (please see Rule 41)
14. Particulars relating to military service, if any
- a) Period of military service
  - b) Terminal benefits drawn / being drawn for military service
  - c) Whether opted for counting of military service towards civil pension ( Rule 19)
  - d) If answer to © above is in the affirmative, whether the terminal benefits have been refunded

15. Particulars relating to service in Autonomous Body/State Government , if any
- a) Particulars of service

Name of Organization	Post Held	Period of service	
		From	To

- b) Whether the above service is to be counted for pension?
  - c) Whether the autonomous organization has discharged its pensioners liability to the Central Government?
16. Whether any departmental or judicial proceedings in terms of Rule 9 of the CCS (Pension) Rules, 1972 are pending against the..... retiring employee. ( If yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)
17. Qualifying Service
- a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 59]
  - b) Period not counted as qualifying service
    - i) Boy service (2<sup>nd</sup> proviso to Rule 13)
    - ii) Extraordinary Leave not counting as qualifying service (Rule 21)
    - iii) Periods of suspension not treated as qualifying service (Rule 23)
    - iv) Interruptions in service [Rule 27(1)(b) and Rule 28(c)]
    - v) Periods of foreign service with United Nations bodies for which United Nations Pension has been availed (Rule 31)
    - vi) Any other period not treated as qualifying service (give details)
  - c) Additions to qualifying service
    - i) Civil service service (Rule 18)

- ii) Military service (Rule 19)
- iii) Benefit of service in an Autonomous Body (Rule 37)

- d) Net qualifying service
- e) Qualifying service expressed in terms of completed six monthly periods [period of three months and over is treated as completed six monthly period] (Rule 49)

18. a) Emoluments:
- b) Emoluments drawn during ten months proceeding retirement –

Form	To	Rate of Pay (including NPA)	Amount
------	----	--------------------------------	--------

Note : If the Officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 7 below Rule 33)

- c) Average emoluments (Rule 34)
  - d) Emoluments reckoned for retirement gratuity
  - e) Emoluments reckoned for family pension
  - f) Pay reckoned for family pension (Rule 54)
19. Amount of retirement gratuity/death gratuity (Rule 50)  
(Refer S. No.9 of Calculation Sheet)
20. Details of Government dues recoverable out of gratuity-

a)	License fee for Government accommodation [see sub-Rules (2), (3) and (4) of Rule 72]
b)	Dues referred to in Rule 73
c)	Amount indicate by Directorate of Estate to be withheld Under sub-rule (5) of Rule 72

- a) Proposed pension/service gratuity (Rule 49)
- b) Proposed dearness relief on pension (as on the date of retirement)
- c) Date from which pension is to commence (Rule 83)

22. Rate of Family Pension

- a) Enhanced rate [Rule 54(3)]
- b) Period for which family pension will be payable at enhanced rate
- c) Ordinary rate [Rule 54 (2)]
- d) Date from which ordinary rate of family pension will be payable

23. Commutation of Pension -

- a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)
- b) The percentage of pension commuted
- c) Amount of monthly pension commuted
- d) Commuted value of pension
- e) Amount of residuary pension after deducting Commuted portion

Rs.

- f) Date from which reduced pension is payable
- g) Date from which commuted pension is to be restored

24. Post-retirement address of the retiree

Bank Address :

25. e-mail ID, if any

26. Mobile Number, if any

**Signature of the Head of Office**

## PENSION CALCULATION SHEET

1. Name
2. Designation
3. Scale of pay/Pay Band & Grade pay
4. Date of Birth
5. Date of entry in Government service
6. Date of retirement
7. Length of qualifying service reckoned for pension / gratuity  
(as indicated in PPO)
8. Emoluments drawn the last ten Months
9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO) Rs
- (2) Pension admissible (if qualifying service is ten years or more)  
Calculation to be shown as follows : Rs.  
Emoluments or Average Emoluments/2
10. (1) Emoluments for gratuity (as indicated in PPO) Rs.
- (2) Retirement gratuity admissible  
Calculation to be shown as follows :  
Emoluments 4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)
11. (1) Pay for family Pension (as indicated in PPO) Rs.
- (2) Family Pension admissible  
Calculations to be shown as follows :  
(i) Ordinary Family Pension : Rs.  
Pay x 30% subject to  
minimum and maximum
- (ii) Enhanced Family Pension : Rs.  
Pay / 2

Head of Office

FORM I-A

**FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF  
SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION  
WHEN APPLICANT DESIRES THAT PAYMENT OF THE COMMUTED  
VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER**

[See Rule 5 (2), 12, 13(3), 14(1) AND 15(3)]

(To be submitted in duplicate at least three months before the date of retirement)

**PART I**

To

**SUBJECT: Commutation of pension without medical examination**

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below:

1.	Name (in Block letters)	
2.	Father's name (and also husband's name in case of a female government servant)	
3.	Designation	
4.	Name of Office / Department / Ministry in which employed	Central Ground Water Board, Ministry of Water Resources,
5.	Date of Birth (By Christian era)	
6.	Date of retirement on superannuation or on the expiry of extension in service granted under FR 56 (d)	
7.	Percentage of superannuation pension proposed to be commuted (The applicant should indicate the percentage of the amount of monthly pension subject to be maximum of forty percent thereof which he/she desires to commute and not the amount in Rupees)	40% of Basic Pension
8.	Disbursing authority from which pension is to be drawn after retirement (score out which is not applicable)	
(a)	Treasury/Sub-Treasury (Name and complete address of the treasury/Sub-Treasury to be indicated)	
(b) i)	Branch of the nominated nationalized Bank with complete postal address	



ii)	Bank Account No. to which monthly pension is to credited each month	
(c)	Account Office of the Ministry/Department/Office	

**Signature:**  
Present Postal Address  
Central Ground Water Board,  
  
Postal Address after retirement

Place :  
Dated :

**NOTE :** 1. The applicant should indicate the percentage of the amount of monthly pension (subject to a maximum of forty percent thereof) which he/she desires to commute and not the amount in rupees.  
2. Score out which is not applicable.

**PART II**  
*(ACKNOWLEDGEMENT)*

Received from \_\_\_\_\_ (Designation) \_\_\_\_\_ an application in  
Part-I of Form 1-A for commutation of a fraction of pension without medical examination.

Place :  
Dated :

**Signature**  
(Head of Office)

**NOTE :** If the application has been received by the Head of Office before the date of retirement on superannuation, this acknowledgement should be detached from the form and handed over to the applicant, if the form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover to the applicant. In case it is received after the specified date, it should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.

## PART II

9. Date of receipt of pension papers by the Account Officer from Head of Office  
Entitlement admitted

A. Length of qualifying service

B. Pension –

- (i) Class of pension
- (ii) Amount of monthly pension **Rs.**
- (iii) Date of commencement

Q. Commutation of Pension –

- (i) Portion of pension commuted, if any **40%**
- (ii) Commuted Value of portion of pension  
Commutated, if any **Rs.**
- (iii) Residuary pension after commutation **Rs.**
- (iv) Date from which reduced pension is payable
- (v) Date of restoration of commuted portion of  
pension subject to the pensioner continuing  
to live

R. Retirement/Death Gratuity – **Rs.**

(i) Total amount gratuity

(xxvi) Amount to be adjusted towards arrears  
of license fee for Government  
accommodation and license fee for  
retention of Govt. accommodation  
beyond retirement (Rule 72(1) and 72(4)  
amount intimated by Directorate Estate for  
being withheld

(xxvii) on account of unassisted license fee  
(Rule 72(5))

(xxviii) Amount to be adjusted towards Government  
Dues other than those pertaining to  
Government accommodation (Rule 73)

(v) Net amount to be released immediately **Rs.**

E. Family Pension –

(i) At enhanced rate **Rs.**

(ii) Period of which Family Pension at  
Enhanced rate is payable

(iii) At normal rate **Rs.**

10. Head of Account to which the amount of pension, retirement/death gratuity  
And family pension are to be debited

Head of Office

### PART III

Forwarded to:-

The Pay & Accounts Officer,  
Central Ground Water Board,  
Faridabad

- i) the particulars furnished by the applicant in Part-I have been verified and are correct.
- ii) the applicant is eligible to get a fraction of his pension commuted without medical examination
- iii) the commuted value of pension determined with reference to the Table applicable at present comes to **Rs.**
- iv) the amount of residuary pension after commutation will be **Rs.**

2. The pension papers of the applicant completed in all respects were forwarded under this Ministry / Department / Office Letter No. \_\_\_\_\_ dated \_\_\_\_\_. It is requested that the payment order of commuted value of pension be issued one month before the retirement of the applicant.

3. The receipt of Part-I of this Form has been acknowledged in Part-II, which has been forwarded separately to the applicant on \_\_\_\_\_.

4. The commuted value of pension is debatable to Head of Account 2071-Pension & retirement benefits.

Signature  
(Head of Office)

Place :

Date :

5. Any subsequent change of address should be notified to the Head of Office.

SPECIMAN SIGNATURE OF \_\_\_\_\_ WHO IS  
DUE TO RETIRE FROM GOVERNMENT  
SERVICE ON SUPERANNUATION ON \_\_\_\_\_ (A/N).

Attested Signature of

1.

2.

3.

PARTICULARS SHOWING THE HEIGHT  
AND PERSONAL IDENTIFICATION MARKS  
OF \_\_\_\_\_ WHO IS DUE TO  
RETIRE FROM GOVERNMENT SERVICE ON  
SUPERANNUATION ON \_\_\_\_\_ (A/N).

HEIGHT : \_\_\_\_\_

MARKS OF PERSONAL IDENTIFICATION : \_\_\_\_\_

**LEFT HAND THUMB AND FINGERS IMPRESION**  
**IN RESPECT OF** **WHO**  
**IS DUE TO RETIRE FROM GOVERNMENT**  
**SERVICE ON SUPERANNUATION ON** **(A/N).**

**1.Thumb Impression :**

**11. Index Finger :**

**12.Middle Finger :**

**13.Ring Finger :**

**14.Little Finger**

The permanent Residential Address of the retiring  
Person duly attested by Gazetted Officer.

1. Permanent (Home Town) Address :

2. Temporary Address :

Service Verification Certificate in respect of

Sr. No.	Period From to - To	Page No. of Service Book
1.	06.01.1978 to 31.03.1978	Page No. 11 (Volume I)
2.	01.04.1978 to 31.10.1979	Page No. 15 (Volume I)
3.	01.11.1979 to 31.03.1980	-do-
4.	01.04.1980 to 31.12.1980	Page No. 19 (Volume I)
5.	01.01.1981 to 31.03.1981	Page No. 21 (Volume I)
6.	01.04.1981 to 31.03.1983	Page No. 25 (Volume I)
8.	01.04.1983 to 31.03.1984	Page No. 13 (Volume II)
9.	01.04.1984 to 28.02.1999	Page No. 23 (Volume III)
10.	01.03.1999 to 30.11.2002	Page No. 17 (Volume IV)
11.	01.12.2002 to 30.11.2003	-do-

25 years 10 months 26 days completed as on 30.11.2003 on Page No. 6 (Volume V) as per FAO.

12.	01.12.2003 to 31.03.2005	Page No. 17 (Volume IV)
13.	01.04.2005 to 30.06.2006	Page No. 16 (Volume IV)
14.	01.07.2006 to 30.06.2013	Page No. 55 (Volume V)
15.	01.07.2013 to 01.01.2016	Page No. 15 (Volume V)

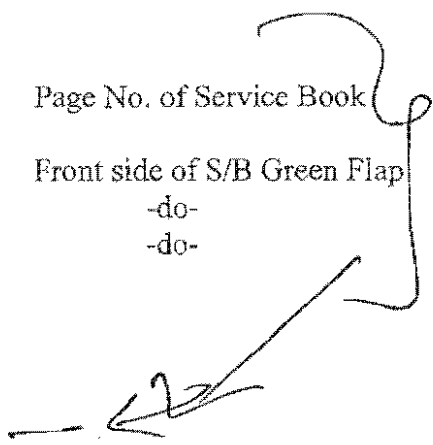
For example.



Deducted Contribution of CGEGIS in respect of

Sr. No.	Amount and Period From to	Page No. of Service Book
1.	Rs. 20/-p.m. from 01.01.1982 to 31.12.1989	Front side of S/B Green Flap
2.	Rs. 30/-p.m. from 01.01.1990 to 31.12.2009	-do-
3.	Rs. 60/-p.m. from 01.01.2010 to 31.12.1915	-do-

for example.



**BSR Code, Full Bank detail with Address**

BSR Code :  
IFSC Code :  
MICR CODE :  
A/C No.

BANK :  
BRANCH :

**E Mail ID and Mobile No.**

## CERTIFICATE

This is to certify that I,

Central Ground Water Board,

i) is not receipt of any other Pension through any source?

iii) is occupying Government Quarter.

Signature :

Name :

Designation :

**SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER**

Dated :

To

The Branch Manager,  
BANK :  
BRANCH :

Pin :

Dear Sir,

Payment of pension under P.P.O. No. \_\_\_\_\_ through your Office.

In consideration of you're having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the under signed agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorize the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

Yours faithfully

Signature :

Name :

Address :

**Witness :**

(1) Signature :

Name :

Address :

Dated :

(2) Signature :

Name :

Address :

Dated :

APPENDIX D

FORMS

I

Form of Application for Final Payment/Transfer to Corporate Bodies/Other Government of Balance in the General Provident Fund Account

To

The Pay & Accounts Officer,
Central Ground Water Board,
Bhujal Bhawan, NH-IV,
Faridabad.

(Through The Head of Office)

Sir,

I am to retire on . I jouined service with CGWB on Pernoon/Afternoon.

2. My Provident Fund Account No. is PAO/CGWB/

3. I desire to receive payment through my Office.....Treasury/Sub-Treasury, Particulars of my Personal Marks of identification, left hand thumb and finger impression (in the case of illiterate subscribers and specimen (in the case of litarate subscribers) in duplicate, duly attested by a Gazetted Officer of the Government, are enclosed.

PART - I

[To be filled in when the application for final payment is submitted up to one year prior to retirement]

4. I request that thje amount of Rs..... standing to trhe credit in my Provident Fund Account as indicated in the Accounts Statement issued to me for the year..... (enclosed) as appearing in my ledger account being maintained by you .....Treasury/ Sub-Treasury/Head of Office may please be arranged to be paid to me first installment of Final Payment.

5. \*\*\*

6. After payment of the first installment of my Provident Fund Balance. I will apply for the payment of subsequent installment in Part II of the Form immediately on retirement.

Yours faithfully

Signature :

Station :

Name :

Dated :

Address :

(FOR USE BY HEADS OF OFFICE)

Forward to the The Pay & Accounts Officer for necessary action.

- 1. The Provident Fund Accounts No.of Shri/Smt/Kumari (as certified from thje statements furnished to him/her from the year to year) is PAO/CGWB//
2. He/She is due to retire from Government Service on
3. The last fund deduction was made from his/her pay in this Office Bill No..... dated for Rs... Rupees... Only...) cash voucher No..... of..... Treasury, the amount if deduction being Rs.... and recovery on account of refund of advance Rs..X..
4. Certified that he /she had taken the following advances in respect of which.....installment of Rs..... Are yet to be recovered and credited to the Fund Acciount. The details of the Final withdrawals.

Temporary advances

Final Withdrawal

Table with 2 columns: Temporary advances, Final Withdrawal. Rows 1-4 with dotted lines for entries.

5. \*\*\*

Signature of Head of Office.