

Form Pen - 1

[See rule 41(2)]

Nomination for DCRG if the Government employee has a family or has not a family at that time

I, _____, working as _____ has a family the detail of which is as under :-

Sr. No.	Name of the members of family	Date of birth	Relationship with the Government employee	Aadhaar Card No.	Remarks
1					
2					
3					
4					
5					

I, hereby nominate the following person(s) who is/are member(s) of my family or who is/are not member(s) of my family, and confer on him/them the right to receive any gratuity the payment of which shall be sanctioned by Government in the event of my death while in service and the right to receive on my death to the extent specified below, any DCRG which having become admissible to me in case of death while in service or death after retirement before the receipt of DCRG :-

Original nominee(s)				Alternate nominee(s)	
Name and address of the nominee(s)	Relationship with the Government employee	Age	Amount or share of gratuity payable to each	Name, address and relationship, age of the person(s), if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Government employee or the nominee dying after the death of the Government employee but before receiving payment of gratuity	Amount or share of gratuity payable to each
1	2	3	4	5	6

2. Number of persons (in words) as Original Nominee : _____
3. Number of persons (in words) as Alternate Nominee : _____
4. This nomination supersedes the nomination made by me earlier on _____ which stands cancelled.
5. Strike out which is not applicable.
6. The amount/share of the DCRG shown in column No. 4 and 6 shall cover the whole amount of DCRG.

Dated this _____ day of _____ 20 _____ at _____.

Signature of Government employee

Witnesses :

	Name	Full Address	Signatures
1			
2			

(To be filled in by the Head of office)

Nomination by _____

Signature of Head of office _____

Designation _____

Date _____

Office _____

Designation : _____

Form Pen - 2

[See rule 71]

Particulars to be obtained by the Head of office from the retiring Government employee one year before his retirement on superannuation or from the family of deceased Government employee within one month from the date of death.

Paste one passport size joint photograph or photograph of widow/widower duly attested by Head of office

1.	Name of the Government employee																																											
2.	Designation																																											
3.	Department/Office																																											
4.	Date of birth																																											
5.	Date of retirement or Date of death, in case of death while in service																																											
6.	Present address alongwith Mobine phone number																																											
7.	Address after retirement alongwith Mobine phone number ¹																																											
8.	Details of the members of the family as on _____ :-																																											
	<table border="1"><thead><tr><th>Sr. No.</th><th>Name of the members of family</th><th>Date of birth</th><th>Relationship with the Government employee</th><th>Aadhaar Card No.</th><th>Remarks</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>6</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Sr. No.	Name of the members of family	Date of birth	Relationship with the Government employee	Aadhaar Card No.	Remarks	1						2						3						4						5						6						
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2																																												
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4																																												
5																																												
6																																												
9.	Name of the Treasury, Sub-Treasury or Branch of Public Sector Bank through which the Government employee wants to draw his pension.																																											
10.	Enclose the following documents :- (i) Two slips of specimen signatures to be attested																																											

¹ Any subsequent change of address should be informed to the Head of Office & Principal Accountant General (Accounts & Entitlement), Haryana.

	by Head of Office or any gazetted officer authorized by him (ii) Four copies of passport size joint photographs of the Government employee with spouse (to be attested by Head of office or any gazetted officer authorized by him) (iii) Form Pen-1 (Detail of family members)	
11.	Option for commutation of pension and fraction of pension proposed to be commuted:	

Dated the

Family member of the deceased Government employee.

Form Pen - 3*(See rule 75)***Form for Assessing Pension/Family Pension, Commutation of Pension and DCRG**

(To be sent in duplicate to the Principal AG (A & E), Haryana if payment is desired in a different circle of accounting unit).

Paste one passport size joint photograph duly attested.

Signature & Stamp of attesting authority should be on the photograph.

1.	Name of the Government employee					
2.	Sex					
3.	Aadhaar Card Number					
4.	Father's name					
5.	Name of wife/husband					
6.	Date of birth					
7.	Marks of identification of Government employee					
8.	Present residential address of the Government employee alongwith Mobine phone number					
9.	Address after retirement alongwith Mobine phone number					
10.	Particulars of the post held at the time of retirement:					
	(a)	Department				
	(b)	Name of the office				
	(c)	Post last held and Group of the post				
	(d)	Pay scale of the post				
11.	Class of pension applicable					
12.	Date of beginning of service					
13.	Date of ending of service					
14.	Particulars relating to military service/past service, if any, allowed to be counted by the competent authority towards civil pension.					
15.	Total length of service					
16.	(i) Period of foreign service if any					
	(ii) Whether pension contribution has been received for the above said period					
17.	Periods of non-qualifying service					
			From	To	YY	MM DD
	(a)	Interruption in service condoned under Rule 14(2)				
	(b)	Extraordinary leave not qualifying for				

		pension											
	(c)	Period of suspension not treated as qualifying service for pension											
	(d)	Any other service not treated as qualifying service for pension.											
	(e)	Total period of non-qualifying service :											
18.	Net qualifying service (Column 15-17) in terms of completed six monthly periods i.e. period of three months and above is treated as completed six monthly period. Note.— Details of qualifying service is attached.												
19.	Detail of period, if any, treated as duty in case of a Government employee who has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.		from _____ to _____ (_____ Y _____ M _____ D) Order No. _____ dated _____										
20.	Emoluments at the time of retirement:-												
	(a)	Last drawn emoluments (actual)											
	(b)	Last emoluments (notional) if any											
	(a)	Emoluments reckoned for Pension and Family Pension											
	(b)	Emoluments reckoned for death-cum-retirement gratuity											
	<p>Note 1.— See also the definition of Emoluments for the purpose of Pension/DCRG/Family Pension.</p> <p>Note 2.—If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service be reflected against (a) above.</p>												
21.	Date of receipt of Form Pen-2, duly complete in all respects, from the Government employee.												
22.	Proposed pension :-		<table border="1" style="width: 100%;"> <tr> <td style="width: 30%; text-align: center;">_____</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 65%; text-align: center;">_____ =</td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td style="text-align: center;">40</td> </tr> </table>					_____	X	_____ =	2		40
_____	X	_____ =											
2		40											
23.	Proposed death-cum-retirement gratuity:		<table border="1" style="width: 100%;"> <tr> <td style="width: 30%; text-align: center;">_____</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 65%; text-align: center;">_____ =</td> </tr> <tr> <td style="text-align: center;">4</td> <td></td> <td></td> </tr> </table>					_____	X	_____ =	4		
_____	X	_____ =											
4													
24.	Proposed family pension:												
	(a)	Ordinary Family Pension:	Pay last drawn x 30% (subject to Minimum and maximum limit as per rule 48)										
	(b)	Enhanced Family Pension:	Equal to 50% of last emoluments in case of death while in service OR Equal to retiring pension in case of death after retirement before attaining the age of 65 years) (Subject to minimum and maximum of limit of enhanced family pension as per rule 49)										

25.	The amount of the family pension becoming payable to the family of the deceased Government employee, if death takes place after retirement.				
	(a) before attaining the age of 65 years.		Rs.		
	(b) after attaining the age of 65 years		Rs.		
	Sr. No.	Name of the members of family	Date of birth	Relationship with Government employee	Aadhaar Card No.
	1				
	2				
3					
4					
5					
26.	Date from which pension is to commence				
27.	Proposed amount of provisional pension, if departmental or judicial proceeding instituted against the Government employee are pending at the time of retirement				
28.	Details of Government dues recoverable out of DCRG:-				
	(a)	Licence fee for the allotment of Government accommodation (See rule 72)			
	(b)	Other dues referred to in rule 73			
29.	Whether valid nomination made for DCRG subsists, if yes, enclose the copy thereof.				
30.	Commutation of pension if applied before retirement or within one year after retirement:-				
	(a)	The portion of pension to be commuted: (upto 50% of pension for Judicial Officers and upto 40% of pension for others)			
	(b)	Commutated value of pension = (Portion of pension to be commuted x factor from table under rule 96 x 12)			
	(c)	Amount of residuary pension after deducting commuted portion of pension [Sr. No. 22 - 30(a)]			
31.	(i) Place of payment of Pension/DCRG (Treasury, Sub-Treasury or Branch of Public Sector Bank)				
	(ii) Bank Account No.				
	(iii) Unique Payee Code				
32.	10 digit DDO Code				
33.	Particulars of Pension Sanctioning Authority :-				
	(i) Designation :				
	(ii) Office Address :				
	(iii) Contact number :				

Place: _____

Date : _____

Signature of the Head of Office

(with date and stamp of office)

Form Pen - 6*[See Rule 82(A)]***Form of Application to be submitted by the Family member or Nominee for grant of DCRG in case of death of Government employee before the receipt of DCRG**

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor, the guardian should claim gratuity in one form on their behalf).

Part - I							
(To be filled by the family of deceased Government employee)							
1	Name of the claimant						
2	Date of birth of the claimant						
3	Name of the guardian in case the claimants are minor						
4	Date of birth of the guardian						
5	Name of the deceased Government employee in respect of whom DCRG is being claimed						
6	Date of death of Government employee						
7	Office/Department in which the deceased Government employee served last						
8	Relationship of the claimant/guardian with the deceased Government employee						
9	Full postal address of the claimant/guardian alongwith Mobine phone number						
10	Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their age, relationship with the deceased Government employee, etc. :-						
	Sr. No.	Name	Age	Relationship with the deceased Government employee	Relationship of the guardian with minors	Aadhaar Card No.	Postal address
	1.						
	2.						
	3.						
	4.						
11	Place of payment of Death gratuity (Treasury/ Sub-Treasury, Public Sector Bank Branch)						

12	Enclose two slips of specimen signatures of claimant/guardian duly attested			
13	Name, address and signatures of the two persons/gazetted officers who attested the specimen signatures:-			
	Name	Full address	Signature	
(i)				
(ii)				
<p>Note.— Attestation shall be done by two Gazetted Officers or two persons of respectability in the town, village or Pargana in which the claimant resides.</p>				
14	Witnesses :			
	Name	Full Address	Signatures	
1				
2				
<p>Place : Signature/Thumb impression of Date : the claimant/guardian</p>				

Form Pen - 8*[See Rule 82 (B)]***Form of application for the grant of family pension in case of death of a Government employee while in service**

Part - I (To be filled by the family of deceased Government employee)						
1	Name : [widow or widower, if any, otherwise dependent son/daughter or Guardian, if the deceased person(s) is survived by minor child(ren)]					
2	Detail of surviving widow/ widower and children of the deceased Government employee eligible for family pension :-					
	Sr. No.	Name	Date of birth	Occupation, if any	Relationship with the deceased person	Aadhaar Card No.
	(1)					
	(2)					
	(3)					
	(4)					
	(5)					
3	Date of death of the Government employee					
4	Office/Department in which the deceased Government employee served last					
5	If the applicant is guardian, his date of birth and relationship with the deceased Government employee					
6	Full address of the applicant alongwith Mobile phone number					
7	(i) Place of payment of family pension (Treasury, Sub-Treasury or Branch of Public Sector Bank)					
	(ii) Bank Account No.					
	(iii) Unique Payee Code					
8	Date of cessation of compassionate financial assistance, if any.					

9	Name, address and signatures of the two reputed persons/gazetted officers who attested the specimen signatures: -		
	Name	Full address	Signature
(i)			
(ii)			
	Note.— Attestation should be done by two Gazetted Officers or two reputed persons in the town, village or Pargana in which the claimant resides.		
10	Enclose the following documents :		
(i)	Two slips of specimen signatures of the applicant, duly attested.		
(ii)	Four copies of passport size photograph of the applicant to be attested by the Head of Office across the photograph itself instead of paper.		
(iii)	Birth Certificate or any other documentary evidence for age of child/ children.		
(iv)	Death Certificate of the deceased Government employee.		
(v)	Certificate of Guardianship issued by the Court of Law in case of other than natural guardian.		
11	Witnesses :		
	Name	Full Address	Signatures
1			
2			
	Date : _____		
	Signature of the applicant		
	Place : _____		

Particulars of height and identifications mark in respect of Shri

Height

Identification mark

Dated Chandigarh, the

Signature

Designation

ATTESTED

Specimen signature of

Signature

.....

.....

.....

Dated Chandigarh, the

ATTESTED

Annexure-A-Departmental Data Sheet

10 digits DDO Code 0542 _____ Class of pension _____

Name _____ Sex Male/Female _____

Designation _____ Group/ Class _____

a) Address Before Retirement

b) Address After Retirement

Department _____

Place/ District of Retirement _____

DDO Retired from _____

T.O. for Pension _____ T.O. for DCRG _____

Bank Details

a) Bank Name _____

b) Bank Branch _____

c) Bank A/c.No. _____

G.P.G. Account No. allotted by AG. Office _____

Date of Birth _____ Date of Appointment _____

Date of commencement _____ Date of Retirement/Death _____

of Pensionable service _____

Date of Medical Certificate invalidating Government Servant _____

Date of lodging FIR in absconding cases _____

Period of Foreign Service: _____

Whether contributions received for the above period _____

Length of Military Service, if any: _____

Amount of Military Pension/ Gratuity, if any: _____

	Year	Months	Days
Gross Service			
Non-Qualifying Service			
Weightage			
Net Qualifying Service			

Average Emoluments		Last Pay drawn	
Non-Practicing Allowance		DP	
Other Allowances		DA	

Signature of the Competent Authority.