

The 24th June, 1986

OFFICE MEMORANDUM

Sub: Simplification of procedures for payment of Superannuation Pension and Death-Cum-Retirement gratuity, Revised Forms thereof.

No.FMP.7/85/27 – Instruction regarding simplification of procedures with a view to eliminating delay in the payment of superannuation pension and Death-cum-Retirement gratuity have been issued in this Department's O.M. No.FAP/SC/9/76/5 dated 29th April/1976 and O.M. No.FAP/SC/9/76/5 dated January/1978, under which the system of routing the pension papers through Head of Departments/Administrative Departments for according the Administrative sanction has been dispensed with vide para 6 of the above O.M. dated 29th April/1976. The Head of office is competent to forward the pension paper to the Financial Officer, AVFU, Khanapara under his signature. For the purpose of forwarding the pension papers to the Financial Officer, AVFU, Khanapara the Head of office will mean a Gazetted AVFU servant recognized as such by the University in the administrative Deptt. or the Head of Department under whom he may be employed. Accordingly, the Vice-Chancellor of Assam Veterinary and Fishery University is pleased to revise the existing Form No.2 of A.S.(P) Rules, 1969 as at (**Annexure-I**) (as amended).

As a measures of further simplification, it has also been decided that it will not be necessary for a University servant to submit his application for pension in existing Form No.1 as prescribed in A.S.(P) Rules, 1969. It will henceforth be the responsibility of the Head of Office concerned to obtain from the retiring University servant the particulars as in the revised Form No. 1 (**Annexure-II**) eight months before the date of his retirement and to forward the same along with other pension paper (Viz. Revised Form No.2, Service Book, etc.) under the prescribed form of covering letter issued under O.M. No. FMP.47/83/24, dated 29th, November, 1984 as amended at (**Annexure-III**) (Form No.19) to the Assam Veterinary and Fishery University servant.

The University servants who have already applied for pension in existing Form No.1 and the pension papers which have already been sent to the Administrative Department /Head of Department for administrative Sanction need not be processed further in revised Form.

The formal amendment of A.S.(P) Rules, 1969 will be issued separately.

All Pension papers must be routed through the Appointing Authority.

FORM NO.1

ANNEXURE-II

Particulars to be obtained by the Head of office from the retiring AVFU servant eight months before the date of his retirement.

1. Name :
2. Date of birth :
3. Date of retirement :
4. Two * slips containing two specimen :
signatures each duly attested by a
Gazetted Officer.
5. Three copies of Passport size joint :
Photograph with wife/husband duly
attested by Head of office(photograph)
of self only, in case of AVFU servant is
Unmarried or a widow or a widower)
6. Two ** slips each showing particulars:
of height and personal Identification
marks duly attested by a Gazetted Officer.
7. Present address :
8. Address after retirement (Any :
subsequent change of address should
be notified to the Head of Office).
9. Details of the family members as in :
form No.1A.
10. Name of the Bank/Bank Branch :
through which pension is to be drawn.

Signature

Designation:

Department/Office:

*Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a pensioner who is not literate enough to sign his name. If such, AVFU servant on account of physical disability is unable to give left hand thumb and finger impression he may give thumb and finger impression of the right hand. Where a AVFU servant has lost both the hands, he may give his toe impression. Impression should be duly attested by a Gazetted Officer.

** Specify a few conspicuous marks, not less than two if possible.

ANNEXURE-I

FORM 2

Form for assessing pension and Gratuity
(To be sent duplicate if payment is desired in a different circle of accounting unit)

PART- I

1. Name of the AVFU Servant :
2. Father's Name (and also Husband's name :
in the case of female AVFU servant).
3. Date of birth (by Christian Era.) :
4. Religion. :
5.
 - (a) Permanent residential address showing :
Village, Town, Street, Lane, Pin Code,
Police Station, District & State
 - (b) Telephone No. & Mobile No.
6. Present or last appointment including :
name of establishment and department
 - i) Substantive. :
 - ii) Officiating, if any. :
7. Date of beginning of Service :
8. Date of ending Service. :
9. (a) Total period of Military Service if any. :
(b) Date of commencement and each period
of Military Service :
(c) Amount and nature of any pension / :
Gratuity received for the Military Service
10. Amount and nature of any pension/ :
Gratuity received for previous Civil Service.
11. Government under which service has : Years_____Months_____Days_____
been rendered in order of employment.
12. Class of Pension applicable :

13. The date on which action initiated to- :
- i) Obtain the 'No demand certificate' from the Estate Officer/Executive Engineer, D.P.P./Chief Librarian etc. :
- ii) Assess the service and emoluments Qualifying for pension and :
- iii) Assess the AVFU dues other than the dues relating to the allotment of AVFU accommodation. :
14. Details of omission, imperfections or deficiencies in the Service book which have been ignored. :
15. Total length of qualifying service for the purpose of adding towards broken periods, month is reckoned as thirty days. :
16. Periods non-qualifying service from (Any reference to be mentioned) :
- i) Interruption in Service condoned :
- ii) Extra-Ordinary leave not qualifying for pension. :
- iii) Period of suspension not treated as qualifying service. :
- iv) Any other service not treated as qualifying service. :
- Total: :
17. Emoluments reckoning for Gratuity :
18. Average emoluments for calculation of pension. :

*Emoluments drawn during the last ten months of service.

Post held	From (Month)	(Band Pay)	(Grade Pay)	Personal Pay or Special Pay (Total Pay)	Average emoluments

Statement enclosed.

*(i) In case where the last ten months include some :
period not to be reckoned for calculating average
emoluments an equal period backward has to be
taken for calculating average emoluments.

ii) The calculation of average emoluments should :
be based on actual number of days contained in
each month.

19. Date on which Form-1 has been obtained :
from the AVFU servant (to be obtained eight
months before the date of retirement of
AVFU servant)

20. (i) Proposed pension :
ii) Proposed relief, on pension. :

21. Proposed gratuity/death-cum-retirement :
gratuity.

22. Date from which pension is to commence. :

23. Proposed amount of provisional pension. :
(if Departmental or judicial proceedings
where instituted against the AVFU Servant
before retirement).

24. Details of AVFU dues recoverable out of :
gratuity

i) Licence fee/ Rent for the allotment of :
AVFU accommodation.

ii) Other dues, if any :

25. Whether nomination made for :

i) Death cum-retirement gratuity :

26. Whether Family pension rules, 1964 are :
applicable to the AVFU servant and if so.

i) Pay reckoning of the Family pension. :

ii) The amount of the Family pension :
becoming payable to the family of the AVFU
servant, if death takes place after retirement.

iii) Complete and up-to-date details of the :
family as given in Form-1A.

Sl. No	Name of the member of the family	Date of Birth	Relationship with the AVFU servant.
1			
2			
3			
4			

27. Height :
28. Identification marks :
29. Place of payment of pension :
(Bank or branch of public sector Bank).
30. Head of Account to which pension:
and Gratuity are debitable.

Signature

Date:-

Designation:-

(Head of Office)

PART-II

Section-I

ACCOUNT ENFACEMENT:

1. Total period of qualifying Service, which :
has been accepted for the grant of
superannuation of retiring or invalid or
compensation or compulsory retirement
pension and gratuity, with reasons for
disallowances indicate part-1 of this Form).
2. Amount of superannuation or retiring or :
invalid or compensation or compulsory
retirement pension or gratuity that has
been admitted.
3. The date from which superannuation or :
retiring or invalid or compensation or
compulsory retirement pension or
Gratuity is admissible.
4. Head of Account to which superannuation :
or retiring or invalid or compensation or
compulsory retirement pension or gratuity
is chargeable.
5. The amount of the Family Pension 1964 :
becoming payable to the entitled members
of the family in the event of death of the
AVFU servant after retirement.

SECTION-II

1. Name of AVFU Servant :
2. Class of pension of Gratuity :
3. Amount of pension authorized :
4. Amount of gratuity authorized :
5. Date of commencement of pension :
6. Amount of family pension in the event
of death after retirement :
7. The amount of relief admissible on pension :
8. The AVFU dues recoverable out of the
gratuity before authorizing its payment :
9. The amount of cash deposit or the amount
of gratuity held cover for adjustment of
unassessed AVFU dues.
10. Date on which the pension papers
received by the Asstt. Comptroller. :

Financial Officer
Assam Veterinary and Fishery University
Khanapara, Guwahati-22.

ANNEXURE - II
FORM NO. 19

FORM OF LETTER TO THE FINANCIAL OFFICER, AVFU, KHANAPARA
FORWARDING THE PENSION PAPERS OF AVFU SERVANT.

To,

The Financial Officer
Assam Veterinary and Fishery University
Khanapara, Guwahati-22.

Sub:- Pension papers of Mr./Dr. _____,
for authorization of pension.

Sir,

I have the honour to, I am directed to forward herewith the pension papers of
_____, for further necessary action.

The details of AVFU dues which will remain outstanding on the date of retirement of AVFU servant and which need to be recovered out of the amount of death-cum-retirement gratuity are indicated below:

(a) Balance of house building of conveyance advance

or any other advance. Rs.

(b) Over payment of pay and allowances including leave salary. Rs.

(c) Arrear licence fee rent for occupation of AVFU accommodation Rs.

(d) Any other assessed dues and the nature thereof. Rs.

(e) The amount of gratuity to be with held for adjustment of
unassessed dues if any. Rs.

Total Rs. _____

(f) Provisional pension authorized (if any) (copy enclosed) Rs.

(g) Provisional gratuity authorized (if any) (copy enclosed) Rs.

Yours faithfully

Head of Office

List of enclosures

1. Form No. 1 and Form No.2 duly completed. :
2. Medical certificate of in-capacity :
(if the claim is for invalid pensions)
3. Statement of savings effected and reason why :
employment could not be found elsewhere
(if the claim is for compensation pension or gratuity)
4. Service book (Date of retirement to be indicated in the :
Service Book).
5.
 - (a) Two slips with two specimen signature each duly attested by :
the Gazetted Officer or in the case of pensioner not literate
enough to sign his/her name, two slips bearing the left hand
thumb and finger impression duly attested by a Gazetted Officer.
 - (b) Two slip showing the particulars of height and identification :
marks duly attested.
 - (c) Three copies of passport size photograph with wife/husband :
duly attested by Head of Office.
6. A statement indicating the reasons for delay in case where the :
pension papers were not forwarded before 6 (six) months of the date
of retirement of AVFU servant.
7. Written statement , if any, of the AVFU servant required for a :
portion of service rendered by him for which records remained
unverified.
8. Brief statement leading to re-instatement of the AVFU servant in :
case the AVFU has been re-instated after having been suspended,
Compulsorily retired, removed or dismissed from service.

Note: When initials or names of the AVFU servant are or is in
Correctly given in the various records consulted, the fact should
be mentioned in the letter.

*If a AVFU servant is compulsorily retired from service and delay is
anticipated in obtaining form No.1 from the AVFU servant, the Head of
office may forwarded the pension papers to the Financial Officer without
from No.1. The form may be sent as soon as it is obtained from
the AVFU servant.

FORM NO.1A

Details of Family.

Name of AVFU servant :

Designation :

Date of birth :

Date of Appointment :

Details of the members of my family as on :

Sl No.	Name of the members of the family	Date of Birth	Relationship with the Officer	Initials of the Head of the Officer	Remarks
1	2	3	4	5	6
1					
2					
3					

I hereby undertake to keep the above particulars up-to date by notifying to the Head of Office any addition or alteration.

Place:

Date, the_____

Signature of the AVFU servant

Note: Details for this purpose means family as defined in Rule-143)1) of A.S.(P) Rules,1969.

COMMUTATION OF PENSION (Part-I)

FORM OF APPLICATION

(to be filled in by the applicant)

I _____, desire to commute Rs.....1/3(one third)_____ out of my monthly superannuation / retiring pension of Rs._____.

I certify that I have answered correctly each and all of the questions below. Two copies of passport size photograph (one attested copy, another not attested) are furnished.

Signature_____

Designation:-

Address:-

QUESTIONS:-

Sl No.	Questions	Answers
1	What is your date of birth	
2.	Date of your superannuation	
3	Date of application	
4	How much of pension do you wish to commute	
5	a) Have you already commuted a portion of your pension? if so give particulars	
	b) Have any application form of commutation of pension ever been rejected or have you ever accepted decline to accept.	
	C) Commutation of pension on the basis of an addition of years to your actual age recommended by Medical Authority? if so give particulars	
6	From what treasury do you draw or propose to draw your pension and commutation money.	
7	If you are drawing your pension quoted the number of your pension payment order or Colonial warrant	
8	Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this commutation to have effect?	
9	At what station near the area in which you are ordinarily resident which you prefer your medical examination to make place.	
10(a)	Are you on re-employment or likely to be re-employed soon	
(b)	If so, name the authority under whom you are re-employed under likely to be re-employed	
(c)	State your designation and address on re-employment.	

(d)	Whether your pension has been or will be allowed to be drawn in whole or in part during re-employment or it has been held in abeyance during re-employment.	
11.	State the amount of provident fund money (including any non- refundable withdrawal and the amount of death-cum-retirement Gratuity received by you)	
12	Name the Accounts Officer who authorized the payment of provident fund money (including any non- refundable with drawal) and death- cum-retirement.	

Date:

Signature:

The class of pension on superannuation, retiring, invalid, compensation should be stated, and if the amount of pension is not known, a suitable modification should be made in the pension. The portion of the pension to be commuted should consist of whole rupees or of rupees and a multiple of five point.

In case of anticipatory pension, the pensioner may if he so desires, indicate his intention to commute the maximum amount in the event of his final pension being more than the anticipatory pension. To such a case, the amount proposed to be commuted alternatively, be expressed in terms of a percentage of full pension within the maximum permissible limit. The pension may also indicate whether the anticipated that the final amount of pension that he would be entitled to commute right exceed Rs. 25% in case desire to commute a such exceeding to Rs. 25% to be filled in by the forwarding authority, in case of governed by rule 7(1)-(3).

Memo No.

Dated.

Forwarded to the Financial Officer, Assam Veterinary and Fishery University, Khanapara for favour of Admissibility report.

Signature of Head of Office