

# Fakir Mohan University

## O.C.S (PENSION) Form-C

(See Rule-53 (i) of OCS (Pension) Rules, 1992)

(See Rule-8 of OCS (Commutation of Pension) Rules-1992)

### NOMINATION FOR PAYMENT OF ARREARS OF COMMUTATION VALUE / DEATH-CUM-RETIREMENT GRATUITY AND LIFE TIME ARREARS OF PENSION.

In the event of my death, I, ----- hereby nominate the person/persons mentioned below, who is/are members of my family/not a part of my family and confer on him/her/them the right to receive the arrears arising out of commutation value of pension and gratuity sanctioned but remaining unpaid, and also, life time arrears of pension or other arrears payable to me, the payment of which have been authorised by the State Government but remain unpaid and confer on him/her/them the right to receive the arrears to the extent specified below against each.

Original nominee(s)				Alternate nominee(s)	
Names and address of nominee/nominees.	Relationship with the Govt. Servant.	Date of Birth of the Nominee (dd/mm/yyyy)	Percentage of share of arrears.	Name, address, relationship and date of birth of the person or persons, if any, to whom the right conferred as the nominee, shall pass in the event of the nominee predeceasing the Govt. Servant or the nominee dying after the death of the Govt. servant but before receiving payment of share of arrears.	Percentage of share of arrears.
1	2	3	4	6	7

**Note-** 1.Any Retiring Government Servant desirous of assigning different nominees for different type of claims may fill in separate forms of nomination and submit it to pension sanctioning authority/Head of Office.

*2. All columns should be filled in so as to cover the whole amount of the arrears with reference to the percentage.*

*3. This nomination supersedes previous nomination if any furnished by me.*

*4. The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.*

*5. Strike out which is not applicable.*

**Dated this.....day of month ....., 20.....at.....**

**Two witnesses to signature:**

**1.**

**2.**

**Signature of the Government Servant.**

**Signature of the Head of Office  
accepting the nomination**

**Fakir Mohan University**  
**O.C.S (PENSION) Form-D**  
**[See Rule 56 (15)]**

**(Information on Details of Family)**

1. Name of the Government Servant:-
2. Designation:-
3. Date of Birth as per Service Book:-
4. Date of Appointment :-
5. Details of the members of my family\*as on \_\_\_\_\_  
(dd/mm/yyyy)

Sl.No.	Name of the members of family*	Date of Birth(dd/mm/yyyy)	Relationship with the Government Servant	Remarks if any
1.				
2.				
3.				
4.				
5.				

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of office any addition or alterations in the family.

**Signature of the Government Servant**

Place :-

Date:-

\* Family for this purpose means family as defined in clause (b) of sub-rule (17) of Rule 56 of the Odisha Civil Services (Pension) Rules, 1992.

\*\* Wife and Husband shall include respectively Judicially separated wife and husband.

**Fakir Mohan University**  
**O.C.S.(PENSION) FORM-E**

<b>PART-I</b>		
<b>(Reference Rule- 58(2) of OCS (Pension) Rules, 1992 and rule 5,6,11,12,13,14 and 15 of OCS (Commutation of Pension) Rules, 1992 (Application by the Retiring Government Servant for sanction of Pension, Gratuity and Commuted Value of Pension)</b>		
<b>1.</b>	<b>Name of the Government Servant (In Block Letters)</b>	
<b>2.</b>	<b>Father/Spouse Name</b>	Father :-
		Husband/Wife :-
<b>3.</b>	<b>Date of birth (by Christian Era) (In words as recorded in the Service Book)</b>	
<b>4.</b>	<b>Date of Joining in Government Service</b>	
<b>5.</b>	<b>Date of Retirement</b>	
<b>6.</b>	<b>Post last served and the name of the Office</b>	
<b>7.</b>	<b>Type of Pension applicable (Super-annuation / Invalid Pension/Compensation Pension/Pension on Voluntary Retirement/Pension on Compulsory Retirement)</b>	
<b>8.</b>	<b>Previous Pension / Family Pension received, if any, from other source / Military / Civil. Please indicate the details PPO / FPPO No.- Amount of Pension &amp; date from which received.</b>	
<b>9.</b>	<b>Permanent Address:-</b>	
<b>10.</b>	<b>Address for Correspondence (where the Pensioner intends to reside after retirement)</b> <b>Phone no.</b> <b>Mobile no.</b> <b>E mail id</b>	
<b>11.</b>	<b>(A) Retiring Government Servants choice of the Banks where the pensionary benefits are to be credited.</b>	Name of the Bank ..... Branch..... A/c no..... IFSC Code ..... MICR Code.....

	<b>(B)Bank Account Details (when Operated Single / Jointly with the spouse by the Pensioner).</b>	Name of the Bank ..... Branch..... A/c no..... IFSC Code ..... MICR Code..... BSR Code.....
12.	<b>Permanent Account Number (PAN) if any (for Income Tax Purpose)</b>	
13.	<b>Percentage (%) of Pension sought to be commuted. (Maximum 40% of Pension)</b>	
14.	<b>Details of the family</b> (Family for this purpose means family as defined in clause (b)(i)(iii) of sub-rule (17) of Rule 56 of the Orissa Civil Services (Pension) Rules, 1992.) Spouse/Son/Sons including adopted sons/Un-married Daughter/Daughters including adopted Daughters/Parents/Parents-in-laws in case of Women Government Employee).  NOTE:-Wife and husband shall include respectively judicially separated wife and husband.  Any other Information-	Spouse- DoB <u>Son/Sons / Daughter/Daughters</u>  <u>DoB</u> Marital Status 1. 2. 3. <u>Parent /Parents in Law(in case of women Government Servants)DoB/Age</u>
15.	<b>Whether Nomination furnished in Form-C. (Attach Form-C).</b>	Nomination form is to be attached.
16.	<b>Whether application for final withdrawal of GPF has been filed; (i) if yes give the date (ii) if no give the reasons.</b>	(i) (ii)
17.	<b>Personal Identification proof to be attached duly attested by Head of Office/Authorised Officer.</b>	(a) Photograph (Single or Joint) to be enclosed. (b) Descriptive Rolls. (c) Specimen Signature/Thumb Impression.
18.	<b>Information on Drawal of Long Term Advances during the Service Period (Give details with TV No.)</b>	
	(A) House Building Advance	
	(B) Special House Building Advance	
	(C) Motor Car Advance	
	(D) Motor Cycle Advance.	
19.	<b>Name of Treasury / Special Treasury/ Sub Treasury where the pensioner intends to draw his/her first pension.</b>	

**Signature of the Retiring / Retired Government Servant  
Designation before Retirement.**

# Fakir Mohan University

## DECLARATION OF THE RETIRING GOVERNMENT SERVANT (See Rule-70A).

I, ....., do hereby give my free and full consent that if any over payment made to me is detected while in service or after my retirement in respect of my General Provident Fund Account or on account of Gratuity, Pension and Temporary Increase on Pension etc., the same shall be recovered from my Temporary Increase on Pension or Gratuity payable to me or to my family at any time.

**Full Signature of the Retiring Govt.  
Servant with address.**

## PART-II

### **ACKNOWLEDGEMENT**

**Received from**

**Sri/Smt./Miss.....  
(name and designation of the retiring Government Servant)**

application in Form-E for sanction of Pension / Gratuity and Commutation Value of Pension with Medical Certificate / without Medical Certificate along with nomination in Form-C (strike out which is not applicable).

*\* (on receipt of the application by the Head of Office the Acknowledgement should be detached from the Form and to be handed over to the applicant as a proof of receipt of application).*

**Place:**

**Date.....**

**Signature of Head of Office**

# Fakir Mohan University

## O.C.S.(PENSION) FORM-F

(To be Filled in by the Head of Office for sanction of Pensionary benefits)

See Rule 58(1), 61, 62(1), 62(2)(i) & 64(1) and (2)

### PART-I

1.	Verification of information details given by the retiring Government Servants in OCS (Pension) Form-E	Verified the information given in OCS (Pension) Form E.
2.	Name of the Government Servant (In BLOCK LETTERS)	
3.	Total Period of Gross Service	
4.	Total Period of Non-Qualifying Service	
	(i) Extra Ordinary Leave not Qualifying the Pension	
	(ii) Period of Suspension not treated as qualifying service.	
	(iii) Any other period of service not qualifying for pension	
5.	Total Period of Net Qualifying Service (Gross Period of Service – Period of Non-Qualifying Service)	
6.	Any other Service Rendered to be added to the Qualifying Service (to be specified by the PSA with reference to the Service Book Entry)	
7.	Total Period of Qualifying Service for determination of pension.	
8.	Scale of Pay with Grade Pay, if any, at the time of Retirement.	
9.	Emoluments last drawn (Pay, Grade Pay or Personal Pay, if any, drawn as defined in Rule-2(e)(a)(b) of the OCS Pension Rules, 1992 read with Rule-48.	
10.	Amount of Pension Payable per month.	
11.	Amount of Gratuity payable (Total Emoluments x No. of Half Yearly Qualifying Service) divided by 4, subjected to maximum limit.	
12.	Commuted Value of Pension (Subjected to maximum limit of 40% of Pension)	
13.	Reduced Pension Receivable after Commutation	
14.	Amount of Family Pension Payable	
	(i) Before attaining 65 years -	
	(ii) After attaining 65 years -	
15.	<b>Outstanding Government dues for recovery.</b> (a) Outstanding Advances :- i) House Building Advance /Special House Building Advance with Interest:- ii) Motor Car Advance with Interest:- iii) Motor Cycle Advance with Interest.	
	(b) Outstanding fees for Occupation of Government Quarter. Overpayment of pay and allowances including Leave Salary	

Contd....

	<b>(c) Any other assessed dues payable to Government (Please indicate details)</b>	
<b>16.</b>	<b>Total Outstanding Government Dues Recoverable.</b>	
<b>17.</b>	<b>Amount of Gratuity to be withheld for un-assessed dues</b>	
<b>18.</b>	<b>Net Gratuity Payable (Excluding recovery amount and the withheld amount)</b>	
<b>19.</b>	<b>Total amount of Pension to be Commuted (Subject to maximum of 40% of Pension)</b>	
<b>20.</b>	<b>Age on next Birth Day.</b>	
<b>21.</b>	<b>Total Amount of Commuted Value of Pension Payable in lieu of Commutation (Calculation to be made as per formula)</b>	
<b>22.</b>	<b>Details of sanction of Provisional Pension if any with date and amount .</b>	
<b>23.</b>	<b>Whether application for final withdrawal of GPF has been sent to A.G., Odisha; (i) if yes give the letter No. &amp;date (ii) if no give reasons.</b>	(i) (ii)
<b>24.</b>	<b>Place of payment (Name of Treasury/Special Treasury/ Sub Treasury</b>	

**Signature of the Head of Office  
with DESIGNATION**



## **PART-II**

### **(For use by Pension Sanctioning Authority)**

Sanction is hereby accorded in favour of Shri/Smt./Kumari.....  
(Name with designation)

in the Dept./Office ..... for payment of pensionary benefits as admissible  
under rules.

**1.**

Pension	Commutation of Pension	Reduced Pension after Commutation	Total Commutation value of Pension	Total Retirement Gratuity	Family Pension in the event of death of the Pensioner.		Name of the eligible family pensioner
					Before 65 years	After 65 years	

**2. Information on sanction of Provisional Pension/Gratuity and Commutation Value of Pension.**

Provisional Pensionary Benefits Sanctioned	Provisional Pension	Provisional Commutation Value of Pension	Provisional Retirement Gratuity
Amount			
Sanction Order No.			
Date of Sanction			
Designation of the Sanctioning Authority			

The amount of outstanding Government dues and the amount to be withheld as suggested in Part-I of this form shall be taken into account before authorizing pensionary benefits to the Retired Government Servants by the Accountant General, Odisha.

**Signature of the Pension Sanctioning  
Authority and Designation.**

### **PART-III**

#### **ACCOUNT ENFACEMENT BY THE PRINCIPAL ACCOUNTANT**

<b>(See Pension Rule-64) and Rule-14 of OCS (Commutation of Pension) Rules-1992</b>	
1. Name of Government Servant	:
2. Class of Pension	:
3. Gross Service Admitted	:
4. Admitted non-qualifying service	:
5. Admitted qualifying service	:
6. Addition to qualifying service	:
7. Admitted amount of pension/ service Gratuity	:
8. Admitted amount of retirement gratuity	:
9. Admitted amount of family pension	:
i) Before attaining 65 years	:
ii) After attaining 65 years	:
10.Amount of outstanding Government dues recovered from gratuity.	:
11. Amount withheld from gratuity pending assessment of Government dues.	:
12.Commuted value of Pension allowed to surrender	:
13.Net Pension Payable after Commutation.	:
14. Net Commuted Value of Pension Payable.:	:
15. Date of commencement of Pension.	:
16. Date of Commencement of Reduced Pension after Commutation:	:
17. Head of account to which pensionary benefits are debitable.	:

**Comptroller of Finance**

**Declaration Form**  
**Under Articles 911 Of C.S.R.**

I hereby declare that I have neither applied for nor received any Pension or Gratuity in respect of which Pension of the service included in the application, and in respect of which pension or Gratuity on death-Cum-retirement gratuity claimed herein, nor shall I submit any application herein after without quoting reference to this application and this orders may be passed thereon.

Signature of Govt. Servant

**Declaration under Article 920(1) to be signed by retiring Government Servant**

I declare that, should the amount of Pensioner and D.C.R. Gratuity granted to me previously be after wards found to be in excess of that to which I am entitled under this Rules, I shall be called upon to refund such excess.

Signature of Govt. Servant

**History of Service of** \_\_\_\_\_

Period	Place/ institution	Length of service

**Signature of the retiring employee**

SPECIMEN SIGNATURE AND THUMB IMPRESSION OF

MR./MRS. -----

1.

2.

3.