



**PENSION  
PAPERS OF**

Mr. / Mrs. / Miss

**NB:-PLEASE READ CAREFULLY THE RELEVANT RULES, INSTRUCTIONS AND ORDER. IN THE CASE OF FAMILY PENSION FOR DEATH WHILE IN SERVICE, PAGE 2 WILL NOT BE FILLED IN PAGE 2 WILL BE APPLICABLE**

# APPLICATION FOR PENSION AND/OR GRATUITY PART-I

(To be filled in and signed by the applicant himself/herself)

To,

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

1 I have the honour to say that I on (dated) .....  
\*have retired  
\*have been permitted to retire from service  
\*am due to retire

I, therefore, request that the pension/gratuity admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any pension or gratuity for any portion of this service, nor shall I submit any application hereafter without quoting a reference to this application and to the orders which may be passed thereon.
3. Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.
4. I wish to commute my pension to extent of Rs. ....
5. I wish to draw my pension from the University designated Bank (Habib Bank Limited, UST Bannu).
6. The following documents, duly attested, are enclosed:-
  - a. Three specimen signatures of mine/two sets of my thumb and finger Impressions on the prescribed form.
  - b. Three photographs of mine.
  - c. List of family members.

Your obediently servant

Signature \_\_\_\_\_  
S/O \_\_\_\_\_  
W/O \_\_\_\_\_  
D/O \_\_\_\_\_  
Post held on the date of Retirement \_\_\_\_\_  
\_\_\_\_\_

Dated.....

Delete inapplicable alternative.

# APPLICATION FOR FAMILY PENSION

(To be filled in and signed by the applicant himself/  
herself).

To,

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

1. I have the honour to say that my husband/wife/\* .....has expired on (date)..... I, therefore, request that the family pension admissible under the rules may kindly be sanction to me.
2. I declare that I have neither applied for nor received any family pension.
3. Should the amount of the family pension granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.
4. I wish to draw my pension from the at (place) HBL, UST Bannu (University designated Bank)
5. The following documents, duly attested, are enclosed:-
  - i. Three specimen signature of mine duly attested/two sets of my thumb and figure impressions on the prescribed form.
  - ii. Three photographs of mine.\*\*
  - iii. List and particulars of family members.
  - iv. Descriptive roll.
  - v. Death Certificate
  - vi. Nor- remarriage and non-separation certificates.

Yours faithfully,

Signature \_\_\_\_\_

Widow/Husband/entitled member of \_\_\_\_\_

Family Postal Address \_\_\_\_\_

Dated \_\_\_\_\_

- 
- Indicate relationship with the deceased Government servant.
  - Note applicable in the case of purdah-observing lady.

## PART- II

(To be completed by the Office/ Department receiving the application for pension.) SECTION (1) PARTICULARS OF APPLICATION

*1	Name of civil servant	
*2	Father's Name	
*3	Nationality	
*4	Postal address	
5	Post held on the date of retirement/death	
6	BPS _____	Date of Birth _____
Commencement of service		
7	Date of Retirement/death	
	Application for pension	
8	Length of service:	Y                      M                      D
	From                      to	
	From                      to	
	From                      to	
	Total:	
9.	Date of commencement and ending of each spell of military service, if any:	
	From                      to	Y                      M                      D
	From                      to	
	From                      to	
	Total:	
10.	Government under which service has been rendered, in chronological order:	
	Government of _____ from	to i.e. ....
	Government of _____ from	to i.e. ....
	Government of _____ from	to i.e. ....
	Total:	
11	Class of pension or gratuity applied for	
12	Average Emoluments/Last pay drawn of the post held on regular basis	
13	Proposed gross pension/Gratuity	
14	Proposed family pension	
15	Proposed value of commutation	
16	Proposed net Pension	
*17	place HBL, UST Bannu	
of		Branch
18.	Date from which pension is to commence _____	
	Signature Head of Office/Departme nt	
Official seal	Name	
	Designation	

\*Entries No. 1, 2, 3, 4, and 17 should be-made in capital letters.

## PART-III

### SECTION (2) – CALCULATION OF QUALIFYING SERVICE

Total length of service as per Col. 10 of Section (1) 

Period		
Y	M	D

(1) Non qualifying service from . . . . .  
to . . . . .

Period		
— Y	M	D

- i. Extraordinary leave . . . . .
- ii. Unauthorized absence . . . . .
- iii. Spell of service not qualifying for Pension under Article 420 C.S.R. Total (i) (ii) & (iii):


Net qualifying service . . . . .  
Add . . . . . From . . . . . to . . . . .

Period		
Y	M	D

- i. Periods, if any, of Military service or war service allowed to count for pension.
- ii. Benefit of condonation of deficiency In total qualifying service

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Total (i) and (ii):

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Total qualifying service . . . . .

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### SECTION (3). – CALCULATION OF “AVERAGE EMOLUMENTS” \* UNDER PARA 3 (a)/(b) OF L.P.R. 1977

#### STATEMENT OF EMOLUMENTS DURING THE LAST 36/12 MONTHS.

Period		Duration Months & days		Monthly rate of Emoluments		Amounts	
From	To	M	D	Rs	Ps	Rs	Ps
				.	.	.	.

The Total emoluments for 36/12 months are Rs. \_\_\_\_\_  
Therefore “Average Emoluments” work out to Rs. \_\_\_\_\_ ÷ 36/12= Rs. \_\_\_\_\_ P.M

### SECTION (4): CALCULATION OF PENSION

Length of total qualifying service \_\_\_\_\_ years

Emoluments/Average Emoluments / Last pay drawn of the  
post held on regular basis Rs. ....

Amounts of gratuity ( in case where qualifying Service is  
5 years of more but less than 10 years) Rs. ....

Amount of gratuity on discharge from temporary Service  
where qualifying service is 10 years or But less than 25 years Rs. ....

Gross pension calculated upto 30 years qualifying service	Rs. _____
Benefit to the extent of 2% of Gross Pension for each extra year of service put in by him beyond 30 years subject to a maximum of 10% of his Gross Pension	Rs. _____
Total Gross Pension	Rs. _____
Commutation @ 35% of Gross Pension	Rs. _____
Net Pension @ 65% of Gross Pension	Rs. _____
15% increase on pension being drawn admissible from 1-7-2010	Rs. _____
15% increase on pension being drawn admissible from 1-7-2011	Rs. _____
20% increase on pension being drawn admissible from 1-7-2012	Rs. _____
10% increase on Net pension admissible from 1-7-2013	Rs. _____
10% increase on Net pension admissible from 1-7-2014	Rs. _____
7.5% increase on Net pension admissible from 1-7-2015	Rs. _____
10% increase on Net pension admissible from 1-7-2016	Rs. _____
25% Medical allowance on Net pension being drawn admissible from 1-7-2015	Rs. _____
Orderly Allowance	Rs. _____
<b>Total monthly net pension</b>	

**SECTION (5). – COMMUTED VALUE OF PENSION**

i	Amount of pension to be commuted	Rs. _____
ii	Age next birthday or to in case of superannuation	Rs. _____
iii	Rate of commuted value for every one rupee	Rs. _____
Rs. iv	Commuted value of pension	Rs. _____

**SECTION (6).- ORDERS OF THE SANCTIONING AUTHORITY**

1. The undersigned is satisfied that the service of..... has been satisfactory. The grant of full pension and/or gratuity which the Audit Officer may find to be admissible under the rules is hereby sanctioned.

**OR**

The undersigned is satisfied that the service of..... has not been satisfactory and it has been decided that the full pension and/or gratuity found by the Audit Officer to be admissible under the rules should be reduced by the specific amounts or percentage given below:-

2. The payment of pension and/or gratuity may commence from..... Before issuing the pension payment order, the Audit Officer may kindly ascertain whether the last Pay and No. Demand Certificates have been received by him. In case the last Pay Certificate and/or No. Demand Certificate has/have not been received with the pension papers, the Audit Officer should issue P.P.O. subject to the production of the last pay certificate and/or and undertaking, at the time of first payment of pension/gratuity, by pensioner, or his family (in case of his death) to the effect that any demand coming to the notice within a period one year after the issue of P.P.O. would be recovered from

him/her.

Official Seal . . . . .

Signature . . . . .

Designation . . . . .

7

**(FOR OFFICIAL USE OF TREASURER OFFICE/ ACCOUNT SECTION)**

- i. The calculations contained in the preceding pages..... have been checked.
- ii. Length of qualifying service accepted in audit.....years.
- iii. Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.  
.....
- iv. Amount of Pension. Rs.....
- v. Reasons for discrepancy, if any, between the this amount and that calculated by the Department.  
.....
- vi. Amount of family pension. Rs.....
- vii. Reasons for discrepancy, if any, between this amount and that calculated by the Department.  
.....
- viii. Amount of commutation for the pension commuted (35%). Rs.....
- ix. Reasons for discrepancy, if any, between this amount and that calculated by the Department.  
.....
- x. The pension will commence form.
- xi. Allocation of the pension and gratuity.  
.....

	<u>Pension</u>	<u>Gratuity</u>
Government of .....		
Government of .....		
Government of .....		
Defense Estimates		
Total:	_____	_____

xii. Anticipatory pension of  
 Rs. .... (Rupees) .....  
 ..... (Per month, granted with effect from) .  
 ..... vide P.P.O. NO..... under  
 rule..... to be adjusted in the final P.P.O.

xiii. Amount of original pension commuted.

Rs. ....

xiv. Checked with the L.P.C and "No Demand Certificate".

xv. P.P.O issued vide No. ....  
dated .....

ACCOUNTANT  
Audit Officer Assistant



# UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU

No.\_\_\_\_\_/USTB

Dated\_\_\_\_/\_\_\_\_/20

## LAST PAY CERTIFICATE (L.P.C)

Last Pay Certificate of Mr.\_\_\_\_\_proceeding on retirement  
w.e.f.\_\_\_\_\_.

### PAY

1	Pay	Rs. _____
2	House Rent /Subsidy	Rs. _____
3	Conveyance Allowance	Rs. _____
4	Medical Allowance	Rs. _____
5	50% Adhoc Relief Allowance	Rs. _____
6	10% Adhoc Relief Allowance	Rs. _____
7	10% Adhoc Relief Allowance	Rs. _____
8	Senior Post Allowance	Rs. _____
9	Orderly Allowance	Rs. _____
10	Entertainment Allowance	Rs. _____

### DEDUCTION

1	Electric Charges (PU)	Rs. _____
2	Electric Charges (UAP)	Rs. _____
3	Sui Gas	Rs. _____
4	Income Tax	Rs. _____
5	Benevolent Fund	Rs. _____
6	G.P. Fund	Rs. _____
7	G.P. Fund Advance	Rs. _____
8	G.P. Fund Loan	Rs. _____
9	Motor Cycle Advance	Rs. _____
10	Motor Car Advance	Rs. _____
11	House Building Advance	Rs. _____
12	Eid Advance	Rs. _____
13	Bus Charges	Rs. _____
14	Group Insurance	Rs. _____

Pay Bill Assistant

Superintendent Estt:

Addl. Registrar

Registrar



# UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU

## N.O.C

Certified that nothing is outstanding against Mr./Mrs. \_\_\_\_\_  
\_\_\_\_\_ Deptt/Section/Directorate, University of Science and  
Technology, Bannu

- 1 Head of Deptt/Section/Directorate \_\_\_\_\_
- 2 Supdt. Estt. Section, USTB \_\_\_\_\_
- 3 Supdt/Accountant Finance, USTB \_\_\_\_\_
- 4 Transport Section, USTB \_\_\_\_\_
- 5 Central Library, USTB \_\_\_\_\_
- 6 Section/Department Library  
(if applicable) \_\_\_\_\_
- 7 Bank Loan Dealing/Pay Officer \_\_\_\_\_
- 8 Director of Works \_\_\_\_\_
- 9 G.P Fund Section \_\_\_\_\_
- 10 H.B.A/Motor Car/Motor Cycle \_\_\_\_\_



# UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU

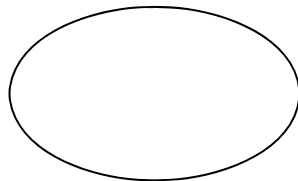
My specimen Signature and fingers prints are as under.

A. Signature

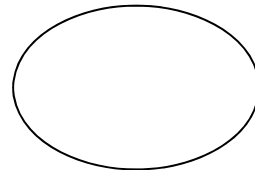
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

B. Finger Impression

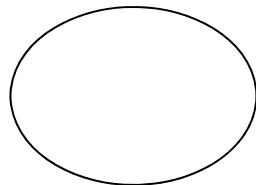
1. Thumb



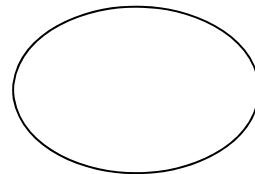
2. Fore Finger



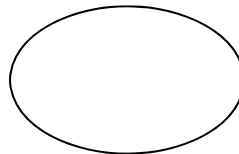
3 Middle Finger



4. Ring Finger



5. Little Finger



Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designatio \_\_\_\_\_  
n \_\_\_\_\_  
Departmen \_\_\_\_\_  
t \_\_\_\_\_

\_\_\_\_\_  
Counter Signed by

***(Head of Department/Section)***



# UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU

I Mr. /Mrs. \_\_\_\_\_ Designation \_\_\_\_\_ are hereby solemnly declared to nominate the following family members for the purpose receiving shares of my Pension, Gratuity/Commutation after my death.

S.No	Name of Family Members	Date of Birth	Relationship	Married/Unmarried
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_

Counter Signed by  
***(Head of Department/Section)***



# UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU

## OPTION

I hereby option to commute \_\_\_\_\_ of my Gross Pension.

Signature

Name

Designation

Department

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Counter Signed by  
***(Head of Department/Section)***



# UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU

## EXTRA ORDINARY LEAVE CERTIFICATE

Certified that Mr. \_\_\_\_\_ has availed / not availed  
extra Ordinary leave for the period from \_\_\_\_\_ to \_\_\_\_\_.

Registrar



# UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU

## UNDERTAKING

I hereby undertake that if any excess of overpayment in pension etc. has been received by me and pointed out in future. I will refund that amount to the University in lump sum.

Signature

Name

Designation

Department

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Counter Signed by  
***(Head of Department/Section)***