

Application for Revised of Pension and Gratuity

From :

To :

The

Sub : Pension - Revision of Pensionary benefits on R.P.S 2020 - in R/o Sri / Smt : _____

- Ref. :
- 1) G.O. Ms No. 55 Fin (HRM-V) Dept., Dated : 11-06-2021
 - 2) G.O. Ms No. 56 Fin (HRM-V) Dept., Dated : 11-06-2021
 - 3) Govt. Circular Memo No. 755-A / 33 / A1 / HRMIV / 2021, Dated : 17-06-2021
 - 4) P.P.O. No. : _____

Sir,

I was retired from service w.e.f. : _____ while working as _____
from office of the _____ on superannuation pension.

- 2) I am receiving my pension vide P.P.O. No. : _____ through SB Account
No. : _____ at bank _____ Branch _____
- 3) As per G.O. vide reference 1st & 3rd cited I am eligible for revision of pensioner benefits
under RPS 2020.
- 4) Kindly transmit the revised proposals of pensioner benefits to the Accountant General /
Director.

State Audit for necessary to issue Revised Authorization.

Thanking you

Yours Faithfully

Retired : _____

P.P.O. Holder No. : _____

FORM FOR ASSESSING REVISED PENSION & GRATUITY

(SERVICE PENSION)

1. Name of the Retiring Govt. Servant: _____
2. Designation before retirement : _____
3. Office from which the govt. Servant Retired: _____
4. Date of Birth : _____
5. Date of entry into service: _____
6. Date of retirement: _____
7. A.G. / Audits officer state audit Original Reference of verification: _____
8. Qualifying service already verified
by A.G. / A.O. State Audit :Year: _____ Month: _____ Days: _____
9. PPO No: _____
10. Place of payment: S.B. Account No: _____ bank, Br. _____
11. Pension Rules: _____ T. S. revised pension Rules 1980
12. Nature of pension: Superannuation Pension / invalid Pension / Voluntary Pension
13. Revised emoluments counting for pension i.e. Last drawn pay
(along with pay scales preceding retirement).
14. i) Original Pension.....
ii) Original Gratuity.....
iii) Original Commutation of Pension.....
iv) Enhanced Family Pension
v) Normal Family Pension
15. Calculation of revised service pension: _____
16. Calculation of retirement gratuity: _____
17. Calculation of enhanced family pension payable for the period of
7 years or 65 years of govt. servant whichever is earlier limited
To service pension _____
18. Calculation of family pension _____
19. Calculation of revised commutation of service pension: _____
20. Difference payable
i) Service pension:.....
ii) Gratuity:.....
iii) Additional CVP:.....
21. Name of family pension beneficiary: _____
22. Date from which revised pension is payable: _____

PART - 11 (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) I am declared by the Head of 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

- ii) I am the next Gazetted Authority in the heirarchy 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 not applicable)

b) Sanction Order:

Pensionary benefits including commutation found admissible under the rules may be authorised. 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.

- i) Service Pension :
- ii) Retiring Gratuity :
- iii) Commutation :
- iv) Family Pension :
- a) Enhanced Family Pension :
- b) Normal Family Pension :

Signature and Designation of
Pension Sanctioning Authority
Date :

Office Seal

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-1

Note 3 : If the Pensionary benefits are not to be released Part-11-B (b) shall be struck off.

Note 4 : If there is any likelihood of-delay, in Saction of Pension. 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 - I/ Subsidiary Rule 32 (ii) of FR 9.

11. Net qualifying service (S.No. 9 - S.No. 10).	
12. Weightage, if any.	
13. Total qualifying service for calculation of pension (S.No. 11 + S.No. 12).	
14. Last pay drawn (Rule 31,46 (4), 50(12) (c) of APRPRs. 1980) Para 4 of G.O.Ms.No. 87 Fin. & Plg. (FW-Pen.1) Dept. dt.25.5.98	
15. Calculation of service Pension / Service Gratuity (Rule 45 of APRPRs, 1980).	
16. Calculation of Retirement Gratuity (Rule 46 APRPRs, 1980.	
17. Calculation of Family Pension.	
a) Enhanced Family pension.	
b) Normal Family Pension.	
c) Name of the beneficiary.	
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 in respect of :-	Principal Amt. Interest Total Amount
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	
<p>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.</p>	
20. LPC is enclosed / LPC will be sent after retirement	

LAST PAY CERTIFICATE

Last Pay Certificate : _____ of
 the _____ Proceeding
 on _____

2) He / She has been paid up to : _____ at the following rates.

PARTICULARS	Rs.	DEDUCTIONS	Rs.
Basic Pay		1) G.R.F.	
Personal Pay		2) A.P.L.I.F.	
Special Pay		3) G.I.	
D.A.		4) P. Tax	
H.R.A.			
C.C.A.		5)	
		6)	
Total		Total	

- 3) He / She made over charge of the Office of : _____ on
 the _____ noon of _____
- 4) Recoveries are to be made from the pay of Government Servant as detailed on the reverse.
- 5) He / She has been paid leave salary as detailed above deductions have been made as noted on the noted on the reverse.

PERIOD	RATE	AMOUNT
From : to	at Rs. a month	
From : to	at Rs. a month	
From : to	at Rs. a month	

- 6) He / She is entitled to draw the following.
- 7) He / She is also entitled to joining time for : _____
- 8) The details of the income-tax recovered from him / her up to the date from the beginning of the current year are noted on the reverse.

Date : _____

Signature : _____

Name : _____

Designation : _____

DETAILS OF RECOVERIES

Nature of Recovery : _____

Amount Rs. : _____

To be recovered in : _____ instalment.

DEDUCTIONS MADE FROM LEAVES SALARY

From : to on Amount of Rs.

From : to on Amount of Rs.

From : to on Amount of Rs.

From : to on Amount of Rs.

Name of Month	Pay		Gratuity Fee Etc.		Fund and other Deductions		Amount of Income Tax Recovered		Remarks
	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	
April									
May									
June									
July									
August									
September									
October									
November									
December									
January									
February									
March									

Date : _____

Signature : _____

Name : _____

Designation : _____
