

(for internal use only)



PENSION GUIDE

**BASED ON INSTITUTIONAL
FRAMEWORK**

FOR

EXPEDITING PENSION CASES

DEVELOPED BY

ESTABLISHMENT DIVISION

INDEX

S. No.	Documents	Page No
1.	SOP	01 – 02
2.	Job Description of Welfare Officer (Pension)	03 – 09
3.	Requisition Slip	10
4.	Obtaining of Formal Application for Retirement	11 - 12
5.	WO (P) write to DDO for Checking of Record to see whether any recoveries of Government dues are outstanding Specimen of letter is attached	13
6.	Progress Sheet	14 – 15
7.	WO (P) shall write to would be Pensioner to submit formal application <u>Specimen are attached</u> ☞ Letter, ☞ Application, ☞ Specimen Signature, ☞ List of Family Members, ☞ Creation of Form ☞ DCS Form ☞ Indemnity Bond	16 - 22
8.	WO (P) request the parties concerned for issue of “No Demand Certificate” <u>Specimen of Letters & NDC are attached</u> ➤ Letter to Estate Officer ➤ Letter to Applicant for Internal Clearance of NDC ➤ NO DEMAND CERTIFICATE	23 - 25
9.	Pension Form – 25 (Revised – 2016)	26 - 28
10.	Family Pension form - 25 (Revised – 2016)	29 - 31
11.	Life Certificate	32
12.	WO (P) forward Pension Papers to Audit Office Specimen of forwarding letter is attached	33
13.	<u>Application Form-II</u> Final Withdrawal of GP Fund Accumulation by Retiring/Retired Government Servant	34
14.	<u>Application Form-III</u> Final Withdrawal of GP Fund Accumulation by Retiring/Retired Government Servant	35
15.	<u>Application Form</u> Payment of Farewell Grant to Retirement	36



SOP /Progress sheet adopted/amended from Sl.No.53 &54 of A Manual on Pension Procedure
STAGES RELATING TO PREPARATION AND DISPOSAL OF AN ORDINARY PENSION CASE

Illustration: for example a Pensioner's Date of Birth is 01-04-1957 and his Date of Retirement is 31-03-2017

Stage	Step	Action	Due Date	Responsible	Initiated on	Completed on	Remarks
Pre-Stage	(i)	Seeking application from would be Pensioner for Retirement Notification/Office Order					
	(ii)	Welfare Officer (Pension) WO (P) and Admn Officer concerned shall consult excel data base of employees and initiate following action in cases where "DAYS TO RETIREMENT" are approx 400		WO(P) and Admn			
	(iii)	Admn will complete Service Book of those at Pre-Stage Step.1 and verify it		Admn			
	(iv)	Welfare Officer (Pension) WO (P) shall requisition Original Personal File along-with Service Book (for Non-Gazetted from Admn Section) & Verified Service Statement from AGPR)		WO(P) and Admn			
	(vi)	Admn will provide record within 3 days		Admn			
	(vii)	If Service Book is incomplete or suffers from deficiencies, WO (P) shall personally get it completed from Admn		WO(P) and Admn			
	(viii)	Return of Personal File/ Service Book to WO (P)		Admn			
	ONE YEAR BEFORE THE DATE OF RETIREMENT						
Stage-.I	(i)	WO (P) shall start filling up of working copy of the Pension Application (Sub Sr* Specimen of letter, Application Specimen Signature Form, Creation of Vendor Form & DCS option Form attached)		WO(P)			
	(ii)	In liaison with Admn Section and DDO, WO (P) checks records to see whether any recoveries of Government dues are outstanding. (Sub Sr 6* Specimen of letter attached)		WO(P) & Admn			
	(iii)	WO (P) shall attach Progress Sheet above the file		WO(P)			
SIX MONTHS BEFORE THE DATE OF RETIREMENT							
Stage .II	(i)	WO (P) shall write to would be pensioner to submit formal application (Sub Sr7* Specimen of letter, Application, Specimen Signature Form, Creation of Vendor Form & DCS Option Form attached)		WO(P)			
	(ii)	Would be pensioner submits formal application		Pensioner			
	(iii)	WO (P) request the parties concerned for issue of "No Demand Certificate" (Sub Sr 8* letter & No Demand Certificate attached)		Admn			
	(iv)	WO (P) writes to Estate Office or Hiring Section Officer to bring the rent account up-to-date		WO(P)			
	(v)	No Demand Certificates returned to WO (P)		Admn & Estate Office			

Contd...P/2

Stage	Step	Action	Responsible	Initiated on	Completed on	Remarks
Stage. III	(i)	WO (P) completes the pension papers for submission to sanctioning authority. (Sub Sr 10* Specimen of Letter attached)	WO(P)			
	(ii)	Sanctioning authority records orders/approval	Competent Authority			
	(iii)	WO (P) forwards pension papers with Progress Sheet to the Audit Office	WO(P)			
THREE MONTHS TO FORTNIGHT BEFORE THE DATE OF RETIREMENT						
Stage. IV	(i)	Audit office checks the pension papers.	AGPR			
	(ii)	Audit office issues the Pension Payment Order	AGPR			
	(iii)	Allows anticipatory pension in case delay is likely to take place in finalization	AGPR			
AFTER THE ISSUE OF PPO						
Stage. V	(i)	Audit office returns the Progress Sheet	AGPR			
	(ii)	WO (P) sends Progress Sheet to DS (Admn) and JS(Admn) for information	WO(P)			
		Hold simple ceremony to hand over Pension Payment Order to retiring officer / official	Admn			

*Sub Sl. of Progress Sheet - Sl No. 53 of A Manual of Pension Procedure -

WO(P) means Welfare Officer (Pension)

Job Description of Welfare Officer (Pension)

Working under the supervision of DS (Admn) and in close liaison with the concerned sections which administratively control the service matters of retiring government servants, the Welfare Officer (Pension) shall ensure and certify under intimation to DS (Admn) and JS (Admn) on a quarterly basis that the concerned Sections;

- i) In accordance with instructions at Sr. No.53 of Manual of Pension Procedure maintain progress sheet as per Annex-I.
- ii) In accordance with instructions at Sr. No.54 of Manual of Pension Procedure action specified at stage-I begin on year before the date of retirement of employees and further ensure that timelines with regard to Stage-II to Stage-V are also adhered to (Annex-II)
 - To this end the Welfare Officer (Pension) will ensure that the sections prepare basic list containing name of retiring government servant, post held, date of birth and expected date of retirement in respect of all employees.
 - Such a list will be put up for information of Joint Secretary (Admn) on a monthly basis.
- iii) Instructions issued by AGPR (Annex-III) regarding documents required for completion of pension case are issued to government concerned one month before stage-I approaches.
- iv) In accordance with instructions at Sr. No.92 of Manual of Pension Procedure take steps for expeditious disposal of pension cases and check delays and report matter to JS (Admn)'s notice immediately.
- v) DS (Admn) along with pension team i.e. Welfare Officer and Section Officer (Admn) concerned shall submit a report to JS (Admn) after every three months on 1st April, 1st July, 1st October, and 1st January about progress made in timely disposal of pension cases along with identification of issues and solutions to overcome the same.
- vi) Seek and place on personal file a list of family members issued by NADRA at least one year before the date of retirement of government servant. The government servant shall also be asked to ensure that any change in family member list is brought to Admn notice promptly.
- vii) Training/Orientation sessions of concerned officers dealing with pension matters will be arranged in consultation with AGPR and CF & AO office of Division on a need basis.



Sr. No.53 – A Manual of Pension Procedure

final Pension Payment Order has been issued. The return of the Progress Sheet should be watched by the administrative Ministry/ Department and on its receipt back it should be examined at the level of Deputy Secretary in the case of B-1 to B-15 staff and Joint Secretary in the case of B-16 and above with a view to finding whether any delay has taken place.

Progress sheet for pension cases

1. Name of retiring Government servant.
2. Post held.
3. Date of birth.
4. Expected date of retirement.

	Due date	Action	
		Initiated on	Completed on
1	2	3	4
5. Initiate preparation of pension papers.	One year before the expected date of retirement.		
6. Checking of records to see whether any recoveries of Government dues are outstanding.			
7. Obtaining of formal application for pension from would be pensioner.	Six months before the expected date of retirement.		
8. Request for furnishing No. Demand Certificate.			
9. Writing to Estate Office to bring rent account upto-date.			
10. Finalisation of pension papers in administrative department and their submission to Audit Office.	At least three months before the expected date of retirement.		
11. Issue of Pension Payment Order.	Fortnight before the expected date of retirement.		

This Progress Sheet should move with the pension papers of the individual concerned and be returned to the administrative authority after Pension Payment Order has been issued where observations of Head of Department/D.S./J.S. should be recorded.



Sr. No.54 – A Manual of Pension Procedure

Stages relating to preparation and disposal of an ordinary pension case

Sl. No. 54

One year before the date of retirement.

- STAGE I
- (i) The office responsible for initiating the case starts filling up of working copy of the Pension Application Form.
 - (ii) Checks records to see whether any recoveries of Government dues are outstanding.
 - (iii) Attach a Progress sheet showing the dates by which specific action is required.

Six months before the date of retirement

- STAGE II
- (i) Obtain formal application from the would-be pensioner.
 - (ii) Requests the parties concerned for issue of "No Demand Certificate"
 - (iii) Warns the Estate Office to bring the rent account up to date.

Six to three months before the date of retirement

- STAGE III
- (i) Completes the pension papers for submission to sanctioning authority.
 - (ii) Sanctioning authority records orders.
 - (iii) Forwarding of papers to the Audit Office

Three months to fortnight before the date of retirement

- STAGE IV
- (i) Audit office checks the pension papers.
 - (ii) Audit office issues the P.P.O.
 - (iii) Allows anticipatory pension in case delay is likely to take place in finalization.

After the issue of P.P.O

- STAGE V
- (i) Audit office returns the Progress Sheet.
 - (ii) D/S JS examines the Progress Sheet.

The Vigilance Officers will keep a close watch over the pension work in the Ministries as well as the attached departments and subordinate offices.

Introduction of Revised Pension Application Forms CSR 25

Sl. No.55

Since the issue of Finance Division's O.M. No. F. 12(11)/R. 6/81, dated the 10th June, 1982, some additional benefits have been allowed to the retiring

CHECK LIST – PENSIONSIONER

1. Application is on papers Form CSR 23 (Revised)
2. Office Order/Notification of retirement
3. Specimen signature of applicant & Thumb/ Finger impression
4. Two photocopies of CNIC/Two photograph of the applicant
5. List of family members showing relationship, ages and whether dependent or otherwise (Two Sets) & NADRA Form "B"
6. Undertaking for recovery of Government dues
7. Certificate about non indulgence in Politics
8. No Demand Certificate from Department
9. No Demand Certificate from Estate Office (if occupied Govt. accommodation)
10. Account No. and name of Bank ,Branch from where applicant wishes to draw pension with DCS option form duly attested by Bank Manager
11. LPC / Service Statement with Computerized Last Salary Slip
12. Service Book in original containing all entries up-to retirement, verification of Service and verification of Pay fixation

-(6):-



ADDITIONAL REQUIREMENT FOR FAMILY PENSION

1. Application for Family Pension through Office/Department
2. Death Certificate
3. Specimen Signature/Thumb & Fingers Impression
4. Two photographs of Widow & Two copies of Widow's CNIC
5. List of family members showing relationship, ages and whether dependent or otherwise (Two Sets) & NADRA Form "B"
6. Bank Account No & Descriptive Roll of Widow
7. Deceased's Pension Book (Original)
8. Nomination/Guardian ship for minor children
9. Succession Certificate
10. Non-separation/no remarriage certificate
11. Certificate to the effect that she is only widow/nominated widow for drawl of Pension
12. Previous Pension Book in Original is to be attached with pension papers with a last payment certificate accorded by the Bank for payment of lifetime arrears where PPO was issued.

Note Each and every paper is attested by the Department concerned



فیمیلی پنشن کے لئے ورکار کاغذات

ریٹائرمنٹ کے بعد وفات کی صورت میں فیمیلی پنشن کے لئے مندرجہ ذیل تصدیق شدہ کاغذات کے درمیکل سٹ ضروری ہیں۔

- 1- درخواست برائے فیمیلی پنشن بذریعہ متعلقہ دفتر۔
 - 2- مرحوم پنشنر کا فوتیگی کا سرٹیفکیٹ۔ (Death Certificate)
 - 3- دستخط کے نمونے اور انٹلمٹھے / انگلیوں کے نشانات۔
 - 4- 2 عدد تصاویر اور شناختی کارڈ کی تصدیق شدہ 2 نقول۔
 - 5- خاندان کی کھل تفصیل۔ بمع نام در اسے جاری کردہ فارم 'ب'۔
 - 6- متعلقہ بینک برانچ کا مکمل نام اور اکاؤنٹ نمبر۔ (کمیٹی کرٹل بینک: پنشن لینے کی صورت میں DCS آڈیشن فارم)
 - 7- مرحوم پنشنر کی اصل پنشن بینک۔
 - 8- اشناام پیمپر پر دوبارہ شادی نہ کرنے، دوران زندگی علیحدگی اور واحد بیوہ ہونے کا بیان حلفی۔
 - 9- پنشن کی زائد ادا کیگی کی واپسی کی یقین دہانی۔
 - 10- غیر شادی شدہ بیٹی ہونے کی صورت میں اشناام پیمپر پر بیان حلفی۔
- مزید معلومات کے لئے مندرجہ ذیل ٹیلی فون نمبرز پر رابطہ کریں۔

ڈی اے جی لنڈ / پنشن۔ 051-9260304

ڈی بی پل آر۔ 051-9260168

ای بی پل آر۔ 051-9260782

اکاؤنٹس آفیسر پنشن۔ 051-9260623 - 051-9107023

== (8) ==

پنشنرز کے لئے ضروری ہدایات

۱۔ وراثتیں/ ڈویژن/ دفاتر ریٹائرمنٹ سے تقریباً ایک سال پہلے سے پنشن کیس تیار کرنا شروع کریں۔ جس میں تصدیق شدہ سروس شیٹس/ ہائیڈوڈیا اور سروس بک کی ہر لحاظ سے تکمیل شامل ہیں۔

۲۔ ریٹائرمنٹ سے کم از کم تین ماہ قبل پنشنر/حکس کا نمونہ اپنے مکمل کاغذات PFC Counter پر جمع کروائیں۔

پنشن کے سلسلے میں مندرجہ ذیل تصدیق شدہ کاغذات کے دو مکمل سٹ ضروری ہیں۔

- 1- درخواست برائے پنشن فارم CSR-25
- 2- ریٹائرمنٹ کا نوٹیفیکیشن۔
- 3- دستخط کے نمونے اور انگوٹھے/انگلیوں کے نشانات۔
- 4- 2 عدد تصاویر اور شناختی کارڈ کی تصدیق شدہ 2 فتول۔
- 5- خاندان کی مکمل تفصیل۔ بمع نادرا سے جاری کردہ فارم 'ب'۔
- 6- گورنمنٹ کے بتایا جات کی ایک سال کے اندر واپسی کی یقین دہانی۔
- 7- ریٹائرمنٹ کے دو سال کے دوران سیاحت میں حصہ نہ لینے کی یقین دہانی۔
- 8- متعلقہ ادارے کا نوڈیماٹرسٹیکٹ (No Demand Certificate)
- 9- سرکاری مکان کی صورت میں اسٹیٹ آفس کا ظہیر نس سرٹیفیکٹ۔
- 10- متعلقہ بینک برانچ کا مکمل نام اور اکاؤنٹ نمبر۔ (کسی بھی کمرٹل بینک سے پنشن لینے کی صورت میں DCS آپشن فارم)
- 11- مکمل اصل سروس بک بمع تصدیق شدہ نقل۔
- 12- تنخواہ کی آخری اراٹیکٹی کا سرٹیفیکٹ (Last Pay Certificate) بمع ماہانہ تنخواہ کی آخری کمپیوٹرائزڈ پرنٹ۔
- 13- طبعی بنیاد پر پنشن لینے کی صورت میں میڈیکل بورڈ کا سرٹیفیکٹ۔

دوران سروس اوقات کی صورت میں مندرجہ بالا کاغذات کے علاوہ مندرجہ ذیل کاغذات بھی ضروری ہیں۔

14- اشہام پیپر دو بارہ شادی نہ کرنے، دوران زندگی علیحدگی اور واحد بیوہ ہونے کا بیان حلقی۔

15- مزہوم سرکاری ملازم کا نوٹیفیکٹی کا سرٹیفیکٹ۔ (Death Certificate)

16- قرضے کے بتایا جات کا معافی نامہ منسلک کریں۔ (اگر کوئی ہے)

یہ معلومات کے لئے مندرجہ ذیل ٹیلی فون نمبر در رابطہ کریں۔

ڈی جی پی آر۔ 051-9260188

ڈی جی پی آر۔ 051-9260782

PRE STAGE / Step - c

No. 2016
Pension Welfare Cell
Establishment Division
(Cabinet Secretariat Block)
ISLAMABAD

Requisition Slip 01

Please arrange to provide Personal Files/Service Book of following Officer/Officials of this Division who are going to be retired from Government Service during the year 2016:-

S.No. Name & Designation with BS

- 1.
- 2.
- 3.
- 4.

Welfare Officer (Pension)

DS (Admn)

SO (Admn)

==(10)=-



Government of Pakistan
Establishment Division
(Cabinet Secretariat Block)
ISLAMABAD

No. _____, 2016

To,

Mr. _____,
Designation _____ (BS-18),
Establishment Division,
ISLAMABAD

Subject:-OBTAINING OF FORMAL APPLICATION FOR RETIREMENT

Reference instructions contained at Sr No.53 of Manual on Pension Procedures (Copy enclosed).

2. It is informed that you are going to be retired from Government Service on _____
3. As per above instructions your Office Order of LPR / Leave Encashment is required to be issued before the date of retirement.
4. You are therefore, advised to submit application for issuance of retirement Office Order & option for LPR or Leave Encashment.

Welfare Officer (Pension)

☎ 051-_____

Copy for information please:-

1. SPS to JS (Admn)
2. DS (Admn)
3. SO (Admn)

-=(11)=-

To

The Deputy Secretary (Admn),
Establishment Division,
ISLAMABAD

Subject:- REQUEST OF LPR/LEAVE ENCASHMENT

Sir,

It is intimated that I am performing my duties as _____ (designation) (BS- ____) since _____. According to office record my date of birth is _____ & going to be retired from Government Service on attaining the age of superannuation w.e.f. _____

2. In view of the above it is requested that
 - (a) My retirement notification / office order may be issued.
 - (b) I want to be processed on LPR
or
 - (c) I may be granted leave encashment.
3. Thanking you in anticipation.

Yours obediently,

Dated _____

(_____)
Designation _____
(BS- _____)

-=(12):=-



SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.6)

**One year before the expected
date of retirement
Stage - I (ii)**

Government of Pakistan
Establishment Division
(Cabinet Secretariat Block)
ISLAMABAD

No. 333(1)/Gen/PWO/2016

01-04-2016

To,

The Section Officer (Cash)/DDO,
Establishment Division,
ISLAMABAD

Subject:-**CHECKING OF RECORD TO SEE WHETHER ANY RECOVERIES
OF GOVERNMENT DUES ARE OUTSTANDING**

Reference instructions contained at Sr No.53 of Manual on Pension Procedures
(Copy enclosed).

2. It is informed that Mr _____ working as
_____ is going to be retired from Government Service on _____.

3. As per above instructions it is required one year before date of retirement that records may be checked to see whether any recoveries on account of Govt dues are outstanding against the above officer/official.

4. The above information may be furnished promptly within three days by
_____ 2016.

Welfare Officer (Pension)

Copy for information please:-

1. PS to Secy Estb, IBD
2. DS (Admn)
3. SO (Admn)

-=(13)=-

PROGRESS SHEET**FOR PREPARATION OF PENSION CASE IN RESPECT OF****DESIGNATION (BS-) GOING TO BE RETIRED W.E.F.**

Stage	Step	Action	Due Date	Responsible	Initiated on	Completed on	Remarks
	o	Seeking application from would be Pensioner for Retirement Notification/Office Order					
Pre-Stage	a	Welfare Officer (Pension) WO (P) and Admn Officer concerned shall consult excel data base of employees and initiate following action in cases where "DAYS TO RETIREMENT" are approx 400		WO(P) and Admn			
	b	Admn will complete Service Book of those at Pre-Stage Step.1 and verify it		Admn			
	c	Welfare Officer (Pension) WO (P) shall requisition Original Personal File along-with Service Book (for Non-Gazetted from Admn Section) & Verified Service Statement from AGPR)		WO(P) and Admn			
	d	Admn will provide record within 3 days		Admn			
	e	If Service Book is incomplete or suffers from deficiencies, WO (P) shall personally get it completed from Admn		WO(P) and Admn			
	f	Return of Personal File/ Service Book to WO (P)		Admn			
ONE YEAR BEFORE THE DATE OF RETIREMENT							
Stage-.I	(i)	WO (P) shall start filling up of working copy of the Pension Application Form.		WO(P)			
	(ii)	In liaison with Admn Section and DDO, WO (P) checks records to see whether any recoveries of Government dues are outstanding. (Sub Sr 6* Specimen of letter attached)		WO(P) & Admn			
	(iii)	WO (P) shall attach Progress Sheet above the file		WO(P)			
SIX MONTHS BEFORE THE DATE OF RETIREMENT							
Stage .II	o	WO (P) shall write to would be pensioner to submit formal application (Sub Sr7* Specimen of letter, Application, Specimen Signature Form, Creation of Vendor Form & DCS Option Form attached)		WO(P)			
	(i)	Would be pensioner submits formal application		Pensioner			
	(ii)	WO (P) request the parties concerned for issue of "No Demand Certificate" (Sub Sr 8* letter & No Demand Certificate attached)		Admn			
	(Iii)	WO (P) writes to Estate Office or Hiring Section Officer to bring the rent account up-to-date		WO(P)			
		No Demand Certificates returned to WO (P)		Admn & Estate Office			

==:(2):=-

Stage	Step	Action	Responsible	Initiated on	Completed on	Remarks
Stage. III	(i)	WO (P) completes the pension papers for submission to sanctioning authority. (Sub Sr 10* Specimen of Letter attached)	WO(P)			
	(ii)	Sanctioning authority records orders/approval	Competent Authority			
	(iii)	WO (P) forwards pension papers with Progress Sheet to the Audit Office	WO(P)			
THREE MONTHS TO FORTNIGHT BEFORE THE DATE OF RETIREMENT						
Stage. IV	(i)	Audit office checks the pension papers.	AGPR			
	(ii)	Audit office issues the Pension Payment Order	AGPR			
	(iii)	Allows anticipatory pension in case delay is likely to take place in finalization	AGPR			
AFTER THE ISSUE OF PPO						
Stage. V	(i)	Audit office returns the Progress Sheet	AGPR			
	(ii)	WO (P) sends Progress Sheet to DS (Admn) and JS(Admn) for information	WO(P)			
		Hold simple ceremony to hand over Pension Payment Order to retiring officer / official	Admn			

*Sub Sl. of Progress Sheet - Sl No. 53 of A Manual of Pension Procedure -

WO(P) means Welfare Officer (Pension)

==:(15):=-

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.7)

Six months before the expected
date of retirement
Stage - II (o)

Government of Pakistan
Establishment Division
(Cabinet Secretariat Block)
ISLAMABAD

No. 333(1)/Gen/PWO/2016

10-10-2016

To,

The _____

Subject:-OBTAINING OF FORMAL APPLICATION FOR PENSION FROM WOULD-BE
PENSIONER

Reference instructions contained at Sr No.53 of Manual on Pension Procedures (Copy enclosed).

2. It is informed that you are going to be retired from Government Service on _____.
3. As per above instructions application for grant of pension is required for processing of pension case to be submitted six months before date of retirement.
4. In this regard you are requested to visit this office along-with following information/ documents during working hours:-

S.No.	Required Documents	Documents attached	
		Yes	No
a.	Application for Grant of Pension (Specimen of Application attached)		
b.	Photocopies of CNIC		
c.	FOUR Passport Size Photograph		
d.	Form-B/Family members list issued by NADRA (Specimen of Family members list attached)		
e.	DCS Option Form duly attested by Bank Manager (Bank Account No Bank Name, Bank Branch with Branch Code/District AND E.mail Address) + Indemnity Bond (Specimen Signature Form attached)		
f.	Personal No / Vendor No (Creation of Vendor Form attached - If not allotted from AGPR during Service)		

Welfare Officer (Pension)

Copy for information please:-

1. Sr. PS to Secy
2. DS (Admn)
3. SO (Admn)

--:(16):--

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.7)

six months before the expected
date of retirement
Stage - II (o)

To

The Deputy Secretary (Admn-I)
Establishment Division,
ISLAMABAD

Subject:- APPLICATION FOR GRANT OF PENSION

Sir,

It is intimated that I am performing my duties as _____ (BS-) since _____. My date of birth as per my Service record is _____, thus I am retiring from Government Service w.e.f. _____ on attaining the age of superannuation. Following documents are attached.

S.No.	Required Documents	Documents attached	
		Yes	No
a.	Photocopies of CNIC		
b.	Four Passport Size Photograph		
c.	Form-B/Family members list issued by NADRA		
d.	DCS Option Form duly attested by Bank Manager (Bank Account No Bank Name, Bank Branch with Branch Code/District AND E.mail Address) Indemnity Bond		
e.	Personal No /Vendor No		

2. It is, therefore, requested that the preparation of my Pension Papers may kindly be initiated.

Thanking you.

(_____)

-=(17)=-

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.7)

six months before the expected
date of retirement
Stage - II (o)

SPECIMEN SIGNATURE IN RESPECT OF

MR
HOLDING OF BANK ACCOUNT NO.
NBP BR., ISLAMABAD

ATTESTED BY
BANK MANAGER

1. _____
()

2. _____
()

3. _____
()



SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.7)

six months before the expected
date of retirement

Stage - II (o)

LIST OF FAMILY MEMBERS OF THE EMPLOYEE/WIDOW

S. No	Name of Family Member	Relationship with Govt. Servant	Marital Status	Date of Birth/ Age	Occupation/ Profession	Remarks

Signature of Govt. Servant/Widow

-=(19):-





VENDOR CREATION / UPDATION FORM FOR GOVT. SERVANTS / INDIVIDUALS

S.No.	NAME OF EMPLOYEE/OWNER	BANK NAME	BANK BRANCH & CITY	BANK ACCOUNT NO	CNIC (NADRA)	PRESENT ADDRESS			DDO CODE	PERSONAL NO	VENDOR NO ALLOTTED
						STREET NO	HOUSE NO	NAME OF CITY AND DISTRICT			
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

CHECK LIST/DOCUMENTS REQUIRED

1. Two copies of this Form
2. Attested copy of CNIC (Govt. Servant/House Owner)
3. Computerized Pay Slip issued by AGPR/AG/DAO
4. Sanction letter of hiring issued by department with owner name and CNIC (in case of Hiring of House only)

REASON FOR CHANGE

IN DATA _____

Reference (Personal File) No. _____ dated _____

Sign with Name, Date and Stamp of DDO

DCS FORM**FORM FOR DIRECT CREDIT OF PENSION THROUGH BANK ACCOUNT**

Pensioner information (To be filled in by the Pensioner)

PPO NO/DCS NO.	
SAP Personal No. (AS PER PAY SLIP)	
Account office (From where PPO originally issued)	
NAME OF PENSIONER	
Father / Husband Name	
Pensioner old NIC No.	
Pensioner CNIC (NADRA)	
FAMILY PENSIONER NAME	
Spouse/Son/Daughter/Father/Mother(select one)	
Family Pensioner CNIC (NADRA)	
Residential address (Current)	
Residential address (Permanent)	
Designation & Grade at the time of Retirement	
Ministry / Division / Deptt. / Office	
E MAIL ADDRESS (G-MAIL ONLY)	
CONTACT NUMBER(COMPULSORY)	
I hereby opt to draw pension through direct credit scheme and have also submitted *indemnity bond to the bank. *The Pensioner shall produce an indemnity Bond to keep the bank indemnified about liabilities with all sums of money whatsoever including mark-up of his/her Pension account. The pensioner would further undertake that his/her legal heirs, successors, executors shall be liable to refund excess amount, if any credited to his/her pension account either in full or in installments(as agreed mutually) equal to such excess amount.	
Pensioner's Signature / Thumb Impression	
Dated:	

ACCOUNT VERIFICATION (TO BE VERIFIED BY THE BANK)**CUTTING / OVERWRITING / FLUID / JOINT ACCOUNT NOT ACCEPTABLE****BELOW MENTIONED PORTION MAY PLEASE BE FILLED COMPLETELY.**

Account Title (Name)	
Account No.	
Bank Name	
Branch Address	
Branch Code	
Indemnity Bond / Lien submitted by the pensioner	

SIGNATURE / STAMP OF BANK MANAGER

-=(21):=-



(Indemnity bond on stamp paper duly verified by notary public/oath commissioner)

INDEMNITY BOND

To,

The Manager,

_____ (Name of Bank)

_____ (Branch)

_____ (City)

In compliance with the SBP's instructions for payment of pension through your bank branch I agree to indemnify you and keep you indemnified about liabilities with all sums of money whatsoever including mark-up of my pension account. I further undertake that my legal heirs, successors, executors shall be liable to refund excess amount, if any , credited to my pension account either in full or in installments equal to such excess amount.

Co-Indemnifier/Nominee/Successor

Next of Kin: _____

CNIC : _____

Address : _____

Signature : _____

Signature _____

Name of Pensioner:

Date of Retirement :

PPO No : _____

Bank Account No: _____

CNIC : _____

Witness – 1

CNIC : _____

Signature : _____

Date : _____

Witness – 2

CNIC : _____

Signature : _____

Date : _____

-=(22):=-

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.8)

Six months before the expected
date of retirement
Stage - II (ii)

Government of Pakistan
Establishment Division
(Cabinet Secretariat Block)
ISLAMABAD

No. 333(1)/Gen/PWO/2016

15-09-2016.

To,

The Joint Estate Officer,
Office of the Estate Office
ISLAMABAD

Subject: - REQUEST FOR FURNISHING "NO DEMAND CERTIFICATE"/
CLEARANCE CERTIFICATE FROM ESTATE OFFICE

Reference instructions contained at Sr No.53 of Manual of Pension Procedures
(Copy enclosed).

2 It is informed that Mr _____ working as
_____ is going to retire from Government Service on _____.

3 As per above instructions, "No Demand Certificate"/ Clearance Certificate from
Estate Office is required for finalization of Pension case well before six months before date of
retirement.

4 The above information may be furnished within three days by _____ - 2016.

Welfare Officer (Pension)

Copy for information please:-

1. DS (Admn)
2. SO (Admn)
3. Wafaqi Mohtasib Secretariat, Islamabad

-=(23)=-

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.8)

Six months before the expected
date of retirement
Stage - II (ii)

Government of Pakistan
Establishment Division
(Cabinet Secretariat Block)
ISLAMABAD

No. 333(1)/Gen/PWO/2016

15-09-2016.

To,

Mr _____

Subject: - PROVISION OF "NO DEMAND CERTIFICATE"/ CLEARANCE
CERTIFICATE

Reference instructions contained at Sr No.53 of Manual of Pension Procedures
(Copy enclosed).

2 It is informed that you are going to retire from Government Service on
_____.

3 As per above instructions, it is intimated that "No Demand Certificate"/ Clearance Certificate from this Division is required for finalization of Pension case well before six months before date of retirement (specimen attached).

4 The above information may be furnished within three days by _____ - _____ -2016.

Welfare Officer (Pension)

Copy for information please:-

1. DS (Admn)
2. SO (Admn)

-=(24):=-

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.8)

Six months before the expected
date of retirement
Stage - II (ii)

Government of Pakistan
Establishment Division
(Cabinet Secretariat Block)
Islamabad

No. _____

15-09-2016.

NO DEMAND CERTIFICATE

Certified that there is nothing outstanding against
Mr. _____ BPS-___ is going to be retired on
_____ from Government Service on attaining the age of superannuation.
This may please be treated as NDC as for as this Section/Branch is concerned:-

1	Cashier	_____
2	DDO	_____
3	Librarian	_____
4	Stationery Store	_____
5	Gen Section	_____
6	SO (G)	_____
7	Hiring Assistant	_____
8	SO (Admn-IV)	_____

Section Officer (Admn-II)

Distributions

1. AGPR, Islamabad
2. PS to Secy Estb
3. DS (Admn)

-=(25):=-

**PENSION FORM TO BE USED IN CASE OF SUPERANNUATION / RETIRING / INVALID
/COMPENSATION / COMPULSORY RETIREMENT**

[To be issued by the Appointing Authority 90 days before superannuation / retirement of the
retiring Government servant]

Subject: **SANCTION OF PENSION ON SUPERANNUATION / RETIRING / INVALID
/COMPENSATION AND COMPULSORY RETIREMENT**

On attaining the age of superannuation/having applied for retiring/compensatory pension vide application No. _____ dated _____ OR has been retired compulsorily vide Notification No. _____ dated _____ issued by _____ Mr. Mrs/Ms/ _____ S/O, W/O,D/O _____ Designation _____ drawing pay / emoluments Rs. _____ (reckonable towards pension), in BS ___ on ___ basis (Please indicate nature of appointment i.e. Regular / Officiating or Acting Charge /Current charge w.e.f. _____ Personal No. _____ CNIC No. _____ presently posted at (office) _____ place of posting _____ has retired/ has been permitted to retire / is due to be retired/ has been retired compulsorily from the Government service (tick whichever is applicable) on _____ date, after availing LPR for _____ days/ Leave encashment in lieu of LPR Rs. _____.

Pension Calculation

Gross Pension	Rs.
Commutation	Rs.
Net Pension	Rs.

Other Benefits:-

i)	Rs.
ii)	Rs.
iii)	Rs.

Gratuity (in case where qualifying service is 5 years or more but less than 10 years) Rs.

- (1) His/Her date of birth is _____. Date of 1st entry into government service is _____ and EOL availed is _____ days. Total length of qualifying service for pension is _____ years _____ months _____ days.
- (2) Certified that no inquiry is pending against him/her.
- (3) Certified that no recovery is outstanding against him/her.
- (4) Certified that :-
 - I. Advance drawn (if any) stand fully repaid, along with interest.
 - II. An amount of Rs. _____ on account of _____ (HBA, MCA/etc) principal amount along-with interest is outstanding which may be recovered from the pension.
- (5) Anticipatory pension upto (_____ %) of full pension is sanctioned as admissible to him/her under section 19(2) of Civil Servant Act, 1973 (in case of anticipatory pension).
- (6) Certified that deficiency / disciplinary / criminal case pending against the aforementioned retired government servant has been finalized. Therefore, final pension payment % (-__%) (After adjustment of already paid amount of anticipatory pension), and commutation amounting _____% (Subject to a maximum of 35% of gross Pension) determined by concerned Accounts office, may be paid.



- (7) Undersigned is satisfied that the service of retiring employee has been satisfactory. Administrative and financial sanction for grant of pension / commutation @ ____% upto maximum of 35 % of gross pension, if so opted by the retiring government servant, to be determined by the Accounts Office, is hereby accorded in favour of Mr./Mrs./Ms _____ through Bank/ Post Office /Treasury Account No. _____ (mentioned in DCS form enclosed) as admissible under the rules.

OR

- (7-a) Undersigned is satisfied that the services of Mr./Mrs./Ms _____ has not been satisfactory and it has been decided that the full pension/ gratuity found to the Audit / Account Officer to be admissible under the rules should be reduced by the specific amount or percentage given below:-
- Amount or percentage of reduction in Pension _____
 - Amount or percentage or reduction in gratuity _____
 - Sanction is hereby accorded to the grant of pension / gratuity as so reduced.

- (8) The payment of pension and or gratuity may commence w.e.f. _____.

Following documents attached

- Pension application along-with three attested Photographs, as "Annex-A"
- Notification of retirement.
- Last Pay Certificate (LPC)
- Pension contribution receipts/Bank Challan/ acceptance certificate (in service death)
- Original service book along with its attested copy/ service statement (in case of Gazetted Government Servant).
- N.D.C. from Estate Office in case of Government accommodation.

Official Seal

Signature (By Name) with stamp
Pension Sanctioning Authority

1. The AGPR/ Accounts Office is requested to grant pension and endorse a copy of computerized Pension Payment Order (C.P.P.O) / Pension Payment Order (PPO) to this department / office. The original Service Book after recording necessary entries regarding issuance of C.P.P.O. / PPO may also be returned to this department/office.

2. Mr./ Mrs./Ms. _____ you are hereby informed that your commutation (if opted) and first monthly pension shall be transferred / credited by the Accounts Office in the Bank / Post Office / Treasury Office _____ branch _____ Account No _____ as opted by you.

Important: As per requirement every pensioner is bound to provide life certificate to his/her bank on or before 10th March and 10th September of each year (Annex-C).

APPLICATION / CERTIFICATES TO BE GIVEN BY THE PENSIONER FOR PENSION / GRATUITY / COMMUTATION

[To be given by retiring Government servant for grant of pension in case of superannuation retiring invalid / compensation / compulsory retiring]

The _____

Sir /Madam,

It is submitted that I _____ Father /Husband Name _____ designation / post held _____ BPS _____ ON _____ (Please indicate kind of appointment i.e. Regular / Officiating or Acting Charge / Current charge w.e.f. _____) CNIC No. _____ (Copy enclosed) _____ Nationality _____ Personal No. _____ Cell No. (i) _____ (ii) _____ G.mail _____ Postal Address _____

that I have retired / have been permitted to retire from Government Service / I'm due to retire / has been retired compulsory on _____. My pension / Commutation / Gratuity may be transferred / credited by the Accounts Office in the bank /post Office / Treasury Office _____ Branch _____ Account No. _____ (DCS form (Where applicable and list of my family members, is enclosed).

UNDERTAKING:-

1. I hereby declared that I am not in receipt of any other Pension, Military or otherwise except PPO No. _____ dated _____ Amount _____ Department _____ retired on _____
2. Under Article 351 (B) of CSR I do hereby undertake that Government may, within one year from the issue of Pension Payment Order, recover any of its dues from the Pension
3. Article 351 (2) of CSR I hereby declare that I shall not take part in any election or engage myself in political activities of any kind within two years from the date of retirement.
4. In pursuance of Article 911 of CSR: I do hereby declare that I have neither applied for nor received any pension/commutation/gratuity in respect of any portion of the service included in this application and in respect of which pension/gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.
5. Under Articles 920(1) of CSR: I hereby undertake to refund if the amount of pension granted to me afterwards found to be in excess of that to which I am entitled under the regulation.
6. Under Article 922(a) of CSR: I do hereby declare that I have not received any pension or gratuity in respect of any portion of the service included in this application.
7. I hereby opt for commutation @ _____ (subject to a maximum of 35%) of my gross pension.

Dated _____

Name & Signature

of retiring Government Servant (Pensioner)

Note : Application to be verified by Pension Sanction Authority / DDO

Important: Certificate pensioner family pensioner is bound to provide life Certificate / Non-marriage Certificate to his bank on or before 10th March and 10 September of each year (Annex-C)



FAMILY PENSION FORM

[To be issued by the Appointing Authority / Pension Sanctioning Authority in the event of in-service death of Government servant / death of pensioner]

Subject: **SANCTION OF FAMILY PENSION IN CASE OF IN-SERVICE DEATH OF GOVERNMENT SERVANT /DEATH OF THE PENSIONER**

In service death

It is mentioned that Mr.Mrs.Ms. _____ S/o, W/o, D/o _____
Designation/ Post held _____ drawing Pay/emoluments _____(reckonable towards pension), in BS____ (please indicate kind of appointment i.e. Regular / Officiating or Acting Charge /Current charge w.e.f. _____ Personal No. _____ CNIC No. _____lastly posted at (office) _____ place of Posting _____ has expired on _____ while in service.

Death of pensioner

Mr.Mrs.Ms. _____ S/o, W/o, D/o _____ residing at _____ Designation at the time of retirement _____drawing pension / family pension vide PPO /FPPO No. _____ CNIC No. _____ drawing pension / family pension Rs. _____ per month, increases Rs. _____ Total Pension Rs. _____ per month from Bank / Post Office / Treasury _____ branch _____ account No. _____ has expired on _____. His/Her date of Birth is _____ date of Retirement from Government Service _____ and date of sanction of family pension is _____

A. Family Pension Calculation:

(In Service death)

Gross Pension Rs. _____

Family Pension @75% of Rs. _____

Gratuity 1/4th @75 % of Rs. _____**Other Benefits**

i) _____ Rs. _____

ii) _____ Rs. _____

iii) _____ Rs. _____

B. Family Pension Calculation:

(on death of Pensioner)

Gross Pension Rs. _____

Family Pension @75% Rs. _____

(net or gross pension as the case may be)

(1) His/Her date of birth is _____ date of 1st entry into Government Service is _____ EOL availed during service is _____. His/Her total length of qualifying service for pension comes to ____ Years ____ Months ____ Days.

(2) Certified that no inquiry is pending against deceased employee

Contd....P/2



--:(2):--

- (3) Certified that no Demand / Recovery is outstanding against the deceased
- (4) Certified that Advances drawn by the deceased (if any) have been fully repaid or waived off.
- (5) As per record , it is verified that Mr. Mrs/Ms. _____ CNIC No. _____
Is bonafide family member entitled to family pension of Mr. Mrs/Ms. (late) _____
and his/her gratuity family pension may be transferred / credited in [Bank/post office/ treasury
_____ branch _____ Account Number _____ (as opted).
- (6) Administrative and financial sanction for grant of family pension/ gratuity is hereby accorded.

Following documents attached

- (i) Pension application along-with three attested photographs, as "Annex-B"
- (ii) Death Certificate and Death Notification
- (iii) Original PPO/FPPO of deceased Pensioner
- (iv) Last Pay Certificate (LPC) / Last Pension Payment Certificate
- (v) Pension Contributions receipts / Bank Challan / Acceptance Certificate (in service death)
- (vi) Original service book along-with its attested copy / service statement (in case of gazette Government Servant) (in service death)
- (vii) N.D.C. from state office in case of Government accommodation

Signature (By Name) with stamp
Pension Sanctioning Authority

1. The AGPR/ Accounts Office is requested to grant family pension and endorse a copy of computerized Family Pension Payment Order (C.F.P.P.O) / Pension Payment Order (PPO) to this department / office. The original Service Book after recording necessary entries regarding issuance of C.F.P.P.O. / PPO may also be returned to this department/office.

2. Mr./ Mrs./Ms. _____ you are hereby informed that your commutation (if opted) and first monthly pension shall be transferred / credited by the Accounts Office in the Bank / Post Office / Treasury Office _____ branch _____
Account No _____ as opted by you.

Important: As per requirement every pensioner is bound to provide life certificate/ Non-marriage Certificate to his/her bank on or before 10th March and 10th September of each year (Annex-C).



--:(30):--

APPLICATION FOR FAMILY PENSION

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

The _____

Dear Sir/Madam

It is submitted that my husband/wife/son/Daughter _____ has expired on (Date) _____ (death) certificate attached) I, therefore, request that the family pension admissible under the rules may kindly be sanctioned to me.

2. Lif of my family members is given below:-

Sr. No.	Name	Relationship with the deceased	CNIC No	Age / Date of Birth	Marital Status

(3) It is hereby informed that my gratuity / commutation / family pension may be transferred / credited by the Accounts Office in the Bank / Post Office / Treasury Office _____ Branch _____ Account No. _____ (DCS from , where applicable, is attached).

UNDERTAKINGS

4. Under Article 351 (B) of CSR: I do hereby undertake that Government may, within one year from the issue of Pension Payment Order, recover any of its dues from the pension granted to me.

5. In pursuance of Articles 911 of CSR: I do hereby declare that I have neither applied for nor received any family Pension or gratuity in respect of any portion of the service included in this application and in respect of which family pension/gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.

6. Under Article 920(1) of CSR: I hereby undertake to refund if the amount of family pension granted to me afterwards fund to be in excess of that to which I am entitled under the regulation.

7. Under Article 922 (a) of CSR: I do hereby declare that I have not received any family pension or gratuity in respect of any portion of the service included in this application (in case of anticipatory pension only

THUMB IMPRESSION _____

Signature _____
Name _____
CNIC No. _____

Note: Application to be verified by Pension Sanction Authority / DDO

Important:

Every pensioner /family pensioner is bound to provide life certificate / Non-marriage Certificate to his bank on or before 10th March and 10th September of each year (Annex-C).



LIFE CERTIFICATE
TO WHOM IT MAY CONCERN

This is to certify that _____ S/o
_____ holder of PPO No. _____
CNIC No. _____ whose specimen signature/thumb
impression and address are appended below is alive todate _____.

Address

(Pensioner Signature/Thumb Impression)

Phone No. _____
(City/Area Code)

(Signature of attesting officer)

Name: _____

Address: _____

(Official Stamp of attesting officer)

Phone No. _____

NOTE: THIS CERTIFICATE IS TO BE SIGNED BY CLASS-I GAZZETED
OFFICER/MILITARY COMMISSIONED OFFICER OR AS AUTHORIZED UNDER
FTR-343



At least three months before
the expected date of retirement
Stage - III (i)

Government of Pakistan
Establishment Division
(Cabinet Secretariat Block)
ISLAMABAD

No. 333(1)/Gen/PWO/2016

10-11-2016

To,

The _____

Subject:- PENSION CASE IN RESPECT OF MR _____ LDC (BS-07) AN EMPLOYEE OF
ESTABLISHMENT DIVISION, ISLAMABAD

Mr _____ LDC (BS-07), an employee of Establishment Division, Islamabad has retired from Government service w.e.f. _____, on attaining the age of superannuation. He has rendered more then ___ years government service. His pension Papers on prescribed form sent herewith in duplicate along-with following documents:-

Office Order No._____ dt_____ regarding retirement of officer/ official	-	In Duplicate
Specimen Signature	-	In Duplicate
Thumb/Finger impression	-	In Duplicate
Photocopy of CNIC	-	In Duplicate
Envelop containing Photographs	-	02 Nos
Option to continue 35% Pension	-	In Duplicate
Undertaking	-	In Duplicate
Application to draw pension from NBP	-	In Duplicate
Certificate for non-indulgence in politics	-	In Duplicate
No Demand Certificate from Estb Div	-	In Duplicate
Clearance Certificate from Estate Office	-	In Duplicate
List of Family Members	-	In Duplicate
Last Pay Certificate	-	In Duplicate
Computerized Pay Slip	-	In Duplicate
DCS Option Form	-	In Duplicate
Service Book	-	In Duplicate
Personal/Vendor Number	-	In Duplicate

2. The service claimed by the above officer has been fully established and may be admitted for the purpose of pension/commutation. It is therefore, requested that necessary Pension Payment Order in respect of Mr. _____ LDC (BS-7) may please be issued accordingly under intimation to this Division

Welfare Officer (Pension)

Copy for information please:-

1. Sr PS to Secy Estb
2. DS (Admn)
3. SO (Admn)

-=(33):=-

APPLICATION FORM-II

**FINAL WITHDRAWAL OF G.P.FUND ACCUMULATION BY
RETIRING/RETIRED GOVERNMENT SERVANT**

To,

The Accountant General,
Pakistan Revenues,
Islamabad.

Sir,

I have relinquished/will relinquish the charges of the officer post of _____ on _____ consequent upon retirement/proceeding on LPR/Resignation/Dismissal/Discharge. I therefore, requested that my General Provident Fund dues may please be paid to me. The requisite information is given below:-

1. Name _____
2. Father's name _____
3. Subscriber's Account No (s) _____
4. Name of the Audit & Accts Office (s) _____
in whose audit jurisdiction served before transfer to the jurisdiction of your office and Accounts No (s) allotted.
5. The amount & month of last fund deduction. Rs. _____
Month _____
6. Name of the office where the payment is desired (A.G's/DAO/Treasury/NBP Branch) _____
7. a) Specimen signature (in triplicate) i) _____
ii) _____
iii) _____
- b) C.N.I.C.No (Please attached Attested Photocopy)

					-							-		
--	--	--	--	--	---	--	--	--	--	--	--	---	--	--
- c) In the absence (a) & (b) other marks/particulars of Identification may be furnished _____

8. If any Insurance Policy was financed out of G.P. Fund Account the following information may be furnished
a) Name of Insurance Policy _____
b) No. & Date of Insurance Policy _____
c) Insurance Policy with the subscriber or the Audit Account Advance (s) office _____
9. Particulars of G.P. Funds was drawn during last twelve months _____



10. If no advance from G.P. Fund was drawn during last twelve months the certificate given opposite may be signed by the head of office in respect Government Servants of Grade-1 - 15 while the Government Servant may be signed the certificate themselves.

Certified that no advance from G.P. Fund was drawn by the subscriber during the last twelve months

Signature _____
Designation _____

Yours faithfully

Signature
Address _____

Government of Pakistan
Cabinet Secretariat
Establishment Division

No. 7/3/ -2016-Cash Islamabad _____ 2016

Forwarded to the Accounts Officer (EFC), Office of the AGPR, Islamabad for further necessary action and payment of G.P. Fund dues.

(Signature & Stamp)
Section Officer (Cash)
Drawing & Disbursing Officer

(PART-II)

(To be completed by the department concerned)

Name of the Audit and Accounts Office is whose
audit jurisdiction served before transfer to the
jurisdiction of your office and Account No. allotted
If any Insurance Policy was financed out of G P
Fund amount the following information may be
furnished:-

- i) Name of the Insurance Company
- ii) No and date of Insurance Policy
- iii) Insurance Policy has been collected
for safe custody

The amount and month of last fund deduction

Particulars of GP Fund Advance drawn during last
12 months

If no advance from GP Fund was drawn during last
12 months the certificate given opposite may be
signed by the Head of Office

Certified that no advance from
G.P. Fund was drawn by the
subscriber during the last twelve
months

Signature _____
Designation _____

Government of Pakistan
Cabinet Secretariat
Establishment Division

No. 7/3/ -2016-Cash Islamabad _____2016_ 2014

Forwarded to the Accounts Officer (EFC) Office
of the A.G.P.R., Islamabad for further necessary action
and payment of G.P.Fund dues.

(Signature & Stamp)
Section Officer (Cash)
Drawing & Disbursing Officer

REVISED

Annex-1



**Application for Payment of
Farewell Grant to Retirement**

PART-1

1

- i. Name of employee _____
- ii. Designation with BPS _____
- iii. Department _____
- iv. Father's / Husband's Name _____
- v. CNIC No. _____

2

- Last pay per month
- (a) Basic Pay _____
 - (b) Special Pay _____
 - (c) Technical Pay _____
 - (d) Personal Pay _____
 - (e) Qualification Pay _____
 - (f) Any Other Pay _____

3

Date of Birth _____

4.

Date of entry into service _____

5

Date of retirement _____

6.

Period for which contribution to benevolent and Group Insurance Fund were not paid _____

7

Interruption in service (if any) _____

8.

Present address and Mob. No. of the employee _____

(
Signature of the Employee)

Federal Employees Benevolent & Group Insurance Funds Benevolent Fund Building,
Block A-1, Near Zero Point, Islamabad.

SNK

www.febgif.gov.pk

Ph: 051-9252164

-(36):-

PART-II
CERTIFICATE BY THE HEAD OFFICE

Annex-II

1. Certified that the information contained in part-I of the application from is correct according to our record.
2. Certified that the above named employee was neither a contingent paid/work charged employee nor a deputationist from a Provincial Government Autonomous Body.
3. **Certified that the above named employee is covered under the provisions of FEBF & GI Act, 1969, and had been contributing to the Benevolent & Group Insurance Fund for last 25 years or above. In case of any variation the department will be responsible to pay back the amount of Farewell Grant.**
4. Certified that the farewell grant claim of the employee has been preferred for the first time.
5. Two attested copies of following documents are submitted with claim:-
 - i. A copy of initial appointment letter of the employee. (Annex-I)
 - ii. A last pay certificate issue by Head of Office (Annex-II)
 - iii. Retirement of orders of the employee. (Annex-III)
 - iv. Pension Payment Order book (where Pension is not applicable
a certificate of service Record by Head of the Department) (Annex-IV)
 - v. CNIC. (Annex-V)
 - vi. Last month schedule of recovery of Benevolent & Group
Insurance Funds may also be provided. (Annex-VI)
 - vii. Covering letter / Forwarding letter from parent deptt of employee. (Annex-VII)

Seal and Signature
Head of the Office