



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 3 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 District Accounts Officer/ Treasury/ Sub-treasury /National Bank of Pakistan Branch at
. (Place).
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 sanctioned 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)

District Accounts Office
Government Treasury/ Sub-Treasury
National Bank of Pakistan Branch
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. Non- 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	JAVAID AKHTAR TARIQ		
*2	Father's Name	_____		
*3	Nationality	_____		
*4	Postal address	_____		
5	Post held on the date of retirement/death	_____		
6	BPS _____	Date of Birth	_____	
7	Date of	Commencement of service _____	_____	
		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	_____	
	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 of	District Account Office _____	_____	
		Treasury/Sub Treasury _____	_____	
		National Bank of Pakistan _____	Branch _____	
18.	Date from which pension is to commence _____			
	Official seal	Signature Head of Office/Department _____	_____	
		Name _____	_____	
		Designation _____	_____	

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

PART-II

SECTION (2) – CALCULATION OF QUALIFYING SERVICE

Total length of service as per Col. 10 of Section (1)	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td colspan="3" style="text-align: center;">Period</td></tr> <tr><td style="text-align: center;">Y</td><td style="text-align: center;">M</td><td style="text-align: center;">D</td></tr> </table>	Period			Y	M	D
Period							
Y	M	D					
(1) Non qualifying service from to							
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td colspan="3" style="text-align: center;">Period</td></tr> <tr><td style="text-align: center;">Y</td><td style="text-align: center;">M</td><td style="text-align: center;">D</td></tr> </table>	Period			Y	M	D
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	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td colspan="3" style="text-align: center;">Period</td></tr> <tr><td style="text-align: center;">Y</td><td style="text-align: center;">M</td><td style="text-align: center;">D</td></tr> </table>	Period			Y	M	D
Period							
Y	M	D					
Add From to							
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	_____						
Total (i) and (ii):	_____						
Total qualifying service	_____						

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. _____
Total monthly net pension	

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. _____
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

(FOR OFFICIAL USE IN THE ACCOUNTANT GENERAL'S OFFICE)

- 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

Assistant Accountant General
Assistant Accounts Officer



THE UNIVERSITY OF AGRICULTURE PESHAWAR

No. _____/UAP

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. _____
15	Union Fund	Rs. _____

Pay Bill Assistant

Superintendent Estt:

Addl. Registrar

Registrar



THE UNIVERSITY OF AGRICULTURE PESHAWAR

N.O.C

Certified that nothing is outstanding against Mr./Mrs. _____
_____ Deptt/Section/Directorate, The University of Agriculture,
Peshawar.

- 1 Head of Deptt/Section/Directorate _____
- 2 Supdt. Estt. Section, UAP _____
- 3 Supdt. Cash Section, UAP _____
- 4 Transport Section, UAP _____
- 5 Supdt. Accounts Section, UAP _____
- 6 University Main Library _____
- 7 I.D.S Library _____
- 8 I.B.M.S. Library _____
- 9 Bank Loan Dealing Asstt/Supdt _____
- 10 Director of Works _____
- 11 G.P Fund Loan Section _____
- 12 H.B.A/Motor Car/Motor Cycle _____
- 13 Eid Advance _____



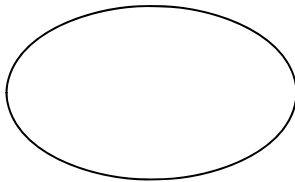
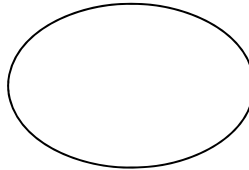
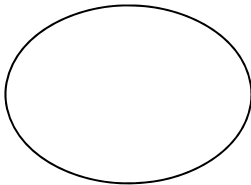
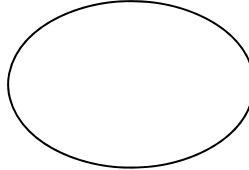
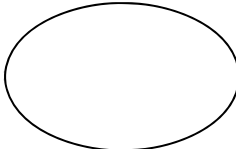
**FINANCE DIRECTORATE
THE UNIVERSITY OF AGRICULTURE
PESHAWAR**

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 _____
Designation _____
Department _____

Counter Signed by
(Head of Department)



THE UNIVERSITY OF AGRICULTURE PESHAWAR

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)



**THE UNIVERSITY OF AGRICULTURE
PESHAWAR**

OPTION

I hereby option to commute _____ of my Gross Pension.

Signature

Name

Designation

Department

Counter Signed by
(Head of Department)



**FINANCE DIRECTORATE
THE UNIVERSITY OF AGRICULTURE
PESHAWAR**

EXTRA ORDINARY LEAVE CERTIFICATE

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

Registrar



THE UNIVERSITY OF AGRICULTURE PESHAWAR

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

Counter Signed by
(Head of Department)