

# SERVICE PENSION FORWARDING LETTER

(G.O.Ms. No. 263 Date 23-11-1981)

Lr.No.....

From

Date.....

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To**  
**The Accountant General (A&E)**  
**Audit Officer, LFA, District \_\_\_\_\_**  
**Andhra Pradesh**

Sir,

Sub: Pension/Service Pension/Family pension and other Retiring Benefits in respect of Sri/Smt. \_\_\_\_\_ proposals Submitted.

Ref: G.O. Ms. No. 262 Fin & Plg. (FW-PSC) Dept. Dt. 23-11-98  
G.O. Ms. No. 263 Fin & Plg. (FW \_ PSC) Dept. Dt. 23-11-98

I am to forward herewith the Service/Family Pension Papers of Sri/Smt \_\_\_\_\_ who is due to retire/retired/expired while in service on \_\_\_\_\_ the following documents are forwarded herewith for authorising pensionary Benefits.

1. Part – 1 : Information furnished by the Govt. Servant/Family Pension Beneficiary.
2. Part - IIA : Information filled in by the Pension Sanctioning Authority.
3. Part – II B : Sanction Order of Pensionary Benefits.
4. Annexure – I : Discriptive Roll
5. Annexure – II: Nomination
6. Copy of Annexure – III
7. Service Register of Govt. Servant.
8. L.P.C
9. Death Certificate (in case of Death)
- 10 Legal heir certificate ( - do - )
11. \_\_\_\_\_

The receipt of above documents may please be acknowledged and arrangements may be made to issue the PPO/Gratuity Payment Order and commutation Authorisation early.

No. of enclosures ( )

Yours faithfully

1. Copy to Sri/Smt \_\_\_\_\_
  2. Copy to the \_\_\_\_\_
- For information
-

ANNEXURE – III  
By REGISTERED POST

From

\_\_\_\_\_ -  
\_\_\_\_\_

(Pension sanctioning authority)

To

The \_\_\_\_\_

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Disciplinary Authority/  
Appointing Authority/  
Head of the Department.)

Sub: Pension – Sanction of Pension and other Retiring Benefits in respect of Sri/Smt.  
\_\_\_\_\_ Designation \_\_\_\_\_ Regarding.

I am to inform you that the Pension/Family Pension application form of Sri/Smt. \_\_\_\_\_ retired/retiring on \_\_\_\_\_ as \_\_\_\_\_ was forwarded to AGAP/LEA on \_\_\_\_\_. As per the records held by me no disciplinary/judicial proceedings are pending/contemplated against the above retiring/retired government employee. I request you to verify whether any such case is pending against the above employee which entails withholding or withdrawing pension or part of pension permanently or for specified period as laid down under Rule 9 of RPRs 1980. If so the AG(A&E) / Dy. Accountant General (Pension), O/o the AG(A&E), AP, Hyderabad/ Local Fund Officer may be intimated accordingly by name either by Registered post or through a special messenger within one month from the date of issued of this letter for withholding pensionary benefits as contemplated in Govt. Memo/No. 33764-A/55/PSC/93, Finance & Planning (FW – PSC) Department, dt. 15-10-1993 and reiterated in government memo No. 37254/361/A2/Pen-I/98, Finance & Planning (FW -Pen.I) Department, dt. 4-7-1998. Copied of such orders shall also be sent to the concerned Treasury officers/Ppo for withholding the pensionary benefits. In this connection the instruction issued in Para 2, Part – II B of G.O Ms. No. 263, Finance & Planning (FW-PSC) Department, dt. 23-11-1998 may be scrupulously followed.

Yours sincerely

Station :

Date:

(HEAD OF OFFICE)

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Dated \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

## **Witness:-**

1. Signature name :  
and Address
  
2. Signature name :  
And Address

Signature of the Government Servant

Name:

Designation :

Office Seal :

## **Countersigned**

Signature of Head of Office/Department:

Date:

Name and Designation :

Office Seal :

- Note(1) : The Government servant who has a family may nominate one member or more than one member of the family as defined in Rule 46(5) of AP Revised Pension Rules, 1980
- Note(2) : The government servant who has no family may nominate a person or persons or a body of individuals whether in incorporated or not.
- Note(3) : The Government servant may not that the nomination with signature of two witnesses shall only have the legal validity of a WILL
- Note(4) : This nomination form is to be submitted by the employees in triplicate, one for use of the pension sanctioning authority and two copies to be forwarded to the Account General Local Fund Audit Offices.
- Note(5) : For the purpose of Rules 46,47,48 and 49 of Revised Pension Rules 1980, family in to a Government servant means:-
- i) Wife or wives in the case of a male Government Servant .
  - ii) Husband, in the case of a female Government Servant.
  - iii) Sons including step sons, posthumous son, and adopted sons (whose personal law permits such adoption)
  - iv) Unmarried daughters including step daughters, posthumous daughters and adopted daughter. (Whose personal law permits such adoption)
  - v) Widowed daughters including step daughters and adopted daughters.
  - vi) Father : Including adoptive partents in the case of individuals where whose personal law
  - vii) Mother : Permits adoption.
  - viii) Brothers below the age ofr 18 years including step brothers
  - ix) Unmarried sisters and widowed sisters including step sister
  - x) Married daughters, and
  - xi)** Children of pre-deceased son.

# CERTIFICATE UNDER ACT 14 OF 1992

Certified that Sri/Smt \_\_\_\_\_ SGT. Asst was not sanctioned 130-250/150-300 grade under trained graduate teacher and no amount is to be recoverable from her/his under act 14 of 1992.

Signature

## LEAVE CERTIFICATE

Certified that Sri/Smt. \_\_\_\_\_ has not availed any leave/had availed the following kind of leave during the period of his/her service.

- 1.
- 2.
- 3.

Signature

## SUSPENSION CERTIFICATE

Certified that Sri/ smt. \_\_\_\_\_ has not been suspended any time during his/her service

Signature

## RESPONSIBILITY CERTIFICATE

I \_\_\_\_\_ s/o \_\_\_\_\_ retd as \_\_\_\_\_ S/o The \_\_\_\_\_ do here by declare that, if any amount found to be excess paid due to erroneous calculation, noticed at a later date, I shall be ready to refund the same without any objection in the matter.

Station:  
Dated :

Drawing Officer

Pensioner

ATTESTED

## CERTIFICATE NO ALLEGATIONS CERTIFICATE

Certified that no allegations are pending against Sri/Smt. \_\_\_\_\_ - (Designation)  
\_\_\_\_\_ School \_\_\_\_\_

Signature

## NO DUE CERTIFICATE

Certified that no Govt. dues are recoverable from Sri/Smt. \_\_\_\_\_ SG.Asstt./S.Asst.  
\_\_\_\_\_ Govt. \_\_\_\_\_ towards the :

- 1) Sales proceedings of A.P Trading Corporation.
- 2) Nationalised text books and notebooks as they are not supplied/supplied to him

Signature

## AUDIT OBJECTIONS CERTIFICATE

Certified that there are no audit objections are pending in respect of Sri/Smt \_\_\_\_\_  
\_\_\_\_\_

Signature

## RECOVERIES UNDER ACT 14 OF 1992

Certified that Sri/Smt \_\_\_\_\_ (Arts Graduates) was sanctioned 130-250/150-300 grade W.E.F though he/she was untrained graduates by virtue of Court order/Department order claim amount is recoverable from him as per act 14 of 1992.

- a) the amount has been recovered and recorded in the SB at Page No. ( )
- b) The amount has not been recovered .
- c) Not applicable.

Signature

**D. LEFT HAND THUMB AND FINGER IMPRESSIONS OF SERVICE PENSIONER/FAMILY PENSIONER/GRATUITANT/ GUARDIAN OF MINOR OR HANDCAPPED CHILD : (TO BE GIVEN BY THE ILLETERATE OR THOSE UNABLE TO SIGN AND FOR OTHERS IT IS OPTIONAL)**

Details	Thumb finger	Fore finger	Middle finger	Ring finger	Little finger
Service Pensioner					
Family Pensioner/					
Gratuitant/					
Guardian of Minor Handicapped child.					

9

Place:

Attested by

Date:

Signature:

Name :

Designation :

Office Seal:

(Attestation has to be done by a Gazetted Officer of AP State Government in Service)

Note: 3copies will be forwarded to Accountant General /Local Fund Audit officer by pension Sanctioning Authority and one will be retained by the Pension Sanctioning Authority.

**ANNEXURE II  
NOMINATION**

(The Government servant may use separate forms, if he wishes to make different

nominations for each type of payment mentioned below)

I hereby nominate the person/persons mentioned below and confer on him/her /them the right to receive Life time Arrears of Pension, Retirement Gratuity that may be sanctioned by government, in the event of my death while in service and right to receive on my death Life Time Arrears of Pension, Retirement Gratuity, commuted value of pension, Death Relief which having become admissible to me on retirement which may remain unpaid at my death..

Name and address of Nominee (s)

Relationship with government Servant.

Age

Amount of share payable to each in Col.1

Contingencies on the happening of which the nomination shall become invalid. (Death need not be mentioned)

Name and address, relationship and age of. the alternative nominee(s) in Col. 1 shall pass in the event of nomination to him/her/them becoming ineffective.

Amount or share payable to each in Col. 6

1	2	3	4	5	6	7
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Dec.								
Jan.								
Feb.								
March.								

## LAST PAY CERTIFICATE

Last pay certificate \_\_\_\_\_

Of the \_\_\_\_\_

Proceeding on \_\_\_\_\_

2. he/she has been paid upto \_\_\_\_\_ at the following rates

PARTICULARS	Rs.	Ps	DEDUCTIONS	Rs.	Ps
Substantive					
Officiating Pay					

3. He/She made over charge of the Office of \_\_\_\_\_  
 \_\_\_\_\_ on the \_\_\_\_\_ noon of \_\_\_\_\_

4. Recoveries are to be made from the pay of Government Servant as detailed on the reverse.

5. He/She has been paid leave salary as detailed above deductions have been made as noted on the reverse.

PERIOD	RATE	AMOUNT
From _____ to _____	at Rs. _____	a month _____
From _____ to _____	at Rs. _____	a month _____
From _____ to _____	at Rs. _____	a month _____

6. He/She is entitled to draw the following
7. He/She is also entitled to joining time for \_\_\_\_\_
8. The details of the income tax recovered from him/her upto the date from the beginning of the current year are noted on the reverse.

Date \_\_\_\_\_ Signature : \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_