

SINGLE COMPREHENSIVE FORM

(As per Memo. No.359-F(Pen), dt. 16.04.2009)

PLEASE FILL IN ALL THE ITEMS PROPERLY AND CAREFULLY. IN CASE, A PARTICULAR ITEM IS NOT APPLICABLE, PLEASE STATE SO. BUT DO NOT LEAVE THE ITEM BLANK. THIS FORM NOT COMPLETED IN ALL RESPECTS WILL NOT BE ACCEPTED AND A FRESH SINGLE COMPREHENSIVE FORM MAY BE CALLED FOR.

1.	Name of the Govt. employee (IN BLOCK LETTERS)	
2.	Designation of the Govt. employee	
3.	Father's/Husband's Name of the Govt. employee	
4. a.	Name of the recipient of family pension (IN BLOCK LETTERS)	
b.	Relationship with Govt. employee	
5.	Address of the Govt. employee:	
a.	Present	
b.	Permanent	
6.	Address of the family pensioner in case of death while in service/after retirement)	
a.	Present	
b.	Permanent	
7.	Nationality and Religion	
8. a)	Name of the establishment last served/serving with full Address and Telephone No./FAX No.	
b)	Name of the Department	
9.	Employer / PSA's Code No.	
10. a.	Status of the Govt. employee (Temporary / Permanent)	
b.	Whether work-charged employee	
c.	Whether appointment is made on ad-hoc basis and if so, whether regularized subsequently (enclose copy of Govt. order)	

11.	Whether a member of General Provident Fund (GPF), If so, quote GPF Account No.											
12.	If anytime whether he/she was a member of Contributory Provident Fund (CPF), If so, quote CPF Account No.											
13.	If he/she was a member of Contributory Provident Fund (CPF), whether the employer's share of CPF along with interest and additional interest accrued thereon has been credited to the Govt. Account (with full particulars mentioning the period for which refund made)											
14.	Pension Rules and relevant Govt. order applicable in this case											
15.	Class of Pension applicable (i.e. Superannuation/ family/ Retiring/ Invalid/Prorata/ Compensation etc.)											
16.	Govt./Non-Govt. organization under which service has been rendered (in order of employment & showing the periods served under each Govt.)											
17. a.	Date of Birth of the Govt. employee (by Christian era)											
b.	Date of Appointment											
c.	Date of Retirement/Death											
d.	Period of gross service											
e.	Period of war/military service, if any											
f.	Details of period(s) of Service on deputation terms to Govt. Undertakings/Autonomous Bodies/Local Bodies etc. if any											
	<table border="1"> <thead> <tr> <th>Organisation</th> <th>From (Date)</th> <th>To (Date)</th> <th>Remarks</th> <th>Contribution Received (Yes/No)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Organisation	From (Date)	To (Date)	Remarks	Contribution Received (Yes/No)						
Organisation	From (Date)	To (Date)	Remarks	Contribution Received (Yes/No)								
g.	Amount and nature of pension/gratuity received for Military Service											
h.	Whether opted for Family Pension on account of Military Service											
18.	Non-qualifying service:											
a.	EOL without medical certificate											

	b.	Period of suspension not to be counted towards pension etc.	
	c.	Other non-qualifying service, if any	
19.		Net qualifying service (gross service minus non-qualifying service)	
20.		Weightage of Service admissible, if any. (Employee retired on or after 25.02.2009, the benefit of weightage under Rule 27 of WBS (DCRB) Rules, 1971, is not applicable)	
21.		Total service qualifying for pensionary benefits (19 + 20).	
	a.	Last pay drawn with scale of pay	
	b.	Proposed Superannuation Pension/Retiring Pension/Invalid Pension/Pro-rata Pension/Compensation Pension	
	c.	Proposed Retiring Gratuity/Death Gratuity	
	d.	Proposed family pension, if applicable	
22.		Date on which he Govt. employee/family pensioner applied for pension	
23.		Date from which pension/family pension is to commence	
	a.	Whether commutation of pension wanted?	
	b.	If so, amount/portion of pension to be commuted	
	c.	Date on which application for commutation has been received by the pension sanctioning authority	
	d.	Proposed amount of Reduced Pension (in case of commutation applied and sanctioned)	
	e.	Proposed amount of CVP (enclose application for commutation in prescribed form duly accepted by PSA)	

24.		Place of payment of Pension/Family Pension (State clearly the name of Treasury with Unit No. i.e. I or II if payment is desired in West Bengal)					
25.		Name of the Treasury/PAO (with Unit No. i.e. I or II) with which Pension Sanctioning Authority attached					
26.		Whether payment of pension/family pension is desired through a Public Sector Bank within the jurisdiction of Kolkata Corporation area, if so,					
	a.	Name of the Bank & Branch (with B.S.R. Code No. of the Paying Branch as well as Link Branch)					
	b.	S/B A/c. No. (in single name/joint name) (Enclose Annexure A in duplicate)					
27.		Descriptive Roll of the pensioner/family pensioner (enclose Descriptive Roll in 3 separate sheets with the following information):					
	(i)	Height					
	(ii)	Identification Marks					
	(iii)	Left Thumb and Finger impression					
		Thumb	Fore finger	Middle finger	Ring finger	Little finger	
		(Persons who are literate enough to sign their names in English, Hindi or the Official Regional Language, are exempted from recording their left thumb and finger impressions)					
28.		Statement of family members (including unmarried/widowed/divorced daughter beyond 25 years & physically crippled and mentally retarded son/daughter beyond 25 years)					
	Sl. No.	Name(s)	Date of birth	Age	Relationship with category	Marital Status	Date of marriage
29.							
	a)	Whether nomination made for LTA pension/LTA Family Pension					
	b)	If so, state the name of the nominee (enclose the nomination paper in duplicate)					

	c)	If not, state the name(s) of the legal heir(s) his/her/their age, share payable and relationship with the deceased pensioner/family pensioner where LTA of pensionary benefits are payable.				
30.	(for Death cases only)					
	a)	Whether nomination made for death-gratuity (Yes/No)				
	b)	If so, state the name(s) of the nominee (s), his/her/their relationship with the Govt. employee and share payable				
	(Enclose two copies of the duly accepted nomination form – one in Service Book and other with pension papers)					
	c)	State below the details of surviving family members [defined in Rule 7(1)(e)(1) of the W.B.S.(DCRB) Rules, 1971]				
Statement of family members						
Sl.No.	Name(s)	Date of birth	Age	Relationship with category	Marital Status	Date of marriage in case of married daughters included, if any,
N.B.						
Daughters married before death of Govt. employee do not fall in the definition of Family for the purpose of Death Gratuity.						
31.	Outstanding dues of the Govt. employee					
	a)	House Building Advance				
	b)	Marriage & Illness Advance				
	c)	Cycle/Scooter/Car Advance/Computer Advance				
	d)	Festival Advance				
	e)	Overdrawal of pay/allowances, if any, with the Head of Account under which it is to be credited				
	f)	Any other outstanding dues with Head of Account under which it is to be credited				
32.	a)	Provisional Pension/Family Pension paid, if any (Please state the rate and the period for which paid)				
	b)	Provisional gratuity/death gratuity paid, if any				
	c)	Interim relief paid, if any				

33.		Head of Account to which pension/gratuity is chargeable	
34.	a)	Whether the Govt. employee is re-employed after retirement	
	b)	If so, details of re-employment and fixation of re-employed pay may be stated with necessary order of competent authority.	
35.	a)	Whether the family pensioner is employed (Widow/widower).	
	b)	Whether the Family Pensioner is in receipt of any other Pension/Family Pension. If so, details thereof.	
36.		Please state the name of legal guardian who will draw the share of LTA pension/family pension/gratuity/death gratuity in favour of minors.	
37.		Whether any vigilance case/court case/departmental or criminal proceedings is pending against the Govt. employee. If so, give details with supporting documents.	
38.		Any other Remarks	

39.(A) The undersigned having satisfied himself that the above particulars are true and that the service of the Govt. employee has been thoroughly satisfactory hereby orders the grant of the full pension/family pension, death-cum-retirement gratuity which may be accepted by the Accountant General & as admissible under the rules.

or

(B) The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari.....
.....has not been thoroughly satisfactory hereby orders that the full pension/family pension/death-cum- retirement gratuity, which may be accepted by the Accountant General & as admissible under the rules shall be reduced by the specified amount or percentage indicated below:-

Amount or percentage of reduction pension/family pension.....Amount or percentage of reduction in gratuity The grant of pension/family pension, death-cum- retirement gratuity

(Inapplicable portion should be scored out)

This order is subject to the condition that if the amount of pension and/or gratuity as authorized be afterwards found to be in excess of amounts to which the pensioner is entitled under the rules, he/she shall remain liable to refund such excess.

Dated:

Signature

Full Name

**Designation of the
Pension Sanctioning Authority**

	Note
(1)	The following documents are required to be submitted to the Office of the Accountant General (A&E), West Bengal, along with this form duly filled-
a.	Service Book of the Govt. employee along with pay fixation statements under the relevant ROPA rules duly checked and verified by the Head of the Office.
b.	LPC/Statement of Outstanding dues/Annexure to Memo. No.1315-F, dt.14-10-96 duly filled.
c.	Calculation Sheet for Qualifying Service, Pension, Gratuity and Family Pension.
d.	Attested Passport Size Joint Photograph/Photograph and specimen signature /left hand thumb and finger impressions of the Pensioner /Family Pensioner/Legal guardian/Legal heirs (4 copies each).
e.	Death Certificate/Medical Certificate (in case of death/invalidation)
f.	Death Certificate of the husband / Divorce certificate (in case of the family Pension to widowed/divorced daughter)
g.	Marriage Certificate (in case of family Pension to Post-retiral Spouse / second marriage after the death of the first wife/husband)
h.	Guardianship certificate (in case of payment of Family Pension / Share of death gratuity to minor/mentally handicapped through legal guardian)
i.	Nomination under Arrears of Pension Nomination Rules, 1986, in duplicate in terms of G.O. No.10885-F, dated 24-10-1986 read with 1633-F, dt.17-02-1989 and G.O. No.9203-F, dt.11-08-89.
j.	One set of nomination for Death Gratuity duly countersigned by the Head of the Office in the prescribed form in terms of Govt. pf West Bengal Notification No.963-F(Pen), dt. 7-11-05 (only in death cases).
k.	Application for commutation of pension in Prescribed Form duly signed & accepted by the PSA.
l.	Certificate to the effect that no case or appeal is pending in any court of Law against the drawal of pay in terms of G.O. No.547-F(Pen), dt.12-04-1993.
m.	Application for family pension in Annexure II (in death cases / in case of death after retirement)
n.	Application for pension in Form 5
o.	Copies of clearance certificates/correspondences if any, issued by AG(A&E), West Bengal, for item Nos.31(a), 31(b) & 31(c) of Single Comprehensive Form.
p.	Age proof certificate for payment of Family Pension in favour of minor.
q.	Family details of the Govt. employee including disabled child to be submitted by the pensioner/family pensioner under attestation of Pension Sanctioning Authority.
r.	Medical certificate if family pension is allowed to physically crippled/mentally disabled child.
s.	Copy of relevant order of the competent authority regarding promotion along with mode of pay fixation relating to promotion /CS benefit /grade appointment etc.
t.	Income certificate in case of family pension to widowed/divorced/un-married daughter beyond 25 years as well as family pension to dependent parents.
(2)	In case of payment is desired in outside West Bengal, this form is be submitted in duplicate.

Formal Application for Pension

From:
.....

To :
.....

Subject: Application for sanction of pension.

Sir,

I beg to say that I am due to retire from service with effect from the
My date of birth being I therefore request that steps may kindly be taken
with a view to the pension and gratuity admissible to be being sanctioned by the date of my retirement. I desire to
draw my pension Treasury.

2. I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion
of the service qualifying for this pension and in respect of which pension and/or gratuity is claimed herein nor shall I
submit an application hereafter without quoting a reference to this application and the orders which may be passed
thereon.

3. I enclose herewith:

- i) Four sets of specimen signatures of mine duly attested;
- ii) Four copies of a passport size joint photograph of mine and my wife also duly attested;
- *iii) Three slips each containing three specimen signatgures;
- iv) Two slips each showing particulars of my height and identification marks.

4. My present address is
.....
and my address after will be
.....

Signature :.....

Date : Designation :.....

NOTE: Any subsequent change of address should be notified to the head of office.

ANNEXURE – A

(Vide Rule 4, 3, Part-A)

Application for drawal of pension through Public Sector Banks
(To be submitted in duplicate)

To
The Accountant General, West Bengal,

Sir,

I shall draw my pension through Public Sector Banks and give below necessary particulars to enable you to make arrangements in this regard:

- 1) Particulars of Pensioner :
- (a) Name :
- (b) P.P.O. No. :
- (c) Present Address :

- 2) Particulars of authorized PSB :
- (a) Name :
- (b) Branch where payments desired :

2. Pensioner's Savings Bank/Current Account No. at the Branch to which pension is to be credited:

Yours faithfully,

Place: (Pensioner)

Date:

Pensioner's Speciment Signature,

1) -----

2) -----

3) -----

** (Not 'Joint' of 'Either or Survivor' Account)

The Payment of Arrears of Pension (Nomination) Rules, 1986

FORM - A
[See Rule 5(1)]

Pension Disbursing Authority/Head of Office :
(Name of Banak/Treasury/Accountant General,
West Bengal)

Place
.....

I, hereby nominate the
person.

(Name of the Pensioner in Capital Letters)

Named below under Rule 6 of the Payment of Arrears of Pension (Nomination) Rules, 1986.

Name & Address of the Nominee	Relationship with Pension	Date of Birth	Name & address of Person who may receive the said pension during the Nominee's minority	Name & address of other Nominee in case the Nominee under Column (1) predeceases the pensioner.
(1)	(2)	(3)	(4)	(5)

Relationship with Pensioner	Date of Birth, if the other Nominee is minor	Name & address of person who may receive the pension during the other Nominee's minority	Contingency on happening of which Nomination shall become invalid
(6)	(7)	(8)	(9)

Place :

Date :

Signature (Or thumb impression) if illiterate)
& name of Pensioner & Address.

Witness : Signature :

Name & Address

Signature of the Pension Disbursing Authority/Head of Office :

Acknowledgement to be sent by the Pension Disbursing Authority / Head of Office

Certified that application/Nomination has been received from Sri/Smt.

.....(Name of pensioner) whose address is

.....

.....

Place :

Date :

Signature of the Pension Disbursing Authority/
Head of Office.

Full Address :

DECLARATION

I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of services included in this application and in respect of which pension and gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and the orders that may be passed thereon.

Signed in my presence.

DECLARATION

I hereby declare under Article 920(1) of the Civil Service Regulations that should the amount of gratuity and pension granted to me be afterwards found to be in excess of that to which I am entitled under the Regulations, I undertake to refund such excess on being called upon to do so.

Signed in my presence.

Details of Family

Name of the member of the service :

Designation :

Date of birth :

Date of appointment :

Details of the members of my family as * as on

Sl.No.	Name of the member of family	Date of birth	Relationship with the Officer	Remarks
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I hereby undertake to keep the above particulars up-to date by notifying to the State Govt./Accounts Officer any addition or alteration.

Signature of the Member of service

- “Family for this purpose means family as defined in sub-rule (14) of Rule 22”

FORM – XV
Rule 31(1)

Form of Application for Final Payment of Balance in theProvident Fund Account.

To
The Pay & Accounts Officer/Accountant General,

(Through the Head of Office)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement formonths/have been discharged/dismitted/have permanently been transferred to service/have resigned service under Govt. to take up appointment with and my resignation has been accepted with effect from Forenoon/Afternoon. I joined service with on Forenoon/Afternoon.

2. I request that the entire amount at my credit with interest due under the rules may be paid to me through A.O., W.B.Sectt./Treasury/Sub-Treasury. My Provident Fund Account No. is

PART – I

(To be filled in when the application for final payment is submitted upto one year prior to retirement)

3. An amount of Rs..... stood to the credit in my Provident Fund Account as indicated in the Accounts Statement issued to me for the year as appearing in my ledger account being maintained by you. I request you that my Provident Fund Account may be reviewed any brought uptodate

4. The undermentioned Life Insurance Policies were financed by me from my Provident Fund Account.

	<u>Number</u>	<u>Name of the Company</u>	<u>Sum Assured</u>
1.			
2.			
3.			

5. I will make another application immediately after last fund deduction has been made from my salary, in Part-II of the Form.

Yours faithfully,

Station

Signature

Name

Date

Address

(FOR USE BY HEADS OF OFFICERS)

Forwarded to the Pay & Accounts Officer/Accountant General,
..... for necessary action.

2. The Provident Fund Account No. of Sri/Smt./Kumari
as verified from the Statements issued to him/her from year

3. He/She is due to retire from Govt. Service with effect from afternoon.

4. Certified that he/she had taken the following advances in respect of which instalments of
Rs. are yet to be recovered and credited to the Fund Account. The details of the Final
withdrawal granted to him/her after the period covered by the aforesaid accounts statements are as indicated
below:-

Temporary Advances

Final Withdrawals

1.

1.

2.

2.

(Signature of the Head of the Office)

PART – II

(To be submitted by the subscriber immediately after the last fund deduction has been made from his salary. This part is also applicable in the case of subscribers who apply for final payment for the first time after the date of superannuation, discharge, resignation etc.)

In continuation of my earlier application, dated the first payment of Provident Fund balances, I request that entire balance at my credit with interest due under the rules may be paid to me.

OR

I request that the entire amount at my credit with interest due under the rules may be paid to me/
transferred to

Signature

Name

Address

(FOR USE BY HEADS OF OFFICES)

Forwarded to the Pay & Accounts Office/Accountant General,
.....for necessary action / in continuation of endorsement.

2. He/She is due to retire from service on has proceeded on leave preparatory to
retirement for Months from has been
discharged/dismissed permanently transferred to has
resigned finally from Govt. Service/has resigned service under Govt. to take
up appointment with and his/her resignation has been accepted with
effect from forenoon/afternoon.

3. The last fund deduction was made from his/her pay in this Office Bill No.dated
..... for Rs..... (Rupees

.....) only Cash Voucher No. of Treasury, the amount of deduction being Rs..... and recovery of account of refund of advance Rs.....

4, Certified that he/she was neither sanctioned any temporary advances nor any final withdrawals from his/her provident fund account during the 9 months immediately preceding the date on which the last fund deduction has been made from his/her salary or thereafter.

OR

Certified that the following temporary advances/final withdrawals were sanctioned to him/her and drawn from his/her Provident Fund Account during the 9 months immediately preceding the date on which the last fund deduction has been made from his/her salary or thereafter.

<u>Amount of Advance/Withdrawal</u>	<u>Date</u>	<u>Voucher Number</u>
1.		
2.		
3.		

(Signature of Head of Office).

FORM - 'D'

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER.

(To be submitted in duplicate 3 months before the date of retirement)

PART - I

To
The Chief Secretary to the Govt. of

Sub: Commutation of Pension without Medical Examination,

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of the AIS (Commutation of Pension) Regulations, 1959. The necessary particulars are furnished below:-

1. Name in Block Letters :
2. Father's name (and also husband's name in the case of female member of the service) :
3. Designation :
4. Name of Office/Deptt./Ministry of which posted :
5. Date of Birth (By Christian era) :
6. Date of retirement on superannuation or on the expiry of extension in service. :
7. Fraction of superannuation pension proposed to be commuted (Maximum amount of pension that can be commuted is 1/3) :
8. Disbursing authority from which pension is to be drawn after retirement. :
 - (a) Treasury/Sub-Treasury (Name and complete Address of the Treasury/Sub-Treasury to be Indicated) :
 - (b) (i) Branch of the Nationalised Bank with complete postal address. :
 - (ii) Bank Account No. to which monthly pension is to be credited each month. :
 - (c) Designation and Address of the Account Officer (Applicable in a case where the pension is proposed to be drawn through an Account Officer other than the A.O. issuing the P.P.O.) :
Signature

..... Present Post Address

Place: Postal Address after retirement

Note: The payment of commuted value of pension shall be made through the disbursing authority from which pension is to be drawn after retirement. It is not open to an applicant to draw the commuted value of pension from a disbursing authority other than the disbursing authority from which pension is to be drawn.

PART – III

Forwarded to the Accounts Officer.

(here indicated the address and designation) _____
with the remarks that-

- (i) the particulars furnished by the applicant in Part-I have been verified and are correct;
- (ii) the applicant is eligible to get a fraction of his pension commuted without medical examination;
- (iii) the commuted value of pension determined with reference to the table applicable at present comes to Rs. _____ and
- (iv) the amount of residuary pension after commutation will be Rs.

2. The pension papers of the applicant completed in all respects were forwarded under this Govt.'s letter No. _____ dated _____. It is requested that the payment of commuted value of pension may be authorized through the pension payment order which may be issued one month before the retirement of the applicant.

3. The receipt of Part-I of this Form has been acknowledged in Part-II which has been forwarded separately to the applicant.

4. The commuted value of pension is debitable to Head of Account.

Place :

Date :

Signature Head of Office.

PART – II
(ACKNOWLEDGEMENT)

Received from Sri/Smt./Kumari _____
(Name and Designation)

Application in Part-I of Form-D for commutation of fraction of pension without medical examination.

Place :

Date :

Signature Head of Office.

Note: This acknowledgement should be detached from the form and handed-over to the applicant. If the form has been received by post, the acknowledgement should be sent to the applicant by Registered Post. If this form has been received by the State Government after the retirement of the Officer, it should be returned to him asking him to submit fresh application in Form-E.

ANNEXURE

[No.1315-F(Pen), Dated 14.10.1996]

Pay Certificate of Sri/Smt.
for the purpose of pension and gratuity/pension.

Pay

1.(a) The basic pay of Sri/Smt. _____ as on _____ is/was Rs. _____
in the scale of pay of Rs. _____.

(b) His/Her next increment in the aforesaid scale is due on _____ which will raise his/her pay to Rs. _____ per month upto the date of superannuation.

(c) He/She draws a special pay of Rs. _____ in addition to his/her basic pay in the aforesaid scale.

(d) He/She draws the following elements, viz.

[i]

[ii]

[iii]

Which have been declared as pay for the purpose of pension and other retirement benefits.

RECOVERIES OF LOANS AND ADVANCES

1. HOUSE BUILDING ADVANCE

Amount sanctioned Rs.

Mode of recovery.

Principal

Interest

Recoverable in instalment

@ Rs. and instalment

@ Rs.

Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Recoverable in instalment

@ Rs. and instalment

@ Rs.

Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Further recoveries to be made upto the date of superannuation.

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Further recoveries to be made upto the date of superannuation.

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Contd.....p/2.

2. ADVANCE FOR ADDITIONS AND ALTERATIONS OF HOUSE

Amount sanctioned Rs.

Mode of recovery.

<u>Principal</u>			<u>Interest</u>		
Recoverable in instalment			Recoverable in instalment		
@ Rs. and instalment			@ Rs. and instalment		
@ Rs.			@ Rs.		
Recoveries made upto			Recoveries made upto		
No. of Instalment	Rate of each Instalment	Total	No. of Instalment	Rate of each Instalment	Total
Further recoveries to be made upto the date of superannuation.			Further recoveries to be made upto the date of superannuation.		
No. of Instalment	Rate of each Instalment	Total	No. of Instalment	Rate of each Instalment	Total

3. ADVANCE FOR REPAIR OF HOUSE

Amount sanctioned Rs.....

Mode of recovery.....

<u>Principal</u>			<u>Interest</u>		
Recoverable in instalment			Recoverable in instalment		
@ Rs. and instalment			@ Rs. and instalment		
@ Rs.			@ Rs.		
Recoveries made upto			Recoveries made upto		
No. of Instalment	Rate of each Instalment	Total	No. of Instalment	Rate of each Instalment	Total
Further recoveries to be made upto the date of superannuation.			Further recoveries to be made upto the date of superannuation.		
No. of Instalment	Rate of each Instalment	Total	No. of Instalment	Rate of each Instalment	Total

4. MARRIAGE/ILLNESS ADVANCE

Amount sanctioned Rs.....

Mode of recovery.....

<u>Principal</u>	<u>Interest</u>
------------------	-----------------

Recoverable in instalment
 @ Rs. and instalment
 @ Rs.
 Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Recoverable in instalment
 @ Rs. and instalment
 @ Rs.
 Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Further recoveries to be made upto the date of superannuation.

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Further recoveries to be made upto the date of superannuation.

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

5. CYCLE/SCOOTER/MOTOR CAR ADVANCE

Amount sanctioned Rs.....

Mode of recovery.....

Principal

Recoverable in instalment
 @ Rs. and instalment
 @ Rs.
 Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Interest

Recoverable in instalment
 @ Rs. and instalment
 @ Rs.
 Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Further recoveries to be made upto the date of superannuation.

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

Further recoveries to be made upto the date of superannuation.

No. of Instalment	Rate of each Instalment	Total
-------------------	-------------------------	-------

6. FESTIVAL ADVANCE

Amount sanctioned Rs.....

Mode of recovery.....

Principal

Recoverable in instalment
 @ Rs. and instalment
 @ Rs.
 Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
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Interest

Recoverable in instalment
 @ Rs. and instalment
 @ Rs.
 Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
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Recoverable in instalment
@ Rs. and instalment
@ Rs.

Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
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Recoverable in instalment
@ Rs. and instalment
@ Rs.

Recoveries made upto

No. of Instalment	Rate of each Instalment	Total
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Further recoveries to be made upto the date of superannuation.

No. of Instalment	Rate of each Instalment	Total
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Further recoveries to be made upto the date of superannuation.

No. of Instalment	Rate of each Instalment	Total
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7. OTHER ADVANCE

(Details of sanction and recovery should be furnished by the Drawing and Disbursing Officer).

8. OVERDRAWALS OF PAY AND ALLOWANCES/TRAVELLING ALLOWANCES

Sri/Smt. _____ had overdrawn an amount of Rs. _____ on account of _____ of which Rs. _____ shall be recovered upto the date of superannuation leaving a balance of Rs. _____ as outstanding on the date of superannuation.

All outstanding dues, if any, as on the date of superannuation, shall be recovered from the amount of gratuity and relief of pension straightway by the Accounts Officer, i.e. Principal Accountant General (A&E), West Bengal.

Date:

Signature and Official Seal of the
Drawing and Disbursing Officer.