



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Pensions - Simplification of Pension Application and other forms prescribed - Orders - Issued.

FINANCE & PLANNING (FW:PSC)DEPARTMENT

G.O.Ms.No.263

Dated : 23-11-1998

Read the following :-

1. G.O.Ms.No. 356, Fin. & Plg. (FW:PSC) Dept., dated 26-11-1989.
2. PM/1/1-1(21)/97-98/61, dated 9-9-1997 of the Accountant General, Andhra Pradesh, Hyderabad.
3. G.O.Ms.No.262, Fin. & Plg. (FW:PSC) Dept., dated 23-11-1998.

APUS

ORDER :

Government have been considering for some time past to simplify the existing pension forms which were last simplified in the G.O. first read above. The powers to sanction pension have been liberalized in the G.O. 3rd read above delegating powers to the Heads of Offices also. Accordingly the existing format for pensions has been changed and revised forms have been evolved as appended to this order.

2. The following arc salient features of the simplified forms.

Part - I - Information to the furnished by the Government servant/ Applicant: -

The Government Servant/applicant (in case of death of the Government Servant) shall furnish the information in Part-1 and submit in duplicate to the Head of the Office. This form is intended for Service Pension/Family Pension/Retirement Gratuity/ Service Gratuity and commutation of pension. In this form; information regarding the personal particulars and family particulars (i.e.) name, present address, address after retirement, portion of pension proposed to be commuted etc., and also particulars such as date of submission of Part-1 of the form of application for pension/gratuity/ commutation, name of the Bank with Account Number are required to be indicated. The list of family members has to be filled against item (7) of the Part-1 of the form. The instructions for filling up the list as laid down below item (7) at page (2) of the Part-1 of the form should be strictly adhered to.

Further the pensioner has to give declaration/undertaking for refund of the excess amount if any received by him/her so as to enable the pension sanctioning authority/Pension disbursing authority to effect recoveries from the pensionary benefits admissible treating the undertaking given by him/ her as the consent letter for recovery from the pension. The Government Servant/ applicant is primarily responsible to furnish the particulars in the Part-1 of the form. If the particulars given by the Government Servant/ applicant are found false/ untrue in future he/ she will be liable for Civil/ Criminal action by the competent authority apart from taking action under coral provisions.

The Head of the Office has to indicate the date of receipt of application for pension/gratuity/commutation etc. The Head of the Office has to certify that the persons mentioned in the list of family members are legally entitled to receive the pension/share of gratuity. The head of the Office has also to issue the Guardianship certificate if the pensioner happens to be minor.

Part-II-A :- Information to be furnished by the Pension Sanctioning Authority:-

The Pension Sanctioning Authority is expected to fill in all the 20 items in the format without giving any scope for doubt or ambiguity of the information given avoiding corrections, over writings etc. The Pension Sanctioning Authority has to calculate the qualifying service correctly duly deducting the non-qualifying service such as extra-ordinary leave, suspension, "dies-non", boy service etc. The weight age admissible may be included and the net qualifying service shall be determined. In respect of the outstanding government dues all the required information should be gathered, calculated and indicated correctly against the principal and interest separately in respect of the interest bearing advances due from the pensioner if any. If no amount is outstanding against a particular advance the word "NIL" should be written against the said advance.

Part-II-B:- Details of sanction of Retirement/ Death benefits:-

Since the Government issued orders delegating powers to sanction pension by the Heads of Offices also through the G.O. 3rd read above, as such a certificate of competency is required to be issued by Pension Sanctioning Authority invariably. Heads of the departments are those who are listed in Appendix-I mentioned in Art.6 of A.P.F.C. Vol.I/subsidiary definition (ii) under A.P.F.R. 9 (32).

The pension sanctioning authority has to sanction service pension/ retirement gratuity/ commutation/ family pension etc., and sign the same in token of sanction accorded to the retiring employee. Pension sanctioning authority while according sanction for Pension and Other Retirement Benefits shall verify regarding the disciplinary / Judicial proceedings pending/ contemplated against the retiring/ retired government servant. As there may be number of disciplinary authorities in a department and it may not be possible for pension sanctioning authority to know whether any disciplinary/judicial proceedings are pending/contemplated against the retiring/retired government servant. Therefore the pension sanctioning authority shall inform the Disciplinary Authority / Appointing Authority / Head of the Department as the case may be in the proforma prescribed in the Annexure - III about the forwarding of the pension application form of the retiring government servant to AG (A&E)/L.F. Authority. The Disciplinary Authority / Appointing Authority/ Head of the Department shall verify whether any such proceedings are pending/ contemplated against the said government servant and take action as if the Pendency of disciplinary/ judicial proceedings come to notice only after the pension application form of the retiring/retired government servant was sent to Pension Issuing Authority. The authority concerned shall send the necessary orders to the AG (A&E)/ Dy. Accountant General (Pensions) O/o. AG (A&E), A.P. Hyderabad / the L.F. Authority by name either through the special messenger or by registered post about the stoppage of pensionary benefits or cut in pension as instructed in Government Memo. No. 33764-A/55/PSC/93, Finance and Planning (FW:PSC) Department, dated 15-10-1993 and reiterated in Government Memo No. 37254/361/A2/Pen.1/98, dated 4-7-1998. The copies of such order should invariably be sent to the District Treasury Office/ Pension Payment Office as the case may be.

3. Descriptive Rolls and nomination forms are appended as Annexure-1 and Annexure - II respectively. 4 copies of the descriptive rolls of service pension/family pension beneficiary are required to be forwarded separately with application form 4 copies of the Descriptive Rolls of family pensioner and each gratuitant are required to be furnished with the application form in case of death of Government Servant while in service.

4. 3 copies will be furnished to Accountant-General, Andhra Pradesh/ Local Fund Authority retaining one copy by pension sanctioning authority. The Accountant-General, Andhra Pradesh/ Local Fund Authority will send one copy to Pension Disbursing

Authority retaining two copies for office record and future use. The descriptive rolls have to be attested by the Gazetted Officer of State Government in service.

5. The Government Servant has to fill up the nomination forms carefully in triplicate as per notes (1) to (5) mentioned in the Annexure II of application form. One copy will be retained by the Pension Sanctioning Authority and two copies will be forwarded to Accountant-General, Andhra Pradesh/ Local Fund Authority. The nomination form should not contain any correctness whatsoever.

6. The simplified forms come into force with immediate effect. If the pension papers are already submitted in the old form by the retired employees or families in case of death while in service they need not be returned.

7. All the departments of Secretariat, Heads of Departments, Heads of Offices and Pension Sanctioning Authorities are directed to use these simplified forms. The instructions already issued by Government vide Circular Memo. No. 18982-A/183/PSC/88-1, 88-2, 88-3 dated 23-7-1989 should be followed scrupulously by departments for prompt disposal of pension cases so that the retiring incumbent receives his pensionary benefits immediately after his retirement.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.R. JAYA PRAKASH
Secretary to Government

**FORM OF APPLICATION FOR SERVICE PENSION / FAMILY PENSION /
RETIREMENT GRATUITY / SERVICE GRATUITY / COMMUTATION
(To be furnished in duplicate)**

Part-1 Information to be furnished by the Government Servant / Applicant

(The Pension Sanctioning Authority shall forward the application duly processed to the AG (A&E) / LF Authority within a period of 30 days)

1. a) Name of the Government servant :
b) Post held
2. Name of the Applicant :
(in case of death of government servant)
3. Permanent Address :
4. Address after retirement :
5. Commutation of Pension
a) Whether willing to commute 1/3rd of monthly pension, subject to A.P. Civil Pensions (Commutation) Rules, 1944
b) If the answer is 'NO', specify the fraction less than 1/3rd :YES/NO
6. a) Name of the Pension Disbursing Authority
b) Name of the paying Bank from where pension payment is Name of the S.B. Account desired by the pensioner/family pensioner / gratuitian Bank and Branch

No.pensioner/ gratuitant

7. List of family members

Sl.No.	Name of the Family Member	Date of Birth	Relationship with the Government Servant	Married or Unmarried .Date of marriage if Married	Whether employed or not. Give details of employment
--------	---------------------------	---------------	--	---	---

Instructions :

1. The Government servant is instructed to fill up the proforma very carefully as the data furnished is vital for sanction of family pension. He/She may note that alterations of the data furnished at a later date is not permissible.

2. The "family" for the purpose mean "wife" or "husband" as the case may be, "sons" and "unmarried daughters" as laid down in Rule 50 (12) (for Family Pension) and Rule 46(5) (for gratuity) of AP Revised Pension Rules, 1980.

3. In case of death while in service of Government servant, the answer 'Married' in case of daughters will be understood that the daughter is already married as on the date of death of the Government servant.

DECLARATION

1. I undertake to refund the amount of Pension, Gratuity and Commutation, if it is found subsequently to be in excess of the amount to which I was entitled under the Rules.

2. I solemnly affirm that the particulars given by me in Part-1 at item 7 are correct and true to the best of my knowledge. If found false in future, I am liable for suitable action as may be taken by the Government.

3. The particulars given above are correct and true to the best of my knowledge. If found false in future I may be liable for any action that may be taken by the Government.

Place : _____
Date : _____
Signature of the
Government Servant/Applicant

To be filled in by the Head of the Office

1. Applicant for pension/gratuity etc. in Part I is received on _____
(Date to be recorded).

2. Certified that the person/persons mentioned by the Government servant/
Applicant in item 7 of Part I are legally entitled to receive the
pension/ share in gratuity.

3. Guardianship certificate : (to be filled in wherever necessary)

This is to certify that the following minors of the deceased Government
Servant Late Sri/Smt is/are under the
guardianship of Sri/Smt.....

Name _____ Date of Birth _____

1.

- 2.
- 3.

Place :

Signature of the Date :

Head of the Office

Office Seal :

Part-11 (A)

Information to be filled up by the Pension Sanctioning Authority

1. Name of the Government Servant and post held
2. Father's name/Husband's name
3. Name of the Applicant
(in case of death of government servant)
4. Date of Birth of Government servant
5. Date of entering into service
6. Date of retirement/death
- 7 Designation and office from which the Government servant retires/retired/died

The rule applicable :

Rule 33 Superannuation Pension (Rule 42)
Rule 34 Retiring Pension (Rule 43/44)
Pension on absorption under a corporation
Rule 37 Invalid Pension
Rule 38 Compensation Pension
Rule 39 Compulsory Retirement Pension
Rule 40 Compassionate Allowance
Rule 43 Retirement on completion of 20 years of qualifying service
Rule 44 Retirement on completion of 33 years of qualifying service
Rule 46 Retirement Gratuity
Rule 50 Family Pension

- a) The relevant Rule 35 under the AP Revised Pension Rules, 1980 applicable (tick the rule number(s) applicable and strike out the rest).

b) Whether ANTICIPATORY PENSION is being sanctioned in terms of Rule 51 Yes/No

c) Whether PROVISIONAL PENSION is being sanctioned in terms of Rule 9(4) read with Rule 52 Yes/No

d) Any other rule applicable

9. Total service (6-5)

10.Periods of non-qualifying service

(a) E.O.L.

(b) Suspension period -----

(c) Dies - non -----

(d) Boy service -----

(e) Any other service not qualifying for pension Total non-qualifying service (a to e)

11. Net qualifying service (9 - 10)

12. Weight age, if any

13. Total qualifying service for calculation of pension (11 .+ 12)

14. Last pay drawn (Rule 31, 46 (4), 50 (12)(c) of APRPRs, 1980) Para 4 of G.O.Ms.No.87, Fin. & Pig. (FW.Pen.I) Dept., dated 25-5-98)

15. Calculation of service pension/ Service Gratuity (Rule 45 of APRPRs, 1980)

16. Calculation of Retirement gratuity (Rule 46 of APRPRs, 1980)

17. Calculation of Family pension

(a) Enhanced family pension

(b) Normal family pension

18. Period of Payment of Pension As applicable to the case under consideration

a) Service Pension From till death

b) Enhanced Family Pension From To
 c) Normal Family Pension From To
 19. Government dues to be recovered Principal Interest Total in respect
 of

(a) House Building Advance -----
 (b) Motor Car/Cycle Advance -----
 (c) Marriage Advance -----
 (d) Advance Leave Salary -----
 (e) Advance Salary on Transfer
 (f) Dues on Account of Government Quarters
 (g) Telephone/Trunk Call Charges
 (h) Festival Advance
 (i) Education Advance
 (j) Computer Advance
 (k) Other Government Dues
 Total

A P U S

Note: Information with conditions will not be accepted by Pension Issuing Authority. Amounts for recovery should be specified and should be in whole rupees. Absence of information will be understood as no dues for recovery.

20 LPC is enclosed/ LPC will be sent after retirement

Part - II - (B)
 Sanction of Pension

a. Certificate of competency to accord sanction (applicable in case of sanction of pension to non-gazetted officers including Class-IV employees):

I am declared by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated vide G.O.Ms.No.262, Finance & Planning (FW-PSC) Department dated 23-11-1998.

OR

I am the next Gazetted Authority in the hierarchy to the Head of the office in this case who is a non-gazetted officer and hence, I am competent to accord sanction under the powers delegated vide G.O.Ms.No.262, Finance & Planning (FW-PSC) Department dated 23-11-1998.

(Strike off whichever is riot applicable)

Sanction Order :

Pensionary benefits including commutation found admissible under the rules may be authorized. It is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending/contemplated against retiring/retired government servant to whom I am the authority for sanction of pension.

Service pension
 Retiring gratuity
 Commutation
 Family Pension

a) Enhanced Family Pension
 b) Normal Family Pension

Office Seal

Signature and Designation of Pension
 Sanctioning Authority Date

Note 1 : This is to be prepared in duplicate by the Pension Sanctioning Authority, one for the record of Pension Sanctioning Authority and the other one to be sent to Accountant General/Local Fund Audit Officer.

Note 2 : The Pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by the Government servant/Applicant in part-I.

Note 3 : If the Pensionary benefits are not to be released, Part-II-B(b) shall be struck off.

Note 4 : If there is any likelihood of delay, Anticipatory Pension/ Anticipatory Gratuity as per Rule 51 of A.P.' Revised Pension Rules 1980 shall be drawn and paid by the Head of office to the beneficiary without any delay.

Note 5 : Heads of Departments are those listed in Appendix-I mentioned in Article 6 of A.P. Financial Code Volume-1 / Subsidiary Rule (32(ii) of PR 9.

ANNEXURE - I DESCRIPTIVE ROLLS
L SPACE FOR PHOTOGRAPHS.

Single Photo	Joint Photo	Single Photo	Joint Photo
Service Pensioner/Family Pensioner/ Gratuitant/ Guardian of Minor or Handicapped Child.	Joint Photo of Service Pensioner with Family Pension beneficiary/Guardian with Minor or Handicapped Child.		

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

3. SPECIMEN SIGNATURE OF :

(i) Service Pensioner :

Specimen signature of Sri/Smt/Kum _____
Son/Wife/Daughter of _____

1.

(ii) Family Pensioner/Gratuitant/Guardian of Minor or Handicapped Child:

Specimen Signature of Sri/Smt/Kum _____
Wife/ Husband/ Son/ Daughter/ Guardian of.

C PERSONAL IDENTIFICATION MARKS OF :

(i) Service Pensioner: Sri/Smt/Kum.

1.

2.

(ii) Family Pensioner/Gratuitant/Guardian of Minor or Handicapped Child:

Sri/Smt/Kum _____

D. LEFT HAND THUMB AND FINGER IMPRESSIONS OF SERVICE PENSIONER/FAMILY PENSIONER/ GRATUITANT7 GUARDIAN OF MINOR OR HANDICAPPED CHILD: to be given by the illiterate or those unable to sign and for others it is optional)

Details Thumb fore Middle Ring Little
 finger finger finger finger finger

Service Pensioner
Family Pensioner
Gratuitant/
Guardian of Minor/

Handicapped Child.

Place : Attested by
Signature :
Date :
Office Seal Name :
Designation

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

Note: 3 copies 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 Relationship Age Amount of Contingencies Name and Amount or and with Govt. , share onthe-happ- address share address Servant to each eningof relation-payable , , in Col. 1 which the ship and to each nomination age of in Col. 6 shall be- the alter-come inva- native lid. (Death nominee(s) need not to whom the be men- right confronted on the . nominees(s) in Col.,1 shall pass in the event of the nomination to him/her/them becoming ineffective

This nomination supersedes the nomination made by me earlier on
N.B. : The Government Servant shall draw lines across the blank space below the last entry to prevent the insertions of any name after he/she has signed.

Dated this day of
1999/20..... at

Witness :-

1. Signature, Name and Address :
2. Signature, Name and Address :

Signature of the Government Servant
Name :
Designation :
Office :

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 incorporated or not.

Note (3) :The Government servant may note 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 employee in triplicate, one for use of the pensioner sanctioning authority and two copies to be forwarded to the Accountant General/ Local Fund Audit Offices.

Note (5) :For the purpose of Rules 46, 47, 48 and 49 of Revised Pension Rules 1980, family in relation 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 daughters. (Whose personal law permits such adoption)
- v) Widowed daughters including step daughters and adopted daughters
- vi) Father including adoptive parents in the case of individuals whose personal
- vii) Mother permits adoption. viii) Brothers below the age of 18 years including step brothers.
- ix) Unmarried sisters and widowed sisters including step sisters.
- x) Married daughters, and xi) Children of a pre-deceased son.

ANNEXURE - III
BY REGISTERED POST

FROM

(Pension sanctioning authority.)

To

The.....

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

Sub: Pension - Sanction of Pension and Other Retiring Benefits in respect of Sri/Smt.....

Designation..... Regarding.

A P U S
* * *

I am to inform you that the Pensioner/Family Pension application from Sri/Smt retired/retiring on as was forwarded to AGAP/LFA 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) A.P. 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 issue of this letter for withholding pensionary benefits as contemplated in Govt. Memo. No. 3764-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, dated 4-7-1998. Copies of such orders shall also be sent to the concerned Treasury Officers/PPO for withholding the pensionary benefits. In this connection the instructions issued in Para 2, Part-11 B of G.O.Ms.No.263, Finance & Planning (FW-PSC) Department, dt. 23-11-1998 may be scrupulously followed.

Station

Yours sincerely

Date :