

**PENSION FORM TO BE USED IN CASE OF SUPERANNUATION / RETIRING/ INVALID/
COMPENSATION /COMPULSORY RETIREMENT**

[To be issued by the Appointing Authority 90 days before superannuation / retirement of the retiring Government servant]

**Subject: SANCTION OF PENSION ON SUPERANNUATION/ RETIRING / INVALID /
COMPENSATION AND COMPULSORY RETIREMENT.**

On attaining the age of superannuation/having applied for retiring/invalid/compensatory pension vide application No. _____ dated _____ OR has been retired compulsorily vide Notification No. _____ dated _____ issued by _____ Mr. Mrs./Ms. _____ S/O,W/O,D/O _____ Designation _____ drawing pay / emoluments Rs. _____ (reckonable towards pension), in BS _____ on _____ basis (Please indicate nature of appointment i.e Regular/Officiating or Acting charge/Current charge w.e.f _____) Personnel No _____ CNIC No. _____ presently posted at (office) _____ place of posting) _____ has retired/ has been permitted to retire / is due to be retired/ has been retired compulsorily from the Government service (tick whichever is applicable) on _____ date, after availing LPR for _____ days/ Leave encashment in lieu of LPR Rs. _____.

Pension Calculation

Gross Pension	Rs. _____
Commutation	Rs. _____
Net Pension	Rs. _____

Other benefits:-

i) _____	Rs. _____
ii) _____	Rs. _____
iii) _____	Rs. _____

Gratuity (in case where qualifying service- is 5 years or more but less than 10 years)

Rs. _____

(1) His / her date of birth is _____. Date of 1st entry into government service is _____ and EOL availed is _____ days. Total length of qualifying service for pension is ____ years ____ months ____ days.

(2) Certified that no inquiry is pending against him/her.

(3) Certified that no recovery is outstanding against him/her.

(4) Certified that:-

- i. Advances drawn (if any) stand fully repaid, along with interest.
- ii. An amount of Rs. _____ on account of _____ (HBA,MCA/etc) principal amount alongwith interest is outstanding which may be recovered from the pension.

(5) Anticipatory pension upto(_____ %) of full pension is sanctioned as admissible to him/her under section 19(2) of Civil Servant Act, 1973 (in case of anticipatory pension).

(6) Certified that deficiency / disciplinary / criminal case pending against the aforementioned retired government servant has been finalized. Therefore, final pension payment @ (_____ %) (After adjustment of already paid amount of anticipatory pension) and commutation amounting _____ % (Subject to a maximum of 35% of gross pension), as determined by concerned Accounts office, may be paid.

(7) Undersigned is satisfied that the service of retiring employee has been satisfactory. Administrative and financial sanction for grant of pension / commutation @ _____% upto maximum of 35% of gross pension, if so opted by the retiring government servant, to be determined by the Accounts Office, is hereby accorded in favour of Mr./Mrs/Ms _____ through Bank/ Post Office / Treasury Account No. _____ (mentioned in DCS Form enclosed) as admissible under the rules.

OR

(7-a) Undersigned is satisfied that the services of Mr./Mrs./Ms _____ has not been satisfactory and it has been decided that the full pension/ gratuity found to the Audit/ Account Officer to be admissible under the rules should be reduced by the specific amount or percentage given below:-

- i. Amount or percentage of reduction in pension _____
- ii. Amount or percentage of reduction in gratuity _____
- iii. Sanction is hereby accorded to the grant of pension / gratuity as so reduced.

(8) The payment of pension and/ or gratuity may commence w.e.f _____.

Following documents attached.

- (i) Pension application alongwith three attested photographs, as "Annex-A"
- (ii) Notification of retirement.
- (iii) Last pay Certificate (LPC)
- (iv) Pension contribution receipts/ Bank Challan/ acceptance certificate (in service death)
- (v) Original service book along with its attested copy/ service statement (in case of gazetted government servant) .
- (vi) N.D.C from Estate Office in case of Government accommodation.

Official Seal

Signature [By NAME] with stamp
Pension Sanctioning Authority

1. The AGPR/ Accounts Office is requested to grant pension and endorse a copy of computerized pension payment order(C.P.P.O) / Pension payment order (P.P.O) to this department/office. The original service book after recording necessary entries regarding issuance of C.P.P.O / PPO may also be returned to this department/office.

2. Mr./Mrs./Ms _____, you are hereby informed that your commutation (if opted) and first monthly pension shall be transferred / credited by the Accounts Office in the bank / Post office / Treasury office _____ Branch _____ Account No. _____ as opted by you.

Important: As per requirement every pensioner is bound to provide life certificate to his/her bank on or before 10th March and 10th September of each year (**Annex-C**).

APPLICATION / CERTIFICATES TO BE GIVEN BY THE PENSIONER FOR PENSION / GRATUITY/ COMMUTATION

[to be given by retiring government servant for grant of pension in case of superannuation/ retiring/ invalid / compensation/ compulsory retirement]

The _____

Sir/ Madam,

It is submitted that I _____ Father / husband Name: _____
 designation / post held _____ BPS- _____ On _____ (Please indicate kind of
appointment i.e. Regular/Officiating or Acting charge/Current charge w.e.f _____) CNIC
 No.(copy enclosed) _____ Nationality _____ Personnel No. _____
 Cell No.(i) _____ (ii) _____ Gmail: _____
 Postal Address: _____ that
 I have retired/ have been permitted to retire from the Government service/ I'm due to retire/ has
 been retired compulsorily on _____. My pension / commutation / gratuity may be
 transferred / credited by the Accounts Office in the bank / Post office / Treasury office
 _____ Branch _____ Account No. _____ {DCS form(where applicable)
 and list of my family members, is enclosed}.

UNDERTAKINGS:-

1. I hereby declared that I am not in receipt of any other pension, military or otherwise except
 PPO No. _____ dated _____ Amount _____ Department _____ retired on _____
2. **Under Article 351 (B) of CSR:** I do hereby undertake that government may, within one year
 from the issue of Pension Payment Order, recover any of its dues from the pension granted to me.
3. **Article 351 (2) of CSR:** I hereby declare that I shall not take part in any election or engage
 myself in political activities of any kind within two years from the date of retirement.
4. **In pursuance of Article 911 of CSR:** I do hereby declare that I have neither applied for nor
 received any pension/commutation/ gratuity in respect of any portion of the service included in this
 application and in respect of which pension/gratuity is claimed herein, nor shall I submit any
 application hereafter without quoting a reference to this application and to the order which may be
 passed thereon.
5. **Under Article 920(1) of CSR:** I hereby undertake to refund if the amount of pension granted to
 me afterwards found to be in excess of that to which I am entitled under the regulation.
6. **Under Article 922(a) of CSR:** I do hereby declare that I have not received any pension or
 gratuity in respect of any portion of the service included in this application.
7. I hereby opt for commutation @ _____ (subject to a maximum of 35%) of my gross pension.

Dated _____

Name & Signature
of retiring Government Servant (Pensioner)

Note: Application to be verified by Pension Sanction Authority / DDO

Important: Every pensioner/family pensioner is bound to provide life certificate / Non-marriage
 Certificate to his bank on or before 10th March and 10th September of each year (**Annex-C**).