

ANNEXURE- 1
Form Pen – 15
APPLICATION FOR PENSIONS

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 is _____. I, therefore, request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from Treasury Officer,

_____.

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

- i) Three specimen signatures of mine duly attested
- ii) Three passport size photographs/ joint photographs with my wife Smt. _____ also duly attested.
- iii) Three slips each bearing my left hand thumb and fingers impression (it is applicable in respect of illiterate Government employee).

3. My family pension may please be worked out and sanctioned . I shall later on nominate any one my family members to whom family pension is to be paid.

4. My present address is _____ and after retirement will be same _____.

Signature of applicant

 Designation

FORM PEN-9

(Referred to Rule 19.4)

Particulars to be obtained by the Head of Office from the retiring Govt. Employees before eight months of the date of retirement :-

1 Name of the Govt. Employee

2 Date of Birth/Retirement

3 Two specimen signatures duly attested (to be furnished in a separate sheet)

4 Four copies of passpost size joint photographs of the Govt. employees with his/her wife husband

5 Two slip showing the particulars of height and personal identification mark duly attested.

6 Present address. (Referred to Rule 19.4)

7 Address after retirement by the Head of Office from the retiring Govt. Employees before eight months of the date of retirement :-

8 Name of the Treasury/ public Sector Bank Branch through which the Govt. employee wants to draw his pension.

9 Details of the family as defined in appendix-I of the Punjab CSR Vol. II (to be furnished in a separate sheet)

4 Four copies of passpost size joint photographs of the Govt. employees with his/her wife husband

Dated
the

by the particulars of height and personal identification mark duly attested.

Signature
Designation

6 Present address. (Referred to Rule 19.4)

Particulars to be obtained by the Head of Office from the retiring Govt. Employees before eight months of the date of retirement :-

8 Name of the Treasury/ public Sector Bank Branch through which the Govt. employee wants to draw his pension.

9 Details of the family as defined in appendix-I of the Punjab CSR Vol. II (to be furnished in a separate sheet)

4 Four copies of passpost size joint photographs of the Govt. employees

DECLARATION UNDER RULE 9.15 OF PUNJAB CSR, VOL. II

Whereas the Chief Secretary to Govt. Haryana (here state the designation of the officer sanctioning the pension/ Family pension/service gratuity / death -cum-retirement gratuity / arrears of pension or gratuity) has consented to grant me/ the sum of Rs. _____ as the per month as the amount of my pension/ family pension and / or the sum of Rs. _____ as the amount of gratuity / death -cum- retirement gratuity / arrears of pension or gratuity due to the Sh _____ (Here give the name and designation of the Govt. servant). I thereby acknowledge that in accepting this amount. I fully undersigned that the pension/ family pension/ gratuity / death -cum- retirement gratuity / arrears of pension or gratuity due to shri _____ is subject to revision on its being found to be in excess of that which I am entitled under the rules, and I promise to base no objection to such revision. I further promise to repay any amount advanced to me in excess of that which I pay be eventually found entitled.

Signature

Designation

CERTIFICATE

I, hereby declare that I have neither applied for nor received any Pension or gratuity in respect of any option of the service included in this application and in respect of which pension 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.

Dated :

CERTIFICATE

Whereas the _____ Haryana, has consented to grant me a Pension of Rs. _____ (Rs. _____) and Death -cum- Retirement / Gratuity of Rs. _____ (Rs. _____).

I hereby acknowledge that in accepting the aforesaid amount I fully understand that the Pension / Death -cum- Retirement Gratuity are subject to revision on their being found to be in excess of that to which I am entitled under the rules and I promise to have no objection to such revision. I further promise to repay any amount advanced to me in excess to which I may eventually be found entitled.

Dated:

Specimen Signature of Shri/ Smt. _____

1. _____

2. _____

3. _____

LIST OF FAMILY MEMBERS

<u>Sr.No.</u>	<u>Name</u>	<u>Signature of Shri/ Smt.</u>	<u>Age</u>	<u>Relation</u>
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1. _____

2. _____

3. _____

4. _____

LIST OF FAMILY MEMBERS

<u>Sr.No.</u>	<u>Name</u>	<u>Signature of employee</u>	<u>Designation</u>	<u>Department</u>	<u>Relation</u>
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1. _____

OPTION OF PENSION RULES

I, _____ hereby
option for rules 9 (i) (a) of New Pension Rules.

2. I also want to be governed by the Family Pension
Scheme, 1964.

Dated the _____

ATTESTED

option for rules 9 (i) (a) of New Pension Rules.

2. I also want to be governed by the Family Pension
Scheme, 1964.

Dated the _____

ATTESTED

option for rules 9 (i) (a) of New Pension Rules.

2. I also want to be governed by the Family Pension
Scheme, 1964.

Particular of height and identification mark in respect of

Shri _____

Height

Identification

Marks

Signature

Designation

Dated
The

Attested.

AMENDED FORM OF SURETY TO BE SUBSTITUTED FOR ANNEXURE IV TO PUNJAB GOVERNMENT FINANCE DEPARTMENT LETTER NO. 6034-2FRI-59/8941, DATED THE 2ND SEPTEMBER, 1959 IN SUPPRESSION OF THE REVISED FORM INTRODUCED VIDE PUNJAB GOVERNMENT LETTER NO. 2338-6FRI -60/3692 DATED THE 19TH APRIL, 1960.

FORM OF SURETY BOND

In consideration of the Governor of Haryana (hereinafter called " the Government " which expression shall include his successors and assigns) having agreed to settle the final account of Shri / Shrimati _____ without production of a " No Demand Certificate " from the Estate Officer. I _____

hereby stands Administrators Legal representatives and assigns) for payment by the said _____ or rent and other dues in respect of the residence that may be allotted or that was allotted to the said _____ from time to time by Government . I, the surety further agree and undertake to identify the Government against all loss and damage untill delivery of vacant possession of the above said residence is made over to the Government.

2. I hereby also stand surety for any amount that may be due by the said _____ to Government by way of overpayment of pay, allowances leave salary , advances for conveyances, house building or other purpose , for any amounts which may be paid or payable by Government on behalf of the said _____ or any other dues whatsoever of the Government.

3. The obligation undertaken by me shall not be discharge or in any way affected by an extension or time of any other indulgence granted by the Government to the said _____

_____ and the Government shall have the full liberty without affecting the guarantee to postpone for any time for time to time any of the power exercisable by it against the said _____ and either to enforce or for bear any of its rights against the said _____

_____ and I will not be released for the liability under this guarantee by any exercise of the Government of liability with reference to the matters aforesaid or by reason of any other forbearance, act or omission of the part of the Government of any indulgence by the Government to the said _____

_____ or by any other matter or things whatsoever which under the law relating to sureties shall, but for this provision, have the effect of so releasing me from my such liability.

4. This guarantee shall remain in force till :-
- i) the ' No Demand Certificate ' is issued by the Estate Officer in favour of the said _____
 - ii) the Head of Office in which the said _____ was last employee and in case /she was drawing pay and allowances or gazetted Government servants bill forms, the concerned audit officer has certified that nothing is now due to the Government from the said _____ and
 - iii) the ' No Demand Certificate ' is issued by the Estate Officer in vaour of the said _____ in respect of water and electricity dues in case Government had given a guarantee for these dues, on behalf of the said _____.

The stamp duty on this instrument shall be borne by the Government .

Signature of the Surety

Signed and delivered by the said
Surety at _____
or _____

This _____ say
in the presence of _____

1. Signature , address and _____
occupation of the witness _____

2. Signature , address and _____
occupation of the witness _____

Certificate that S^h / Shrimati _____
_____ is a permanent Government servant.

Signature of the Head of the Deptt.
Or the office in which the surety
is employed.