

SINGLE COMPREHENSIVE FORM

PLEASE FILL IN ALL THE ITEMS, IN CASE A PARTICULAR ITEM IS NOT APPLICABLE,
PLEASE STATE SO BUT DO NOT LEAVE THE ITEM BLANK

1. (a) Name of the Govt. employee :
- (b) Wife/Husband's Name :
2. Father's Name :
3. (a) Address of the Govt. employee
 (Present and Permanent address) :
- (b) Address of the Widow/Widower
 (Present and permanent address) :
4. Religion and Nationality :
5. Present or last appointment
 (including name of establishment) :
- (i) Substantive (ii) Officiating if any :
6. (a) Status of the Govt. employee
 (Temporary/Permanent) :
- (b) Whether work-charged employee? :
- (c) Whether a member of the C.P.Fund (If so,
 whether employer's share has been refunded) :
7. Class of Pension/gratuity applicable
 (Superannuation/Death/Voluntary/Pro-rata/Invalid etc.) :
8. Govt. under which service has been rendered
 (In order of employment showing the periods
 served under each Govt.) :
9. (a) Date of Birth of the Govt. employee :
- (b) Date of appointment :
- (c) Date of Retirement/Death :
- (d) Period of gross service :
- (e) Period of war/military service if any :
- (f) Amount of nature of pension/gratuity
 received for Military service :
- (g) Descriptive role
 i) Height :
- ii) Identification mark :
10. (a) Average emoluments (for the last ten months) :
- (b) Emoluments for Gratuity :

11. Non-qualifying service :
- (a) E.O.L. without medical certificate :
- (b) Period of suspension not to be counted towards pension etc. :
- (c) Other non-qualifying service, if any :
12. (a) Net qualifying service (Gross service minus non-qualifying service) :
- (b) Last pay drawn :
- (c) Proposed pension :
- (d) Proposed gratuity/death gratuity :
- (e) Proposed family pension, if applicable :
13. Date from which pension is to commence :
14. (a) Place of payment of pension/gratuity (Death/Retiring)/Family Pension (i.e. Treasury/Head of Office) :
- (b) If payment is desired through a Public Sector Bank in Calcutta Corporation Area only- :
- (i) Name of the Bank and Branch :
- (ii) S.B. A/C. No. (in single name) :
- (c) Name of the Treasury of the Head of Office :
15. (a) Whether nomination made for LTA Pension? :
- (b) If so, state the name of the nominee (enclose the nomination paper) :
16. (For death cases only)
- (a) Whether nomination made for death-gratuity :
- (b) If so, state the name(s) of the nominee(s) his/her/their relationship with the Govt. employee and share payable :
- (c) If not, state below the details of surviving family members [defined in Rule 7(1)(e)(l) of the W.B.S. (D.C.R.B.) Rules, 1971] :

Statement of family members-

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Marital Status</u>	<u>Relationship</u>
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17. (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 (enclose application for commutation in prescribed form) :
18. Outstanding dues of the Govt. employee- :
- (a) House Building Advance :
- (b) Marriage Advance :
- (c) Cycle Advance :
- (d) Festival Advance :
- (e) Overdrawals of pay/allowances :
- (f) Any other outstanding dues :
- Total:
19. (a) Provisional pension paid/to be paid, if any (please state the rate and the period for which sanctioned) :
- (b) Provisional gratuity/death gratuity paid/to be paid if any :
- (c) Immediate relief paid, if any :
20. Any other remarks
21. Head of Account to which pension/gratuity are chargeable :
22. Date on which Govt. employee applied for pension :
23. (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 :
24. Whether the widow/widower is employed (For death cases only) :

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/service gratuity which may be accepted by the Accountant General as admissible under the rules.

Or

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/service gratuity, which may be accepted by the Accountant General as admissible under the rules shall be reduced by the specific amount or percentage indicated below:-

Amount or percentage of reduction in pension/family pension

Amount or percentage of reduction in gratuity.....

The grant of pension/family pension, death-cum-retirement gratuity/service gratuity.....

This order is subject to the condition that if the amount of pension and/or gratuity as authorised 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 and designation of the
 Pension sanctioning authority

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- Note: (1) Only the following documents are required to be submitted to the Office of the Principal Accountant General (A&E), West Bengal, alongwith this form duly filled in:
- (a) LPC/Statement of Outstanding dues;
 - (b) Service Book;
 - (c) Calculation of Sheet for Qualifying Service, Pension, Gratuity and Family Pension;
 - (d) Attested passport size Joint Photograph/Photograph and specimen signature/left hand thumb and finger impression of the Pensioner/Family Pensioner;
 [4 copies each]
 - (e) Death Certificate/Medical Certificate
 (In case of death or invalidation);
 - (f) Nomination under Arrears of Pension Nomination Rules, 1986;
 - (g) Application for Commutation in Prescribed Form.
- (2) Fixation of pay under the relevant ROPA rules should be checked by the Finance Department and a certificate to that effect should be given in the service book, failing which the pension case is likely to be returned.
- (3) In case of payment is desired in outside West Bengal, this form may 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)

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 the Provident 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/dismissed/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 instalmednts
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:-

	<u>Temporary Advances</u>	<u>Final Withdrawals</u>
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

N a m e

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).

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

<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	Rate of each	Total	No. of	Rate of each	Total
Instalment	Instalment		Instalment	Instalment	

Further recoveries to be made upto the date of
superannuation.

No. of	Rate of each	Total
Instalment	Instalment	

Further recoveries to be made upto the date of
superannuation.

No. of	Rate of each	Total
Instalment	Instalment	

2. ADVANCE FOR ADDITIONS AND ALTERATIONS OF HOUSE

Amount sanctioned Rs.....

Mode of recovery.....

Principal

Interest

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.....

Principal

Interest

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			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.

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.....

<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.

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.....

<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	Rate of each	Total	No. of	Rate of each	Total
Instalment	Instalment		Instalment	Instalment	

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

7. OTHER ADVANCE

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

8. OVERDRAWS 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.

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 note 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 authorised 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.