

FORM PEN-I

Referred to in rules 9.3, 9.6 (I), 9.6 (3) and 9.10 (I) Form for assessing pension and gratuity
(To be sent in duplicate if payment is desired in a different circle of account)

PART-I

1. Name of the Government Employee _____
2. Father's Name (and also husband's name
In the case of female Govt. employee _____
3. Date of Birth (by Christian era) _____
4. Religion _____
5. 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 or gratuity was sanctioned
10. Amount and nature of any pension/gratuity receive for previous civil service _____
11. Government under years months days which
Service has been rendered in order in order of employment _____
12. Class of pension applicable _____
13. The date of which action initiated to :
 - (i) Obtain the No Demand Certificate from
The Directorate of Estates provided in rule 9.2
 - (ii) Assess the service and emoluments
Qualifying for pension as provided in rule 9.4 and
 - (iii) Assess the Govt. dues other than the allotment of Govt.
Accommodation as provided in rule 9.18
14. Details of omissions, imperfection, or deficiencies in the service book which
Been ignore under rule 9.4 (b) (ii)
15. Total length of qualifying service (for the purpose of adding
Towards broken pervious month is reckoned as thirty days)

- (i) Interruption in service
Cordoned under rule 1.2
- (ii) Extra ordinary leave not
Qualifying for pensions
- (iii) Period of suspension not
Treated as qualifying for
Pension.
- (iv) Any other service not
treated as qualifying for
pension.

Total : _____

17. Emoluments reckoning for gratuity. Rs.

18. Last Pay drawn : Rs.

Emoluments drawn during the last ten months of service

Qt. Held	From	To	Pay	Personal or Spl. Pay
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Calculation memo attached

Average emoluments.

- i) In case where the last ten months include some periods not to be reckoned for average emoluments an equal period backward to be taken for calculating emoluments.
 - ii) The calculating of average emoluments should be based on actual number of days
19. Date on which from 15 has been obtained from the Govt. employee (to be obtained eight month before the date of retirement of Govt. employee).
- i) Proposed pension: Rs
 - ii) Proposed grade relief: Rs.
20. Proposed death-cum-retirement gratuity: Rs.
21. Date from which pension is to commence.
22. Proposed amount of provisional pension. Rs.
If departmental or judicial proceeding is instituted against the Govt. employment before retirement.
23. Details of Govt. dues recoverable out of gratuity.
- i) License fee for the allotment of Govt. accommodation fee sub rules (2), (3) and (4) of rule 9.18.
 - ii) Dues referred to in rule 9.18.

24. Whether nomination made for
(i) Death-cum-retirement gratuity
(ii) Family pension 1950, if applicable.
25. Whether family pension 1964 applied to the Govt. employees and if so:-
(i) Emoluments reckoning for the family pension.
(ii) the amount of the family pension becoming payable to the family of the Government employee, if death takes places after retirement.
(a) Before attaining the age of 68 years Rs.
(b) After attaining the age of 68 years Rs.
(iii) Complete and up-to- date details of the family as given in form 3)

S. No.	Name of the member of the family	Date of birth	Relationship with the Govt. employee
1	2	3	4

1.
2.
3.
4.
5.

Form No. 15 attached

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26. Height
27. Identification marks,
28. Place of payment of pension. Treasury Officer
(Treasury Sub-Treasury of Branch of Public)
Sector bank of the pay and accounts office)
29. Head of Account to which pension and gratuity are debitable.

"2071-Pensionary & other retirement benefits- 01"

Application for pension

I beg to say that I am due to retire from service w.e.f _____ my date of birth being _____ therefore request that steps may kindly be taken with a view to the pension gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from _____ Treasury.

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

- 3. I) enclosed herewith the following documents:-
 - i) Three slips of specimen signatures
 - ii) Three joint photographs with my wife.
 - iii) Three slips showing my identification marks
 - iv) Three slips showing name of treasury from where I want draw pension.
 - v) The detail of my family is as under:-

S.No.	Name	Relationship	Date of birth	Age	Martial Status
1.	-----	-----	-----	-----	-----
2.	-----	-----	-----	-----	-----
3.	-----	-----	-----	-----	-----
4.	-----	-----	-----	-----	-----
5.	-----	-----	-----	-----	-----
6.	-----	-----	-----	-----	-----
7.	-----	-----	-----	-----	-----

My present address is -----
----- and my home address after retirement will -----

Dated

Signature
Designation

POLICE DEPARTMENT

TELECOMMUNICATION WINGS

I hereby declare that I have neither applied 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 claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and the orders which may be passed thereon.

Attested:

(Signature)

POLICE DEPARTMENT

TELECOMMUNICATION WINGS

Marks of identification of _____ of the
Police Telecommunication , Punjab, Chandigarh:-

Attested

(Signature)

POLICE DEPARTMENT

TELECOMMUNICATION WINGS

I hereby undertake to refund any excess drawn leave, salary or cost of Govt. property etc. which may stand against me. I agree to the recovery of the dues from my pension/gratuity.

Attested

(Signature)

POLICE DEPARTMENT

TELECOMMUNICATIONS PUNJAB

Specimen signature of Shri _____ of

Police Telecommunications Punjab, Chandigarh.

1. _____

2. _____

3. _____

Attested

POLICE DEPARTMENT

TELECOMMUNICATIONS PUNJAB

Address of Shri _____ of

Police Telecommunications, Punjab, Chandigarh.

1. _____

2. _____

3. _____

Attested

Signature

POLICE DEPARTMENT

TELECOMMUNICATIONS PUNJAB

I, will draw my pension gratuity from the Treasury Officer _____.

Attested

Signature

UNDERTAKING UNDER RULE 9.15 OF PUNJAB C.S.R. VOLUME-II

I hereby declare that I or my heirs will refund the amount of pension, adhoc increase temporary increased/adhoc relief or any other kind of increase in pension, if any paid to me erroneously or in excess of that due to me.

Signature _____

Designation _____

Address _____

Attested

DECLARATION

I, _____ son of Shri _____

office of the **Police Telecommunications Punjab Chandigarh** hereby declare that I have only one living wife. Her name is Smt. _____. Her other particulars are as under :-

- i) Age/Date of Birth :
- ii) Height :
- iii) personal marks :

Signature_____

Designation_____

Address_____

Attested

(FORM PEN 14.8)
(Referred to in Rules 11,12 A)

Form of application for commutation of pension without
Medical Examination

Photo

(To be filled in duplicate)

The Accountant General (A&E),
Punjab, Chandigarh.

Subject:- Commutation of pension without Medical Examination.

I furnish below the relevant particulars and request that I may be permitted to commute a part of my pension as indicated below. An attested copy of my latest photograph is pasted on the application and attested is enclosed.

1. Name in block letters. :
2. Father's name and also husband's Name (of female :
Govt. employed)
3. Designation. :
4. Date of Birth. :
5. Date of retirement on superannuation /Vol. retirement :
6. Fraction of superannuation pension proposed to be : 30%
commuted.
7. Name of office department in which employed. : Police Telecommunications
Pb. Chg.
8. Name of the pension disbursing authority from which : Treasury Officer
pension to be drawn.

Signature
(full postal address in capital letters)

Dated:

Forwarded Please.