

FORM 2

(Pension – Six Pages)

(Referred to in Rules 112, 115, 117, 90 and Appendix 'X' of Part III, K.S.R.)

(First Page)

***APPLICATION FOR PENSION/GRATUITY, DEATH-CUM-RETIREMENT
GRATUITY, FAMILY PENSION AND COMMUTATION OF PENSION**

1. Name of applicant
2. Date of Birth (Christian Era/M.E)
3. Father's name (or husband's name
in case of a married female
employee)
4. Religion and Nationality
5. Permanent residential address
showing village/town, district
and State
6. Present or last appointment and
name of Establishment
7. (a) Pension rules opted/eligible
(b) Family Pension rules opted/
eligible

* Instructions for preparing the application for pension/gratuity, death-cum-retirement gratuity and family pension appended to Form No.3. These should be carefully studied before filling in the Form.

8. Date of beginning of service D M Y
9. Date of ending of service
10. (a) Total period of military service (Date of commencement and end of each period of military service)
- (b) Any other addition to qualifying service
- (c) Governments under which service has been rendered in order of employment.
11. (a) Length of total service Y M D
- (b) Length of total non-qualifying period of service with particulars
- From To
- D. M. Y. D. M. Y.
- (c) Net qualifying service (rounded to)
12. Class of pension or gratuity applied for and cause of application.
13. (a) Proposed Pension/gratuity

(b) Proposed death-cum-retirement gratuity

(c) Proposed family pension

(d) Percentage of pension proposed to be commuted (applicable only in case of commutation without Medical Examination).

14. Date from which pension is to commence.

15. Sub/District Treasury and Post Office/Bank where payment is desired.

16. Whether nomination made for-

(i) Death-cum-retirement gratuity and if so, name, address and relationship of the persons to whom it is payable and share of each nominee.

(ii) **Lifetime arrears of pension including commuted value of pension. (if no nomination is subsisting, nomination for DCRG may be obtained and pasted in the Service Book and nomination for life-time arrears sent to Treasury Officer)

Station :

Signature of Head of Office /

Date :

Department/Accounts Officer .

**Name, address and relationship of the nominee shall be recorded against this item if there is a nominee.

(Second Page)

Calculation of average emoluments for purposes of Pension, etc.

(a) Pension

Emoluments for Pension.

Period (10 months) From To	No. of months day	Rate of Pay ₹ Ps	Total ₹ Ps

Total Emoluments

Average Emoluments

Pension for 30 years :

A.E.	Monthly Pension
Upto ₹ 1000..... 50% of A.E.	
Next ₹ 500 45% of A.E.	
Balance.....40% of A.E.	

(A)

Pension for years = $\frac{A \times Q.S}{30}$ =

(b) Death-cum retirement Gratuity =

Death-cum-retirement Gratuity admissible = $\frac{\text{ExQ.S}}{2}$ =

Deduct for liabilities fixed, if any = _____

(c) Family Pension:-

*Contributory Family Pension payable% of (pay at the time of retirement). Family Pension payable at ₹..... till and thereafter at ₹..... till death/marriage whichever is earlier.

Signature of Head of Office/
Department/Accounts Officer.

E = Emoluments under Rule 62, Part III, Kerala Service Rules.

A.E. = Average Emoluments under Rule 63, Part III, Kerala Service Rules.

Q.S. = Qualifying Service.

* Vide sub rules (1) to (13) of Rule 90 Part III, Kerala Service Rules.

This is subject to the minimum and maximum prescribed in the relevant rule

(Third Page)

(A) Remarks by the Receiving Authority

1. As to character and past conduct of the applicant
2. Explanation of any suspension or degradation
3. Regarding any gratuity or pension/death-cum-retirement gratuity already received by the applicant
4. Any other remarks
5. Specific opinion of the Receiving Authority whether service claimed is established and should be admitted or not.
[See Rule 115 (c) (ii) of Part III]
6. Whether any departmental or judicial proceedings have been instituted/ and is continuing now.

Signature

Designation

(B) Orders of the Pension Sanctioning Authority

1. The undersigned having satisfied himself/herself that the service of Shri/Smt/Kum..... has been thoroughly satisfactory hereby orders the grant of the full pension of ₹..... (Rupees) commuted value of % of pension applied for and/or death-cum-retirement gratuity/residuary gratuity of ₹..... (Rupees

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.....) to him/her and family pension of ₹..... (Rupees) per mensem to Shri/Smt/Kum (here state name and address of the payee and whose relationship to the pensioner) of the pensioner which may be accepted by the Accountant General as admissible under the rules.

OR

The undersigned having satisfied himself/herself that the service of Shri/Smt/Kum..... has not been thoroughly satisfactory, hereby orders that the full pension of ₹.....(Rupees) and or death-cum-retirement gratuity/residuary gratuity of ₹(Rupees) which may be accepted by the Accountant General as admissible under the rules to him/her shall be reduced by the specified amounts or percentage indicated below :-

Amount or percentage of reduction in pension.

Amount or percentage of reduction in gratuity.

The undersigned also orders that the family pension of ₹..... (Rupees) per mensem which may be accepted by the Accountant General as admissible under the rules to Shri/Smt/Kum (here state name and address of the payee and whose relationship to the pensioner) of Shri/Smt/Kum..... (here enter name of Pensioner) shall be reduced by specified amount or percentage indicated below :

Amount or percentage of reduction in family pension.

2. The grant of this pension and/or the death-cum-retirement gratuity/ residuary gratuity shall take effect from and the grant of this family pension shall commence from the date following the date of death of the pensioner.
3. * A sum of ₹..... (Rupees) on account of is to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted.
4. The Pension/family pension and death-cum- retirement gratuity are payable at the Sub/District Treasury/Post Office
5. No judicial or departmental proceedings is pending or is contemplated against Shri/Smt./Kum.....
6. This order is subject to the condition that the amount of pension, gratuity/family pension as authorised by the Accountant General be afterward found to be in excess of the amounts to which the pensioner/ family pensioner is entitled to under the rules, he/she will be called upon to refund such excess. A declaration from the employee accepting the condition has been obtained and is enclosed/will be obtained and forwarded separately.

Station :	Signature and Designation of the
Date :	Pension Sanctioning Authority.

Note:- To be filled in case a surety bond or suitable cash deposit is not forth coming.

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(c) Account Enfacement

Case No.

Q.S. A.E. ₹.....
Last Pay ₹..... Pension ₹.....
From(with new D.A)

COMMUTATION

Amount commuted ₹.....
Commuted value of Pension ₹.....
Residual Pension ₹.....
Date of effect of commutation :

FAMILY PENSION

At ₹..... till
and at ₹..... thereafter to
Shri/Smt/Kum.....
till death or remarriage whichever is earlier.

DEATH-CUM-RETIREMENT GRATUITY

₹.....

CONDITION

L.P.C. for pension and commuted value of pension and N.L.C. for
DCRG at Treasury.
Head of A/c.....
A.O./P.R.....

FOR USE BY P.A. SECTION

P.P.O. No.....

G.P.O. No.....

Commutation Authorisation No.....

A.O./P.A.....

(Fifth Page)

Audit Enfacement.

1. Total period of qualifying service which has been accepted for the grant of superannuation/ retiring/ invalid / compensation pension / Death-cum-Retirement Gratuity, with the reasons for disallowances, if any of service, the reasons for which are recorded by the Audit Officer in the second page. Y M D

Note:- Service for period commencing from and up to the date of retirement has not yet been verified, this should be done before the Pension payment order is issued.

2. Amount of Superannuation/Retiring/Invalid/ Compensation pension/Death-cum-Retirement Gratuity that has been admitted. ₹ Ps.
3. Amount of the Superannuation/ Retiring/ Pension.....
Invalid/ Compensation pension/ Death-cum- D e a t h - c u m -
Retirement Gratuity admissible after taking Retirement
into account the reduction in pension and Gratuity

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gratuity made by the authority sanctions
pension.

4. Amount of Family Pension that has been admitted. ₹ Ps.
5. The date from which the Superannuation/Retiring/invalid/ Compensation Pension/ Death-cum-Retirement Gratuity is admissible. Pension.....
Death-cum-Retirement Gratuity
6. Head of account to which the Superannuation/ Retiring/invalid/ Compensation Pension/ Death-cum-Retirement Gratuity and Family Pension is chargeable. ₹ Ps.

(Sixth Page – Docket)

***APPLICATION FOR PENSION/GRATUITY, DEATH-CUM-RETIREMENT GRATUITY AND FAMILY PENSION.**

Date of application :

Name of applicant:

Class of Pension or gratuity:

Family Pension Scheme applicable:

Sanctioning Authority :

Amount of Pension sanctioned :

Amount of gratuity sanctioned :

Amount of death-cum-retirement gratuity
sanctioned :

Amount of Family Pension sanctioned :

Date of commencement of pension/gratuity :

Date of commencement of family pension :

Date of Sanction :