**ANDHRA UNIVERSITY**

***GOVERNMENT OF ANDHRA PRADESH***

*[G.O.Ms.No.263 Fin & Plg. (FW.PSC) Dept., dt.23.11.1998 as amended in GO Ms No 111 Fin (HRM VI) Dept., dt. 03.09.2015]*

**FORM OF APPLILCATION FOR SERVICE PENSION/FAMILY PENSION/RETIREMENTGRATUITY/SERVICE GRATUITY/COMMUTATION**

(*To be furnished in duplicate)*

**Part-I**

Information to be furnished by the Government Servant / Applicant

*(The Pension Sanctioning Authority shall forward the application duly processed to the AG (A&E) / L.F 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. | Employee I.D Number |  | |
| 5. | GPF Account Number |  | |
| 6. | PAN Card No. |  | |
| 7. | Aadhaar No. |  | |
| 8 | Mobile Number |  | |
| 9. | IFS code and MICR code of the Bank where payment is opted |  | |
| 10. | Address after retirement |  | |
| 11. | Commutation of Pension |  | |
|  | (a) Whether willing to commute **\***40% of  monthly pension, subject to AP Civil Pensions (Commutation) Rules 1944 | **YES / NO** | |
|  | (b) If the answer is ‘NO’ specify the fraction less than **\***40% |  | |
| 12. | (a) Name of the Pension Disbursing Authority  i.e., Treasury officer / Pension Payment Officer **#** |  | |
|  | (b) Name of the Paying Bank from where pension payment is desired by the pensioner / family pensioner / gratuitant | Name of the bank and Branch | SB Account No |

\****Note :-****Consequent on the issue of orders in G.O.Ms.No.158 Fin & Plg (FW.Pen.I) Dept., dt. 16.9.99 enhancing the maximum pension that can be commuted up to 40% w.e.f. 1.4.99, this 1/3rd was to be changed as 40% at both the places.*

*[***#** *Note: DTO / STO should be where the Govt. Servant has drawn his last pay and allowances]*

# 13. List of family members

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(a)** | **(b)** | **(c)** | **(d)** | Martial/Employment status of the children of the Applicant / deceased Govt. Servant | |
| Sl.  No. | Name of the Family member | Date of birth | Relationship with Govt. servant | Married or unmarried. Date of  marriage if married | Whether employed or not (Give details of  employment) |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

**Instructions :**

1. The Government servant is instructed to fill up the pro-forma 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 A.P. 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-I at item 12 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name** | **Date of Birth** | **Relationship** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

Place :

Date :

Signature of the Head of Office

Office Seal

# ANNEXURE - I DESCRIPTIVE ROLLS

Single Photo Joint Photo

Service Pensioner/Family Pensioner/ Gratuity/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 the Head of the Department/Office)*

# B. SPECIMEN SIGNATURE OF :

(i) Service Pensioner :

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

1.

2.

3.

1. Family Pensioner/Gratuitant/Guardian of Minor or Handicapped Child :

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

|  |  |
| --- | --- |
|  | 1. |
| 2. |
| 3. |
| **\*C.** | **PERSONAL IDENTIFICATION MARKS OF :** |
| (i) | Service Pensioner : Sri/Smt/Kum |
|  | 1. |
|  | 2. |

1. Family Pensioner/Gratuitant/Guardian of Minor of Handicapped Child : Sri/Smt/Kum

1.

2.

# D. LEFT HAND THUMB AND FINGER IMPRESSIONS OF SERVICE PENSIONER

**/FAMILY PENSIONER /GRATUITANT /GUARDIAN OF MINOR OR HANDICAPPED CHILD:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details** | **Thumb finger** | **Fore finger** | **Middle finger** | **Ring finger** | **Little finger** |
| Service Pensioner |  |  |  |  |  |
| Family Pensioner |  |  |  |  |  |
| Gratuitant/ |  |  |  |  |  |
| Guardian of Minor/ |  |  |  |  |  |
| Handicapped Child |  |  |  |  |  |

Place Attested by

Date Signature

Office Seal Name

Designation

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

***Note 3 :-*** *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 address Of Nominee (s) | Relationship with Govt.  Servant | Age | Amount / 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 relation- ship and  age of the alternative nominee(s) to whom the right  conferred on the nominee(s) in Col.1 shall pass  in the event of the nomination to him/her/ them  becoming ineffective | Amount or share payable to each in Col.6 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

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 200 at Witness :

1. Signature,

Name and Address :

1. 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 A.P. 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 pension 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 :-

* 1. Wife or wives in the case of a male Government servant.
  2. Husband, in the case of a female Government servant.
  3. Sons including steps sons, posthumous son, and adopted sons (whose personal law permits such adoption)
  4. Unmarried daughters including step daughters, posthumous daughters and adopted daughters. (Whose personal law permits such adoption)
  5. Widowed daughters including step daughters and adopted daughters
  6. Father

(Including adoptive parents in the case of individuals whose personal law permits adoption)

* 1. Mother
  2. Brothers below the age of 18 years including step brothers.
  3. Unmarried sisters and widowed sisters including step sisters.
  4. Married daughters, and
  5. Children of a pre-deceased son.