

Information to be provided by the employee for the preparation of Pension case who is going to retire within the year.

[Information should be filled in capital letters (Neat & Clean)]

Name			
Father's Name			
Date of Birth			
Permanent residential address showing Village, town, district and state			
Present residential address			
Address after retirement			
Detail of family			
Sr. No	Name	Relationship	Date of Birth

Whether pension is to be commuted

YES/NO

(With Signatures)

Photographs

Three Joints

Five Individuals

FORM FOR ASSESSING PENSION AND GRATUITY
(Reference Rule IX.10 (1), IX II, IX 12, IX 24 (3))
PAN PEN-1

1.	Name of the University Employee	:	
2.	Father's Name (and also husband's name in the case of female university employee)	:	
3.	Date of birth (by Christian era)	:	
4.	Permanent residential address showing Village, town, district and state	:	
5.	Present or last appointment including the name of establishment	:	
6.	Date of beginning of service in the university	:	
7.	Date of ending of service	:	
8 i)	Total period of military service for which pension or gratuity was sanctioned	:	Nil
ii)	Amount and nature of any pension or gratuity received for previous military service	:	Nil
9.	Amount and nature of any pension / gratuity received for previous civil service	:	Nil
10.	Government organization under which service has been rendered in order of employment	:	NA
11.	Class of pension applicable	:	As above
12.	Details of service rendered as provided under clause 3.9 of the statutes	:	Nil
13.	The date on which action initiated to :		
i)	Obtain the (no demand certificate) from the Estate Officer as provided in Rule IX.9 (4)	:	-do-
ii)	Assess the service and emoluments qualifying for pension as provided in Rule IX.10.	:	-do-
iii)	Assess the university dues other than the dues relating to the allotment of university accommodation as provided in Rule IX X IX 22.	:	-do-

14.	Details of omissions, imperfections of deficiencies in the service book which have been ignored under IX 10 (b) (ii)	:	
15	Total length of qualifying service (for the purpose of adding towards broken periods a month is reckoned as thirty days).	:	
a)			
b)	Service counted for pension under clause 3.13 & 3.14 of the statutes	:	
16.	Periods of non-qualifying service	:	
i)	Interruption in service condoned	:	
ii)	Period of Extra ordinary leave (EOL)	:	
iii)	Period of suspension if any which is not countable for pension	:	
iv)	Any other service not treated as chargeable for pension	:	
v)	Add : Service under clause 3.9	:	
	Net Qualifying service	:	
17.	Emoluments reckoning for Gratuity	:	
18.	Average emoluments for pension	:	

In a case where the last ten months include some period not to be reckoned for calculation average emoluments an equal period backward has to be taken for calculating average emoluments. The calculation of average emoluments should be based on actual minimum days contained in each month.

19.	Date on which PAU PEN 8 has been obtained from the university employee (To be obtained eight months before the date of superannuation of university employee).	:	
20	Proposed Pension	:	
I)			
ii)	Proposed Graded relief	:	
21.	Proposed Death cum Retirement Gratuity	:	
22.	Date from which pension is to be commence	:	
23.	Proposed amount of provisional pension (If department or judicial proceedings is instituted against the university employee before retirement (Rule IX.18).	:	

24.	Details of university dues recoverable out of Gratuity.	:	Nil
i)	License fees for the allotment of university accommodation (rule IX.21).	:	Nil
ii)	Dues referred to in Rule IX.22	:	Nil
25.	Whether nomination made for Death cum Retirement Gratuity	:	Not applicable
26.	Whether family pension applies to the university employee and if so	:	YES
i)	Emoluments reckoning for the family pension	:	
ii)	The amount of the family pension becoming payable to the family of the university employee, if death takes place after retirement	:	30% of pay subject to the minimum of Rs 4000/-
	Family pension admissible if death takes place before attaining the age of 67 years under clause 5.1 A or upto seven years of death.	:	
	Family pension admissible if death takes place after attaining the age of 67 years under clause 5.1 B or after seven years of death of employee while in service	:	
iii)	Complete and up to date details of family as given below:		
S. No.	Name of the member of the family	Date of Birth / Age	Relationship with the employee
1.			
2.			
3.			
4.			

27.	Height	:	
28.	Identification marks	:	
29.	Place of payment of pension	:	
30.	Head of the account to which pension and Gratuity are debatable	:	

Signatures of the DDO

To

The Comptroller (Pension)
PAU Ludhiana.

(Through proper channel)

Subject : Pension case of.....
(Date of Retirement :.....)

Sir,

I hereby undertakes that :

- I undertake that I or in the case of my death, my heirs will refund the amount of pension, adhoc increase, temporary increase / adhoc relief or any other kind of increase of pension / or any other benefits, if any paid to me erroneously or in excess of that due to me.
- I undertake that I am not getting any other pension.
- I opts to draw 30% commutation pension as per latest pension rule.
- I opts that my pension may be calculated on the basis of last pay drawn (Rule 3.1).
- I hereby undertakes to recover the university share of CPF from the final dues viz. DCRG, Commuted value of pension, GPF amount. If the amount still falls short, I shall pay the same to the Punjab Agricultural University, Ludhiana through bank draft on demand.

Thanks,

Yours faithfully,

[.....]

Designation.....

Office.....

PAU, Ludhiana.

Counter signed

Signatures of the DDO

(FORM OF APPLICATION FOR COMMUTATION OF PENSION WITHOUT MEDICAL EXAMINATION)

[To be filled in Duplicate]
(Reference Rule VII.5)

To

The Comptroller (Pension)
PAU Ludhiana.

Subject : Commutation of Pension without Medical Examination.

Sir,

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 unattested is enclosed :

1.	Name in BLOCK LETTERS	
2.	Father's name (and also husband's name in the case female employee)	
3.	Designation	
4.	Date of Birth	
5.	Date of retirement / superannuation or extension granted, if any.	
6.	Fraction of superannuation pension proposed to be commuted	
7.	Name of the office / department in which employed	
8.	Name of the Pension Disbursing authority and place from which pension is to be drawn	
9.	Amount of pension sanctioned	

Signatures of the employee

Dated :

Forwarded to the Comptroller, Punjab Agricultural University, Ludhiana for authorization the payment of the commuted value.

Signatures of the DDO

Place : Ludhiana.

Dated :

PAU PEN 8**PARTICULARS TO BE OBTAINED BY THE DDO FROM THE RETIRING UNIVERSITY EMPLOYEE EIGHT MONTHS BEFORE THE DATE OF RETIREMENT**

1.	Name of the University Employee		
2.	Date of Birth / Retirement		
3.	Two specimen signatures duly attested (To be furnished on a separate sheet)		
4.	Three copies of the passport size joint photographs of the employee with his /her wife / husband		
5.	Two slips showing the particulars of height and personal identification on marks duly attested		
6.	Present Address		
7.	Address after retirement		
8.	Name of the Bank through which the employees wants to draw his pension		
9.	Details of family		
S. No.	Name of the member of the family	Date of Birth / Age	Relationship with the employee
1.			
2.			
3.			
4.			

Signatures of the Retiring University Employee

- Two slips each bearing the left hand thumb and fingers impression attested may be furnished by a person who is not literate enough to sign his name. If such an employee on account of physical disability is unable to give left hand thumb and fingers impression, he may give thumb and fingers impression of the right hand when a university employee has lost both the hands he may give his toe impression which should be duly attested.
- Only two copies of passport size of self heed be furnished if the university employee is a nominee or a widower or widow.
- Where it is not possible for a university employee to submit a photograph with his wife / her husband, he/she submit separate photographs. The photographs should be attested in the front by the DDO.
- Any change of address should be notified to the DDO / Comptroller promptly.

Countersigned

Drawing & Disbursing Officer

Detail of family in respect of

S. No.	Name of the member of the family	Date of Birth / Age	Relationship with the employee
1.			
2.			
3.			
4.			

Signatures of the employee

Permanent Address

Address after retirement

Specimen Signatures **in respect of**

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.....

.....

.....

Attested

Head of the Dept.

Identification Marks **in respect of**

Date of Birth
(By Christian era)

Height

Personal remarks of the identification

Two passport size photographs of the applicant
duly attested

Attached

Attested

Signature of the DDO

Non –Employment certificate of -----

I am No employed in any Govt./semi Govt. or autonomous body

Signature of the retiree

Countersigned

Head of the Department/Office