

FORM – 5

Particulars to be obtained byb the Head of Office from the retiring Government servant before eight months of the date of his/her retirement.

1. Name of the Government servant : _____
2. Date of birth/Retirement : _____
3. Two specimen signatures duly attested:(to : _____
be furnished in a separate sheet)
4. Three copies of passport size joint : _____
photographs of the Government Servant with
his/her wife/husband.
5. two slips showing the particulars of height and : _____
personal identification marks duly attested.
6. Present address. : _____
7. Address after retirement. : _____
8. Name of the Treasury/Public sector Bank : _____
Branch through which the Government servant
Wants to draw his pension.
9. Details of the family in Form-3. : _____

Place: _____
Dated: _____

Signature

Designation
Ministry/Department

Office

1. Two slips each bearing the left hand thump and finger impressions duly attested,may be furnished by a person who is not literate enough to sign his name.
If such a Government Servant on account of physical disability is unable to give left hand thump and finger impressions,he may give the thump and finger impressions of the right.where a Government servant has lost both the hands,he may give his toe impressions.Impressions should be duly attested.
2. Only two copies of passport size photographs of self need be furnished.

FORM – 7
FORM FOR ASSESSING PENSION AND GRATUITY

(See Rules 58,60,61(1) and (3) and 65(1))

(To be sent in duplicate if payment is desired in a different circle of accounting unit)

PART-I

1. Name of the Government servant: _____
2. Father's name (and also husband's : _____
3. Name in the case of female Govt.servant): _____
4. Date of birth(by Christian era) _____
5. Religion _____
6. 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 of gratuity was sancti-
oned.
 - (ii) Amount and nature of any pension/ _____
Gratuity received for the military service.
10. Amount and nature of any pension/gratuity _____
received for the military service.
11. Government under which service has been _____
Rendered in order of employment.
12. Class of pension applicable _____
13. The date on which action initiated 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 omissions,imperfections or deficiencies in
 the service book which have been ignored under _____
 Rule 59(1)(b)(ii)
15. Total length of qualifying service(for the purpose _____
 of adding towards broken periods,a month is reckoned
 as thirty days).
16. Periods of non-qualifying service From _____ to _____
 (i) interruption is service condoned under
 Rule 28.
 (ii) Extraordinary leave not qualifying for pension _____
 (iii) Period of suspension not treated as qualifying _____
 (iv) Any other service not treated as qualifying _____
17. Emoluments reckoning for gratuity _____
18. Average emoluments
 *Emoluments drawn during the last ten months of service.

Post held	From	To	Pay	Personal Pay or Special pay	Average Emoluments

19. Date on which Form 5 has been obtained from the Govt.servant(to be obtained
 eight months before the date of retirement of Govt.servant.)
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 of judicial proceeding is
 Instituted against the Govt.servant before
 Retirement.

24. Detail of Govt.dues recoverable out of gratuity. _____
- (i) Licence fee for the allotment of Govt. Accommodation(see sub-rule (2),(3) and (4) of Rule 72).
- (ii) Dues referred to in Rule 73. _____
25. Whether nomination made for retirement gratuity/death gratuity. _____
26. Whether Family Pension,1864 applies to the Govt.servant,and if so:- _____
- (i) Emoluments reckoning for the family pension _____
- (ii) The amount of the family pension becoming Payable to the family of the Govt.servant,if _____
- Death takes place after retirement-
- (a) before attaining the age of 65 years,of _____
- (b) after attaining the age of 65 years... _____
- (iii) Complete and up-to-date detail of the Family as given in Form-3

Sl No.	Name of the members of	Date of birth	Relationship with the Government servant
1	2	3	4

27. Height _____
28. Identification Marks. _____
29. Place of payment of pension (Treasury,Sub- _____
Treasury or branch of Public Section Bank or
The pay and Accounts Office).
Head of Accounts to which pension and gratuity _____.

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 and gratuity ,with reason 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 retirement pension or gratuity I sadmissible.
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 Government servant after retirement.

Section-II

1. Name of the Government servant. _____
2. Class of pension or gratuity. _____.
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 places before 65 years of age
 - (ii) if death takes place after 65 years of age.
7. The amount of graded relief admissible on pension.
8. The Government dues recoverable out of gratuity before authorizing is payment.
9. The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed Govt. dues.
10. Date of which the pension papers 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 entry in the Govt.service _____
- 5. Date of retirement _____

6. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)

7. Emoluments drawn during the last 10 months.

- 8. (1) Average emoluments for pension(as indicated in PPO)
- (2) Pension admissible

Calculation to be shown as follows:-

$$\frac{\text{Average Emoluments}}{2} \quad X * \quad \frac{\text{Qualifying Service}}{66}$$

- 9. (1) Emoluments for gratuity.
(as indicated in PPO)

- (2) Retirement gratuity admissible

Calculation to be shown as follows:-

$$\frac{\text{Emoluments}}{2} \quad X * \quad \frac{\text{Qualifying service}}{66}$$

- 10. (1) Emoluments for Family Pension
(as indicated in PPO)

- (2) Family Pension admissible

Calculation to be shown as follows:-

- (a) Ordinary Family pension :

Ordinary Family Pension:

Pay last drawn X Prescribed %

Subject to

Prescribed

Minimum

And maximum.

- (b) Enhanced Family Pension:

Family Pension at ordinary rate as at(a)

Above X2,subject to prescribed minimum

And maximum as per Rule 54.

COMMUTATION OF PENSION
PART-I

Place: _____

Date: _____

To

The Under Secretary,
Govt. of Mizoram,
SAD, Aizawl.

Subject: Commutation of pension without medical examination.

Sir,

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

1. Name in block letters _____
2. Father's name _____
3. Designation _____
4. Name of Office/Department/Ministry _____
in which employed
5. Date of birth (by Christian era) _____
7. Date of retirement on or on the expiry of _____
Extension in service granted under F.R. 56(d)
8. Fraction of pension proposed to be commuted _____
9. Disbursing authority from which pension is to be drawn after retirement _____
 - (a) Treasury /sub treasury _____
 - (b) (i) Branch of the nominated nationalized bank with complete postal address _____
(ii) Bank account No. to which monthly pension is to be credited each month _____
 - (c) Account Office of the Ministry/Department/Office _____

Postal Address after
Retirement
Address

signature
Present posted

PART-II
ACKNOWLEDGEMENT

Received from Shri _____ (former designation)
application in Part I of Form I for the commutation of a fraction of pension without
medical examination.

Place: _____
of Mizoram.

Under Secretary to the Govt

Date: _____
Department.(E)

Secretariat Administration

PART-III

Forwarded to the Director of Accounts & Treasuries, Mizoram, Aizawl with the
remarks that-

- i) the particulars furnished by the applicant in Part I have been verified and
found 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. it is requested that further action to authorize the payment of the amount of
commuted value of pension may be taken as in Rule 15 of the Central
Services(Commutation of Pension)Rule,1981.

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

4. the commuted value of pension is debit to Head of Account-
2071 – Pension & other Retirement Benefit.
01 – Civil
102(1) – commuted value of pension

Place: _____

Date: _____

Under Secretary to the Govt. of Mizoram,
Secretariat Administration Department(E).

DESCRIPTIVE ROLLS OF
SHRI _____

Height _____

Identification
mark _____

Attested by

SPECIMEN SIGNATURE OF
SHRI _____

1. _____

2. _____

3. _____