

## FORM – 5

( See rules 121 (1) and 123 (1) )

**Particulars to be obtained by the Head of Office from the retiring Z. P / Government servant eight months before the date of his / her retirement.**

1. Name of the Z.P. / Government servant :-
2. a) Date of birth :-  
b) Date of retirement :-
- 3) \*Two specimen signature ( to be furnished in a separate sheet) duly attested by a Gazetted Government servant. :-
- 4) \$ Three copies of passport size joint + Photograph with wife or husband ( to ) Be attested by the Head of Office ) :-
5. Two slips showing the particulars of height :-  
And personal + Identification mark duly  
Attested by a Gazetted Government servant
6. Present address
7. # Address after retirement
8. Name of the Government Treasury of the Branch of Public sector Bank through Which the pension is to be drawn :- Bank -  
Branch -
9. \$ Details of the family in Form 3 :-

Place :-

Signature

Dated the

Designation

Department / Office

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

\$ Two copies of the passport size photograph of self only need be furnished.

- i) If the Government servant is governed by rule 116 of Maharashtra Civil Services (Pension) Rules, 1982 and is unmarried or a widower or widow ;
- ii) If the Government servant is governed by rule 117 of Maharashtra Civil services (Pension) Rules, 1982.

+ Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs, The Photographs shall be attested by the Head of Office.

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

# Any subsequent change of address should be notified to the Head of Office.

\$ Applicable only where rule 116 of Maharashtra Civil Services ( pension ) Rules, 1982 applies to the Government servant.

iii) Enclosures of Form No. 5  
(Under Item No.3)

### **(i) Specimen Signature Slip**

Specimen Singature of \_\_\_\_\_

1)

2)

3)

Certified that the above specimen signature was taken in my presence.

Place :-

Signature

Dated the

Designation

Enclosures of Form No. 5  
(Under Item No.3)

### **(ii) Specimen Signature Slip**

Specimen Singature of \_\_\_\_\_

1)

2)

3)

Certified that the above specimen signature was taken in my presence.

Place :-

Signature

Dated the

Designation

iv) Enclosures of Form No. 5  
(Under Item No.3)

### **(iii) Specimen Signature Slip**

Specimen Singature of \_\_\_\_\_

1)

2)

3)

Certified that the above specimen signature was taken in my presence.

Place :-

Signature

Dated the

Designation

Enclosures of Form No. 5  
(Under Item No.3)

### **(iv) Specimen Signature Slip**

Specimen Singature of \_\_\_\_\_

1)

2)

3)

Certified that the above specimen signature was taken in my presence.

Place :-

Signature

Dated the

Designation

## **(ii) THE THUMB AND FINGER IMPRESSION CARD**

<b>Little Finger</b>	<b>Ring Finger</b>	<b>Middle Finger</b>	<b>Fore Finger</b>	<b>Thumb</b>

Certified that the thumb and finger impressions are those of the left hand of –

---

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Place :-

Signature

Dated the

Designation

## **(ii) THE THUMB AND FINGER IMPRESSION CARD**

<b>Little Finger</b>	<b>Ring Finger</b>	<b>Middle Finger</b>	<b>Fore Finger</b>	<b>Thumb</b>

Certified that the thumb and finger impressions are those of the left hand of –

---

---

Place :-

Signature

Dated the

Designation

### **(iii) THE THUMB AND FINGER IMPRESSION CARD**

<b>Little Finger</b>	<b>Ring Finger</b>	<b>Middle Finger</b>	<b>Fore Finger</b>	<b>Thumb</b>

Certified that the thumb and finger impressions are those of the left hand of –

---

---

Place :-

Signature

Dated the

Designation

### **(iii) THE THUMB AND FINGER IMPRESSION CARD**

<b>Little Finger</b>	<b>Ring Finger</b>	<b>Middle Finger</b>	<b>Fore Finger</b>	<b>Thumb</b>

Certified that the thumb and finger impressions are those of the left hand of –

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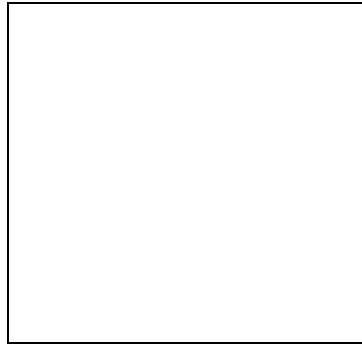
Place :-

Signature

Dated the

Designation

## **Pensioner's Photograph**



**Signature of the Pensioner** \_\_\_\_\_

Certified that Signature and the Photograph are those of

Place :- Signature \_\_\_\_\_

Dated the Head of Office \_\_\_\_\_

## **Pensioner's Photograph**



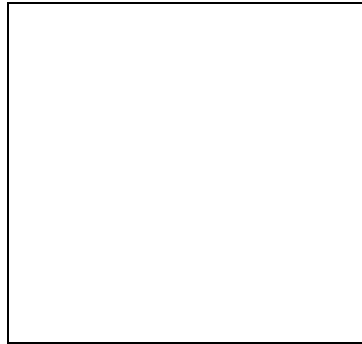
**Signature of the Pensioner** \_\_\_\_\_

Certified that Signature and the Photograph are those of

Place :- Signature \_\_\_\_\_

Dated the Head of Office \_\_\_\_\_

## **Pensioner's Photograph**



**Signature of the Pensioner** \_\_\_\_\_

Certified that Signature and the Photograph are those of

Place :- Signature \_\_\_\_\_

Dated the Head of Office \_\_\_\_\_

## **Pensioner's Photograph**



**Signature of the Pensioner** \_\_\_\_\_

Certified that Signature and the Photograph are those of

Place :- Signature \_\_\_\_\_

Dated the Head of Office \_\_\_\_\_

## Identification Marks

i) Hight

ii) Personal Marks if any

On the hand face etc.

i)

ii)

Certified that the above Identification Marks are those of Shri. \_\_\_\_\_

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Place :-

Signature

Dated the

Designation

## Identification Marks

iii) Hight

iv) Personal Marks if any

On the hand face etc.

i)

ii)

Certified that the above Identification Marks are those of Shri. \_\_\_\_\_

---

Place :-

Signature

Dated the

Designation



## Identification Marks

v) Hight

vi) Personal Marks if any

On the hand face etc.

i)

ii)

Certified that the above Identification Marks are those of Shri. \_\_\_\_\_

---

Place :-

Signature

Dated the

Designation

## Identification Marks

vii) Hight

viii) Personal Marks if any

On the hand face etc.

i)

ii)

Certified that the above Identification Marks are those of Shri. \_\_\_\_\_

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Place :-

Signature

Dated the

Designation

## Details of Family

Name of the Government Servant :-

Designation :-

Date of Birth :-

Date of appointment :-

Details of the Members of my Family as on :-

<b>Sr. No.</b>	<b>Name of the Member of Family</b>	<b>Date of birth</b>	<b>Relationship with the Govt. Servant</b>	<b>Signature of the Head of Officer</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I hereby undertake to keep the above particulars up-to-date by notifying to the Audit Officer / Head of Office for any addition or alternation.

Place :-

Dated the

**Signature of Govt. Servant**

## Details of Family

Name of the Government Servant :-

Designation :-

Date of Birth :-

Date of appointment :-

Details of the Members of my Family as on :-

<b>Sr. No.</b>	<b>Name of the Member of Family</b>	<b>Date of birth</b>	<b>Relationship with the Govt. Servant</b>	<b>Signature of the Head of Officer</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I hereby undertake to keep the above particulars up-to-date by notifying to the Audit Officer / Head of Office for any addition or alternation.

Place :-

Dated the

**Signature of Govt. Servant**

# FORM – 6

[ See rules 120 , 122 , 123 (1) and (3) and 127 (1) ]

## Form for assessing pension and gratuity

( To be sent in duplicate if payment is desired in another Audit Circle )

### PART – I

1. Name of the Z.P./ Government servant
2. Father's name (and also husband's name in the case of a female Government servant )
3. Date of birth ( by Christian era )
4. Religion
5. Permanent, residential address showing Village, town, district and State
6. Present or last appointment including name of establishment -
  - i) Substantive
  - ii) Officiating, if any
7. Date of beginning of service
8. Date of ending of service
9.
  - i) Total period of Military service of which Pension or gratuity was sanctioned
  - ii) Amount and nature of any pension / Gratuity received for Military service
10. Amount and nature of any pension/ gratuity Received for previous civil service
11. Government under which service has been rendered in order of employment. 

year	months	days
------	--------	------
12. Classs of pension applicable
13. The date on which action initiated to
  - i) Obtain the 'No demand certificate' from the Excutive Engineer concerned as provident in rule 119 of the Maharashtra Civil Services (Pension) Rules, 1982
  - ii) assess the service and pay qualifying for Pension as provident in rule 121 of the Maharashtra Civil Services (Pension) Rules, 1982
  - iii) assess the Government dues other than the dues relating to the allotment of Government accommodation as provided In rule 134 of the Maharashtra Civil Services (Pension) Rules, 1982

14. Details of omission, imperfections or Deficiencies in the service book which have been ignored under of the rule 121 of the Maharashtra Civil Services ( Pension ) Rules. 1982

15. Total length of qualifying service (for the Purpose of adding towards broken periods, a Month is reckoned as thirty days.)

16. Periods of non – qualifying service :-

From to V. M. D

- i) Interruption in service condoned under rule 48 of the Maharashtra Civil Services ( Pension ) Rules, 1982
- ii) Extra ordinary leave specifically sanctioned Not to qualify for pension.
- iii) Period of suspension not treated as Qualifying service.
- iv) Any other service not treated as qualifying Service.

Total.....

17. Pay reckoned for gratuity.

Total D. P. Total

18. Average pensionable pay

\$ Pay earned during the last ten months of service.

Post Held	From	To	Pay	Personal / Special Pay / Dearness pay non practicing Allowance	Total	Amount
1	2		3	4	5	6
Grand Total-						
Pensionable Pay						

a] (i) In a case where the last ten months include some period not to be reckoned for calculating average pay, an equal period backward has to taken for calculating average pay.

ii) The calculation of average pay should be based on actual number of days contained in each month,

19. Date on which Form 5 has been obtained from The Government servant ( To be obtained eight months before the date of retirement of Government servant )

20. i) Proposed Pension

ii) Proposed relief on pension.

21. Proposed death-cum-retirement gratuity.

22. Date from which pension is to commence.

23. Proposed amount to Provisional pension ( If departmental or judicial proceeding is instituted against the Government servant before retirement )

24. Deatails of Government dues recoverable out of Gratuity and Head of Account to which they are To be credited )

i) Licence fee for the allotment of Government Accommodation (See sub rul (2), (3) and (4) of rule 133 OF Maharashtra Civil Services rules, 1982

ii) Dues referred to in rule 134 of Maharashtra Civil Services (Pension) Rules, 1982

25. Avarage pensionable pay  
Pay earned during the last ten months of service.

i) Death – cum retirement gratuity.

ii) Family pension, 1950 if applicable.

26. Wheather Family pension, 1964 applies to the Government servant and If so :-

i) Pay reckoning for the family pension.

a) Calculation of Family pensions.

i) Pay last drawn Rs

ii) 50 % of pay last drawn Rs.

iii) -----% of pay last drawn Rs.

Subject to minimum of Rs.-----

and Maximum of Rs.-----

iv) Family Pension proposed Rs.

ii) The amount of the family pension becoming Payable to the family of the Government Servant, if death takes place after retirement –

a) before attaining the age of 65 years or Rs. ----- up to :-

b) after attaining the age of 65 years Rs. -----from :-

iii) Complete and up to date details of the family As given in Form 3:-

Sr. No. 1	Name of the member of the family 2	Date of birth 3	Relationship with the Government servant 4
1			
2			
3			
4			
5			

27 Hight

28 Identification marks

29 Place of the payment of pension  
(Government Treasury or Branch of public Sector Bank)

30 Head of Account to which pension and Gratuity are debitale.

31 If pension / D.C.R.G. Already sanctioned Previously (Sanctioned No. and date of Audit Office) Amount of pension & D.C.R.G. May pt. be adjusted.

**Signature of the Head of Office**

# FORM – 7

[See rules 123 (1)]

## Form of letter to the Audit Officer forwarding the pension papers of a Zilla Parishad / Government Servant.

No.

Department / Office

Dated the

To,

The

**Subject: - Pension** Papers of Shri / Shrimati / Kumari

For authorization of pension.

Sir,

- 1) I am directed to forward herewith the pension papers of Shri /Shrimati / Kumari of this Department / Office for further necessary action.
- 2) The details of Government dues which will remain outstanding on the date of retirement of the Z.P. / Government servant and which need to be recovered out of the amount of death-cum-retirement gratuity indicated are below:
  - a) Balance of the house building or conveyance advance and festival advance.
  - b) Over payment of pay and allowances including leave salary.
  - c) Income tax deducatable at source under the Income Tax Act, 1961 (43 of 1961)
  - d) Arrears of licence fee for the occupation of Government accommodation.
  - e) The amount of licence fee for the retention of Government accommodation for the permissible period of one month beyond the date of retirement.
  - f) Any other assessed dues and the nature thereof.
  - g) The amount of gratuity to be withheld for adjustment unassessed dues, if any

Total

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@@.3. a) No. departmental enquiry is either pending or proposed to be held against Shri / Shrimati / Kumari \_\_\_\_\_

b) Departmental enquiry is pending / or proposed to be held against Shri / Shrimati / Kumari \_\_\_\_\_ and a provisional pension amounting to Rs. \_\_\_\_\_ Per month with effect from \_\_\_\_\_ 20 to \_\_\_\_\_ 20 has been sanctioned.

- 4) Your attention is invited to the list of enclosures which is forwarded herewith.
- 5) The receipt of this letter may be acknowledged and this Department / Office informed that necessary instructions for the disbursement of pension have been issued to concerned Treasury Officer.
- 6) The death-cum-retirement gratuity will be drawn and disbursed by this Department / Office on receipt of authority from you. The outstanding Government / Z.P. dues as mentioned in para 2 above will also be recovered out of the death-cum-retirement gratuity before making payment.

Yours Faithfully

**Head of Office**



## List of Enclosures :-

- 1) Form 5 and Form 6 duly completed.
- 2) Medical certificate if incapacity ( If the claim is for invalid pension)
- 3) Statement of the saving effected and the reasons why employment could not be found elsewhere ( If claim is for Compensation Pension or gratuity.)
- 4) Service Book (Date of retirement to be indicated in the service book.
- 5) Two specimen Signatures duly attested by a Gazetted Government Servant or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions, duly attested by Gazetted Government servant
  - \*\*b) Three copies of passport size photograph with wife or husband (either jointly or separately ) duly attested by the Head of Office.
  - c) Two slips showing the particulars of height and identification marks, duly attested by a Gazetted Government servant.
- 6) A statement indicating the reasons for delay in case the pension papers are not forwarded before Six Months of the retirement of Z.P. / Government servant.
- 7) Written statement, if and, of the Z.P. / Government servant as required under rule 121 1 (a) (iv) of Maharashtra Civil Services ( Pension ) Rules 1982
- 8) Brief statement leading to reinstatement of Z.P./ Government servant in case the Z.P. / Government servant has been reinstated after having been suspended compulsorily retired, removed or dismissed from service.

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- Note :- When initials or name of the Z.P. / Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
- + If a Z.P. / Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Z.P. / Government servant, the Head of Office may forward the pension papers to the Audit Officer without Form 5. The Form may be sent as soon as it is obtained from the Z.P. / Government servant.
- ++ Only two copies of passport size photograph need be furnished.
- i) If the Z.P. / Government servant is governed by rule 116 of Maharashtra Civil Services (pension) Rules 1982 and is unmarried or a widow. Pension ) Rules 1982
- iii) If the Z.P. / Government servant is governed by rule 117 of Maharashtra Civil Services ( Pension) Rules 1982
- @@ Strike out which is not applicable. Item (b) in para, 3 above is applicable when the pension papers are referred to Audit Officer for verification after the retirement of the Z.P. / Government servant

