

CHAPTER VIII

AND GRATUITY

PENSION

(851 - 852)

PENSION AND GRATUITY

Government Servants right to retire with pension on completion of 25 years service qualifying for pension

Sl.No. 1

Subject to the provisions of Essential Services Maintenance Act, all Government servants shall have the right to retire on a Retiring Pension after completing 25 years qualifying service; provided that a Government servant, who intends to retire before attaining the age of superannuation, shall, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final and shall not be allowed to be modified or withdrawn. *The right given by this paragraph shall not however be available to Government servant against whom a departmental enquiry is pending.

[Authority. - Finance Division O.M. No. O. B. 2/12/63-Imp.(I) dated 18-8-1966].

Note.- Pl. see Article 465-B (as amended), Civil Service Regulations.

Note.- Rules regarding (i) conditions of qualifying service, (ii) conditions of grant of pension, (iii) amount of pension etc. are contained in Part IV of the Civil Service Regulations. These rules have been reproduced, with necessary amendments, in the Manual of Pension Procedures 1999 edition published by the Pakistan Public Administration Research Centre, M.S. Wing, Cabinet Division. The Manual may also be consulted for (i) Pension-cum-Gratuity Scheme, 1954, (ii) Revision of Pension Rules and Rates etc.

**amended vide Finance Division O.M. No.O.B.2/12/63-Imp.(I), dated 14-12-1967.*

Orders/instructions for preparation of pension papers*Sl. No. 2*

Revised procedure for maintenance of Service Books of non-gazetted officials.-The question of eliminating delay in the finalization of pension papers in respect of the Government servants has been under consideration of this Ministry for some time past. In this connection, it has been pointed out that one of the factors which greatly contribute towards delay in the settlement of pension cases is the difficulty in verifying the qualifying service of the Government servant concerned due to the in-completeness of his service records. According to the existing rules, the Head of Office has to prepare the statement of service in the prescribed form of application for pension *(CSR.25), and get it verified by the Audit Officer. For this purpose, the particulars of service of the non-gazetted staff are ascertained from their Service Books. It has been noticed that the maintenance of Service Books has been far from ideal with the result that protracted correspondence between the Audit Office and Departmental authorities regarding the service particulars often becomes inevitable. In order to obviate the delay thus caused, the Ministries/Divisions are requested to ensure that the Service Books of the staff are properly maintained as prescribed in **S.R.199 and that no entry is allowed to fall in arrears in any case. The annual verification shall also be conducted in accordance with the rule 121 of the General Financial Rules, Volume I, and necessary certificates recorded in the Service Books every year. The attention of the non-gazetted officials serving in Ministries/Divisions, etc., may also be drawn to the provisions of S.R.202 and they may be encouraged to inspect their Service Books periodically in order to satisfy themselves about their correct maintenance. This will facilitate to a large extent the preparation of statement of service and verification of service for pensions.

[Authority.-Para 1 of Finance Division O.M. No. F.2(3) Reg. (S)/63-III, dated 5-6-1964].

* Civil Service Regulations
(CSR).

"Supplementary Rules amended (SR).

Sl. No. 3

It has been observed that the root cause of all delays in the settlement of such cases lies in the fact that the Service Books are either incomplete or are not properly maintained. It has also been observed that Government servants do not take much interest in the proper maintenance of their service books with the result that when their case is taken up for preparation of pension papers it takes a long time to finalise it. With a view to bringing home to them the requirement of S.R 197 to 203, the attention of all Government servants has been drawn through a Press Note to the provisions of those Rules and they have been advised in their own interest to examine their Service Books occasionally in order to see that they are not only properly maintained but the entries made in them are complete in all respects.

[Authority. - Finance Division d.o. letter No.F.4(l)-R(S)II/67, dated 28-3-1967].

Sl. No. 4

(i) The Ministries/Divisions/Departments should ensure that their Administrative Sections open up the History Files and Service Books of all the Officers and staff and keep them up-to-date and correctly.

(ii) The verification of service in the case of non-gazetted employees must be completed as required under the rules and *a certificate to this effect recorded in the Service Book which must be shown to the Government servant concerned each year.*

[Authority.-Finance Division O.M. No. F.4(8)-RS-II/68, dated 10-5-1969].

Sl. No. 5

Service Books of non-gazetted officials to be maintained in duplicate. - The Government has been considering the question of removing the various bottlenecks in the way of expeditious disposal of pension cases. One of the main causes of delay in the disposal of pension cases arises from the fact that service books of non-gazetted staff are either incomplete or are misplaced or lost. With a view to eliminating delays on this account, it has now been decided *that the service books of all non-gazetted Government servants should be maintained in duplicate and that one copy of the service book should be kept in the custody of the Government servant concerned who will pay the cost of the service book and will also be required to ensure that all entries in his service book are recorded and attested in time.*

2. For the purpose of the grant of pension/gratuity, increment etc. to the Government servants only the original copy of the service book will be consulted, the duplicate copy of the service book would serve as a means for completion of the original service book or its reconstruction in the event of its being lost or destroyed.

3. All Ministries/Divisions are requested to give effect to the decision immediately and in the case of existing personnel, duplicate copies of service books, complete with all entries up-to-date, should be handed over to them within six months of the date of Finance Division Office Memorandum.

[Authority.-Finance Division O.M. No. 4(7) RSII/69, dated 4-6-1969].

Sl. No. 6

One of the main causes of delay in the timely sanction of pension is the incomplete entries and lack of prescribed periodic checks of the service books. To meet this difficulty, orders were issued in this Division O.M. No. F. 4(8) RSII/68, dated the 10th May, 1969 (Sl. No. 4). In order to ensure observance of the said instructions it has been decided that the administrative Ministries should, where the work load so justifies, exclusively designate a whole-time officer for supervising the maintenance of service books. In any case the responsibility in this respect should be clearly

defined and assigned. The entries in the service book should be clearly made, verified and attested by the officer so designated as already laid down in the Rules. Officer next above the designated officer or the head of an office where he is the designated officer by virtue of being the only officer in the office should record an annual certificate in the service book in token of the correctness of the entries made therein. In partial modification of the orders issued *vide* this Division O.M. No. F. 4(1) RSII/70, dated the 24th March, 1971 (Annexure), these service books should be got verified from the Audit Office after the 10th and 24th years of service of the official concerned. On the basis of these certificates the head of office should also record a consolidated certificate in respect of the entire service period in the following form :-

Servicefrom.....to..... verified
from.....

There is no known disqualifying spell during the above service except as detailed below :-

(The period and nature of spell(s) to be indicated).

- 1.
- 2.
- 3.

This certificate should be recorded before submission of the case to the Audit Office. The latter shall accept it as a final proof of verification of service.

2. As laid down in this Division O.M. No. F. 4(7) RSII/69, dated the 4th June, 1969, the service book should be maintained in duplicate, the duplicate copy being kept in the custody of the government servant. Entries in the duplicate service book shall as far as possible be made simultaneously with those in the original service book. However, only the original copy of service book would constitute the authority for the sanction of Pension; the duplicate

service book would serve as a means of contemporary evidence. In the case of transfer of government servant the original service book, duly completed to the date of transfer, should be sent to the new head of the department and a copy of entries relating to the office from which transfer takes place shall be maintained in that office; a certificate to this effect shall invariably be recorded in the covering letter under which the service book is transferred.

[Authority.-Para 1(6) & (c) of Finance Division O.M.No.F.5(1)-Reg.(6)/77, dated 24-2-1977].

ANNEXURE

Copy of the Finance Division O.M.No.F.4(1)-RSII/70, dated 24.3.1971.

MEASURES TO CHECK DELAYS IN THE SETTLEMENT OF PENSION CASES.

With a view to achieving expeditious finalization of pension cases of Government servants instructions have been issued from time to time, identifying the causes to which the delay for the payment of pension can be attributed and how best these could be eliminated. It is, however, observed that even now delays do occur in the settlement of pension cases. The position has, again, been reviewed by Government and it has decided that :-

- (i) the service of a Government servant should be got verified by the Audit Office as soon as he has completed 10 years' service;
- (ii) thereafter, the next verification should be on completion of 25 years' service, *i.e.*, in respect of the intervening 15 years; and
- (iii) finally, it should be verified, in respect of the period after 25 years when a Government servant is actually due to retire.

2. The length of pensionable service accepted in audit through the verification at different stages mentioned above may in the case

of non-gazetted Government servants be recorded in both the copies of the Service Book with the stamp of verification duly authenticated. In the case of Gazetted officers the fact of verification will appear in the History of Services but if the History is not kept up-to-date at frequent intervals, the officer concerned may be informed of the accepted length of pensionable service through a letter.

3. The Ministries/Divisions are requested to take necessary steps to implement the above decision.

Sl. No. 7

The President has also been pleased to decide that the preparation of the Annual Establishment Returns as required under Rule 119 of the General Financial Rules, Volume I, shall be discontinued forthwith and the Service Books shall be taken as the sole basis for verification of non-gazetted service for pension.

2. The revised procedure outlined above has been worked out in consultation with the Comptroller and Auditor-General.

[Authority. - Para 2 of Finance Division letter No.F.2(3).Reg.(S)/63-II, dated 4-6-1964].

Sl. No. 8

History Files of Gazetted Officers. - All Divisions/ Departments/Offices should maintain a "History File" of each gazetted officer. This File should contain (a) gazette notifications, (b) charge reports, (c) a separate card or booklet showing the dates of assumption and relinquishment of each post and emoluments drawn and (d) a leave account showing the various kinds of leave taken by the officer from time to time. As soon as an officer is transferred to another Department or Office, his "History File" should also move with him to the new Office or Department. This "History File" should be shown to the officer concerned in January every year and his acknowledgement obtained on it after settling any discrepancy

that may be noticed.

[Authority. - Para (ii) of Finance Division O.M.No.F.2(3)-Reg.(S)/63-II, dated 4-6-1964].

Sl. No. 9

In connection with the maintenance of History Files in accordance with the instructions issued in this Ministry's O.M. No. F. 2(3)-Reg. (S)/63-I, dated the 4th June, 1964 it is clarified for general information that the History Files of the officers belonging to the Services controlled by the Establishment Division *i.e.*, CSP, GAR, CSS, Economic Pool, shall be maintained by the Division/ Department in which the officer is appointed from time to time and not by the Establishment Division. Where such an officer is transferred to another office his History File should also be sent to his new Department who will then be responsible to maintain it for so long as he remains in that Department.

[Authority. - Finance Division O.M. No. D. 569-Reg.(Spl.) II/67, dated 15-7-1967].

Sl. No. 10

The question of carrying out further improvement in the procedure for sanction of pension has again been considered in the meeting on Simplification of Procedures held on the 15th April, 1969 and the following decisions were taken :-

(a) *Service records etc.*

(i) The Ministries/Divisions/ Departments should ensure that their administrative Sections open up the History Files and Service Books of all the officers and staff and keep them up-to-date and correctly.

(ii) Deleted.

(iii) The Audit Offices should compile History of Services regularly and keep them up-to-date.

[Authority. - Finance Division O.M. No. 4(8)-R-SII/63, dated 10-5-1969].

Sl. No. 11

No Demand Certificate. - Another cause of delay in settling pension cases is stated to be the "No-Demand Certificate" which is one of the documents to be furnished with the pension papers to the Audit Officer. It has been reported that it usually takes a very long time to furnish this document. It may be stated in this connection that departmental demands generally arise against an officer due to the advances taken by him for the purchase of conveyance, or for building a house, and also on account of his occupation of Government quarters. Occasionally, there are also cases in which the issue of "No-Demand Certificate" by the Department is held up because some recoveries are due from the applicant on account of defalcation, misappropriation or misuse of Government funds. In order to obviate delay in the issue of "No-Demand Certificate" due to the causes enumerated above, the following steps should be taken by the administrative authorities concerned: -

(i) The rules regarding the mortgaging of properties acquired, built or purchased out of Government advances should be strictly enforced;

(ii) The Departmental authorities, while commencing the preparation of the pension papers of a Government servant, should consult the records and see whether any recoveries are due from him on account of misuse of Government funds or losses caused to Government. If there are any such dues, early steps should be taken to complete the recoveries of the dues before the date of retirement. If any disciplinary action in this behalf has to be initiated, this should be done at once so that it may be possible to finalize the case and complete the recoveries before the date of retirement. In case such action has already been initiated, steps should be taken to finalize it as quickly as possible so that recoveries may be completed well in time ;

(iii) As soon as the Government servant applies for

retirement, his Office/Department should alert the Estate Office so that his rent account is brought up-to-date and the outstanding dues, if any, are realised before the date of retirement. The Rehabilitation and Works Division has already instructed the Estate Office that the "No-Demand Certificate" should be issued to a retired Government servant as soon as all dues up to the date of retirement have been realized. In case a retired Government servant is allowed to continue in occupation of Government quarter after the date of retirement, the Estate Office will in future ensure recovery of rent by obtaining personal sureties instead of withholding the "No-Demand Certificate".

[Authority. - Para 2 of Finance Division O.M.No.F.2(3)Reg.(S)/63-III, dated 5-6-1964].

Sl. No. 12

The pension rules do not authorise withholding of pension, if otherwise payable, due to non-issue of "No-Demand Certificates" in favour of a retired Government servant, and as a further step to eliminate delays in the payment of pension to retired Government servants or their families, the following further decisions have been taken : -

(i) Requests for furnishing "No-Demand Certificate" should be made to all concerned at least six months before the date of retirement of the Government servant. If any demand is outstanding against the officer, it must be intimated not later than 15 days after the date of retirement (which should be specified in the request for "No-Demand Certificate"). In case the demand is not intimated within the above time limit the pension should not be held up on that account and the department/ office which has failed to intimate an outstanding demand by the due date should be held responsible.

(ii) In respect of secured advances, such as house building and conveyance advances which are given against the security of the house or the conveyance etc., the retired Government servant should be requested to give his consent to any recoveries due from him being effected from the pension (gratuity payable to him). In case he fails to give such consent, appropriate legal action should be taken to effect the recoveries on the basis of the mortgage deeds executed by him at the time of drawing the advance.

(iii) No unsecured advances, such as advances of pay, travelling allowance, etc., should ordinarily be granted to any Government servant within six months of the date of his retirement. If any such advance or other Government dues are already outstanding, they should be recovered from his pay or leave salary for the six months' period up to the date of his retirement.

2. If, for special reasons, it becomes necessary to grant an advance of pay, travelling allowance, etc., to any Government servant within six months of his retirement, he should be required to furnish security of a permanent Government servant, who is not due to retire within one year, before the advance is paid to him.

[Authority. - Finance Division O.M.No.F.2(3)-Reg.(S)/63-V, dated 27-3-1965].

Sl. No. 13

It has come to the notice of Finance Division that payment of pension is being delayed in a number of cases due to the fact that retiring Government servant has not cleared Government dues outstanding against him.

2. Departmental demands generally arise against a Government servant due to the advances taken by him for the purchase of conveyance; for building a house or for the purpose of T.A. etc. In some cases, recoveries are due from retiring Government servants on account of defalcation, misappropriation or mis-use of Government funds.

3. It has been observed that failure to effect recovery of the dues outstanding on account of the secured advances such as house building and conveyance advances which are given against the security of the house or the conveyance, etc. is generally due to the non-observance of prescribed procedure laid down in the relevant rules for obtaining necessary loan agreements, mortgage deeds, etc. In the case of unsecured advances, such as advances of pay, travelling allowance and recoveries of the nature referred to above,

steps are not taken by the administrative authorities at the appropriate time for the recovery of the dues before the date of retirement.

4. With a view to eliminating delay in the disposal of pension cases on this account, and also to safeguarding Government interest in this behalf, it is requested that the following measures may please be invariably taken :-

(i) It should be ensured that all secured advances made to Government servants are properly and adequately secured with mortgage deeds, agreements, etc. as prescribed under the rules.

(ii) All the existing cases of grant of secured advances should be reviewed and steps taken to secure loan agreements, etc., from the official concerned, if this has not already been done.

(iii) It should be ensured that suitable steps are taken at the appropriate time so as to complete the recovery of other Government dues before the date of retirement.

(iv) Officials responsible for the grant of and recovery of advances and other outstanding dues should be warned that should, an advance or any other amount due from the Government servant be found to be irrecoverable due to the non-observance of prescribed procedure/rule and/or negligence, it will be liable to be recovered from those officials.

5. The above decision may also be circulated among the Heads of Departments/ Offices who should be made responsible for their proper implementation.

[Authority. - Finance Division O.M. No. F. 4(4)-RS/66, dated 29-9-1967].

Sl. No. 14

It has been decided with a view to further simplification of procedure that :-

* * * * *

(iii) The payment of pensions should not be held up for want of "No Demand Certificates". Pension may be sanctioned if the pensioner or his family (in the event of his death before retirement) agrees that the demand coming to notice *within a period of one year after the issue of the PPO may be recovered from the pension*. Failure to intimate recoveries even during this extended period should result in the amount involved being recovered from the official responsible for the delay.

[Authority. - Para 2 (iii) of Finance Division O.M.No.F.4(l)-RS/67, dated 17-4-1967].

Sl. No. 15

The decision contained in (Sl.No.14) could not be applied to Government servants who retired with less than 10 years' service and as such were entitled to a service gratuity only, as in their case once the gratuity was paid, it would not be possible to recover Government dues coming to light afterwards. The payment of such gratuity could, therefore, be made only after the "No Demand Certificates" have been issued by the authorities concerned. In order, however, to avoid hardship in such cases also it has been decided that applying the principle adopted in the case of pensioners, the payment of gratuity should not be withheld for more than one year after the date of retirement. The outstanding Government dues coming to light within this period may be recovered from the amount of gratuity which should be paid after one year of the date of retirement without insisting on the "No Demand Certificate" and the responsibility for Government dues, if any, coming to light thereafter should rest with the officials responsible for the delay.

[Authority. - Finance Division O.M. No. F. 4(l)-RS. II/68, dated 3-2-1968].

Sl. No. 16

Departments should check the personal records of the retiring Government servants one year before the expected date of his retirement to ascertain the outstanding dues against him so that such dues could come in time and recovery effected before the official actually retires.

[Authority. - Finance Division O.M.No.F.4(8)- RS-II/68,dated 10-5-1969].

Sl. No. 17

In sub para (iii) of para 2 of the Finance Division O.M. No. F. 4 (1)-RS/67, dated the 17th April, 1967, it was laid down that the payment of pension should not be held up merely for want of No Demand Certificate and that the pension might be sanctioned if the pensioner or his family (in the event of his death) agreed that the demand coming to notice within one year after the issue of the P.P.O. be recovered from the pension. With a view to improving the position still further all the Secretaries and Joint Secretaries-in-Charge of various Ministries/Divisions were issued further instructions by this Ministry under D.O. letter No. F. 4(8)-RS. II/68, dated the 16th May, 1970, in which it was, *inter alia* suggested that in a case where No Demand Certificate was not available the administrative authorities should obtain the undertaking referred to above, before submitting the pension case to the Audit Office.

2. According to the existing simplified procedure the administrative sanction to the grant of pension is to be accorded and the pension papers are required to be submitted to the Audit Office at least three months before the actual date of retirement. The above instructions, therefore, tend to give an impression that an undertaking for the recovery of outstanding Government dues from the pension/gratuity is required to be furnished by the Government servant before the actual date of retirement. The legal validity of such an undertaking has been reviewed and it has been held that any consent given by a person for recovery of outstanding Government dues from pension/gratuity before it has become payable is *ultra vires*

of the provisions of Section 12 of Pension Act, 1871 and would not, therefore, be valid. It has accordingly been decided that instead of obtaining undertaking in question before the actual date of retirement the cases in which No Demand Certificate is not available, P.P.O. may be issued by the Audit Officer concerned for payment at a treasury, subject to the production of an undertaking, at the time of the first payment of the pension/gratuity, by the pensioner, or his family (in the case of his death), to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recoverable from the pension.

3. These instructions may be considered to have superseded all the previous instructions issued in this behalf by this Ministry.

[Authority. - Finance Division O.M. No. F. 4(1)-RS/67, dated 13-8-1971].

Sl. No. 18

Under the existing orders contained in Finance Division O. M. No. F. 4(1)-RS/67, dated the 17th April, 1967 and No. F. 4(1)-RS/67, dated the 13th August, 1971, payment of pension is not to be held up for want of "No Demand Certificate". This is for strict compliance by all concerned. It is therefore, not necessary to enclose the "No-Demand Certificate" with the pension papers when they are not sent to the Audit Office. It has, however, come to notice that some time production of "No-Demand Certificate" is insisted upon before sanction of pension. The Head of the Department should, while initiating action of pension papers, simultaneously notify to the Estate Officer or other organizations which are likely to prefer a demand, to verify the position in respect of demand outstanding against the official concerned within a period of three months and to keep a close supervision of the current demands. The administrative department should also send the requisite certificate to the Audit Office 15 days before the date of issue of prescribed PPO. The administrative department should, however, obtain an undertaking

from the government servant concerned that the outstanding dues, if any, would be paid by him from his pension provided such demands were preferred within one year of date of retirement.

[*Authority.* - Para I(d) of Finance Division O.M. No.F.5(1) Reg. (6)/77, dated 24-2-1977 as amended *vide* Finance Division O.M.No.F.5(1)Reg.(6)/77, dated 11-5-1978].

Sl. No. 19

Recovery of Pension Contributions. - (i) Full particulars of the officers and staff proceeding on foreign service must be communicated promptly to the Audit Offices.

(ii) The Departments should ensure that recoveries of pension and leave salary contributions in respect of all officials who are on foreign service have been effected and accounted for by the Audit Officer.

(iii) Unless the official was himself liable to pay the pension contributions, the issue of his Pension Payment Order should not be held up for want of receipt of such contributions.

[*Authority.* - Finance Division O.M. No. F. 4(8)-RS.II/68, dated 10-5-1969].

Sl. No. 20

Lists of Officers due for retirement..... In consultation with the Comptroller and Auditor General, the President has been pleased to direct as follows :-

(i) The Heads of Departments (in the case of gazetted officers) and Heads of Offices (in the case of non-gazetted employees) should start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the Government servant concerned which, according to the existing rule, is to be submitted not earlier than six months before the date of retirement. For this purpose, all Divisions/Departments/ Offices should maintain a list showing the dates of retirement of all their officers/employees and this list should be reviewed quarterly. It should also be ensured that all the preliminary enquiries, filling of forms,

verification of qualifying service, etc., are completed by the time the officer submits the formal application six months before the date of retirement.

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[Authority. - Finance Division O.M. No. F. 2(3)-Reg.(S)/63-I, dated 4-6-1964].

Sl. No. 21

The Departments should maintain lists of employees of all categories who are due to retire in a calendar year.

[Authority. - Finance Division O.M. No. F. 4(8)RS-II/68, dated 10-5-1969].

Sl. No. 22

Nomination for death-cum-retirement gratuity, pension, pay and allowances. - The existing nominations obtainable in Forms A&B from the government servants under sub-para 2&3 of Rule 2 under Section I - 'Gratuity' below Annexure to Pension-cum-Gratuity Scheme, 1954, do not provide for pension (including family pension) and pay and allowances which at times result in the delay in the finalization of pension cases. It has, therefore, been decided that the government servants may submit the nominations in the revised forms 'A' & 'B' specimen of which are enclosed. Ministries/ Divisions, etc., are requested that this may be brought to the notice of every government servant and the nominations obtained in the revised forms. The nominations in the prescribed forms may be communicated to the Audit Officer concerned in case of gazetted officers and to the head of office concerned in case of non-gazetted employees.

[Authority. - Finance Division O.M. No. F. 6(l)-Reg.(6)/80, dated 3-5-1980].

FORM "A"

**NOMINATION FOR DEATH-CUM-RETIREMENT
GRATUITY/PENSION/PAY AND ALLOWANCES**

(WHEN THE GOVERNMENT SERVANT HAS A FAMILY
AND WISHES TO NOMINATE ONE MEMBER THEREOF).

I, hereby, nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity and the pension that may be sanctioned by the government and arrears of my pay and allowances due to me, in the event of my death while in service and the right to receive gratuity, pension and pay and allowances on my death which having become admissible to me on retirement may remain unpaid at my death.

Name and address of the nominee	Relationship with the Government Servant	Age	Contingencies on the happening of which the nomination shall become invalid	Name and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Government Servant.
1	2	3	4	5

Dated this.....day of

.....19

at

Witnesses to signature

Signature of Govt. servant.

1.

2.

_____ **To be filled in by
the Head of Office in the case of non-gazetted Govt. servants.**

Nomination by
Designation
Office
Signature of Head of Office
Designation
Date.....

Caution.- This nomination can be cancelled at any time by sending a notice in writing to the appropriate authority alongwith a fresh nomination.

FORM "B"

**NOMINATION FOR DEATH-CUM-RETIREMENT
GRATUITY/PENSION/PAY AND ALLOWANCES**

**(WHEN THE GOVERNMENT SERVANT HAS A FAMILY
AND WISHES TO NOMINATE MORE THAN ONE
MEMBER THEREOF)**

I, hereby, nominate the persons mentioned below who are members of my family and confer on them the right to receive to the extent specified below any gratuity and the pension that may be sanctioned by the government, and arrears of my pay and allowances due to me, in the event of my death while in service and the right to receive gratuity, pension and pay and allowances on my death which having become admissible to me on retirement may remain unpaid at my death.

Name(s) and address(es) of the nominee(s)	Relationship with the Government Servant	Age	Amount of or share of pension gratuity and pay and allowances payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Government Servant.
1	2	3	4	5	6

N.B.- The Government servant should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated thisday of19
at.....

Witnesses to signature Signature of Govt. servant.

1.
2.

Note.- This column should be filled in so as to cover the whole amount of the pension, gratuity and pay and allowances.

[To be filled in by the Head of Office in the case of non-gazetted Govt. servants.]

Nomination by Signature of Head of Office.....
Designation Designation
Office..... Dated

Caution.- This nomination can be cancelled at any time by sending a notice in writing to the appropriate authority alongwith a fresh nomination.

Sl. No. 23

Measures to check delay in the disposal of pension cases.-
With a view to ensuring speedy disposal of pension cases it is requested that the following action may kindly be taken :-

- (i) The administrative authorities under your control should be called upon to take necessary action as required on their part in accordance with the simplified procedure introduced in this Ministry's Office Memoranda dated the 4th June, 1964 (Sl. No. 8), 5th June, 1964 (Sl.No. 11). The Heads of Departments concerned may also be requested to send a compliance report to this Ministry within

two months. This report should, *inter alia*, state whether -

- (a) Service Books in respect of non-gazetted staff have been brought up-to-date. The Heads of Offices should be required to give certificates to this effect by the *30th of June, 1967, at the latest,
- (b) "History Files" of all gazetted officers have been opened and brought up-to-date, and
- (c) pension cases of all employees of the Department who have since retired or are due for retirement within the next three months have been sent to the Audit Office.
- (ii) One Section Officer or Assistant (depending on the

volume of work) may be employed exclusively on pension work. This person should be required to make himself conversant with pension procedure and the method of preparation of pension papers. He should also be made responsible for maintaining lists of employees of all categories who may be due for retirement in a particular calendar year and for initiating timely action for preparation of their pension papers. The Assistant (where the work does not justify a Section Officer) should be provided as an additional hand in the Section.

[Authority.- Paras(i)&(ii)of Finance Division d.o. letter No.F.4(1)-R(S)II/67, dated 28-3-1967].

*Extended upto 31-8-1967, *vide* Finance Division O.M.No.D.567 Reg.Spl.(II)/67, dated 15-7-1967.