

## FORM OF APPLICATION FOR SERVICE PENSION/FAMILY PENSION/RETIREMENT GRAUITY/SERVICE GRATUITY/COMMUTATION

*(to be furnished in duplicate)*

Empid 0619231

partI Descriptive Rolls Nomination part IIA part IIB part IIC Coverletter

### **partI-Information to be furnished by the Government servant/Applicant**

1.Name of the Govt servant & empid	V BHARATHI GHANTASALA / 0619231
b) Post held	HeadMaster Secondary
c).Date of Birth	HM ZPHS THIMMAPURAM
d).Date of Retirement	14-12-1963
e).Gender	31-12-2023
2.(a). 2Name of Applicant (in case of death in service)	Female
3. Present Address	Does Not arise
4. Permanent Address	
5. (% of Commutation)	40 %
6.a) Name of pension Disbursing authority	
b) Name of paying Bank from where the pension payment is desired by the pensioner/family pensioner/Gratuitant (Name of Nationalised banks & A/c no)	10535134726
7.GPF account number	20293-ZP
8.PAN Card number	ACKPG6000G
9.Aadhar Card number	639661658973
10.Mobile No	
11.Email Id	
12.Age of Retirement(by considering next birth date after retirement in years for commutation)	61

### LIST OF FAMILY MEMBERS AS PER RECORDED IN SR

(a)	(b)	(c)	(d)	Marital/Employment status of the children of the applicant/deceased Government servant			
Name of family member	Date of birth yyyy-mm-dd	Relation with Government	Gender	married or unmarried	Wheather employed or	Mental Fitness	Nominee/ dependent

		servant		(date of marriage if married)	not? give details of employment		
		<input type="text" value="select"/>	<input type="text" value="Select"/>	<input type="text" value="select"/>	<input type="text" value="Select"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO	<input type="text" value="dependent"/>
<input type="button" value="addAmember"/>							

LIST OF FAMILY MEMBERS AS PER RECORDED IN SR								
Name	type	Date of birth	Relation ship	Gender	Marital status	Date of marriage	employment status	Mental Fitness

### INSTRUCTIONS

- 1.The Government servant is instructed to fill up the proforma very carefully as the data furnished, is vital for sanction of family pension. He/she may note that alterations of the data furnished at a later date are not permissible.
- 2.The 'family' for the purpose mean 'wife' or 'husband' (as the case may be), 'sons' and 'Unmarried daughters' as laid down in rule 50(12), (for Family pensions) and Rule 46(5), (for Gratuity) of A.P. Revised pension Rules, 1980.
3. In case of death While in service of the Government Servant, the answer 'Married' for the daughter/ Daughters Will be understood that the Daughter/ the Daughters is/ are already married as on the date of death of the Government servant.

### DECLARATION

1. Undertake to refund the amount of Pension, Gratuity and Commutation, if it is found subsequently to be in excess of the amount to which I was entitled under the rules.
2. I solemnly affirm that the particulars given by me in Part-I at item 11 are correct and true to the best of my knowledge. If found false in future, I am liable for suitable action as may be taken by the Government.
3. The particulars given above are correct and true to the best of my knowledge. If found false in future I may be liable for any action that may be taken by the Government.

Place: \_\_\_\_\_

Signature of the Government  
Servant/Applicant  
(V BHARATHI GHANTASALA)

Date : \_\_\_\_\_

Enter DDO CODE for First level officer : 06030308008 HM ZPHS THIMMAPURAM

**ANNEXURE-I****DESCRIPTIVE ROLLS****A).SPACE FOR PHOTOGRAPHS**

Service Pensioner/Family Pensioner/Guardian of minor or Handicapped Child.

Joint Photo of service Pensioner Gratuitant / with family pension beneficiary/ Guardian with Minor or Handicapped Child

**B).SPECIMEN SIGNATURE OF**

Service Pensioner:

Specimen signature of Sri/ Smt/ Kum: \_\_\_\_\_

Son/Wife/Daughter Of V BHARATHI .GHANTASALA

1).

2).

3).

**C.PERSONAL IDENTIFICATION MARKS OF :**

Service Pensioner V BHARATHI .GHANTASALA

1).

2).

3).

**D.LEFT HAND THUMB AND FINGER IMPRESSIONS OF SERVICE PENSIONER/FAMILY PENSIONER/GRATUITANT/GUARDIAN OF MINOR OR HANDICAPPED CHILD**

**(To be given by the illiterate or those unable to sign and for those it is optional)**

Details	Thumb finger	Fore finger	Middle finger	Ring finger	Little finger
Service Pensioner					
Family Pensioner					
Gratuitant					
Guardian or Minor/ Handicapped Child					

Place :

Attested By

Date :

Signature

Office Seal  
(Attestation has to be done  
by a Gazetted Officer of A.P  
State Govt in Service)

Name

Designation

NOTE: 3 copies will be forwarded to Accountant General/Local fund Audit Officer by Pension sanctioning authority and (1) will be retained by the pension sanctioning authority.

0619231

## ANNEXURE-II

### NOMINATION

The Government Servant may use separate forms,if he wishes to make different nominations for each type of payment mentioned below

I hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive Life Time Arrears of Pension, Retirement Gratuity that may be sanctioned by Government, in the event of my death while in service and right to receive on my death Life Time Arrears of Pension, Retirement Gratuity, commuted value of pension, Death Relief which having become admissible to me on retirement which may remain unpaid at my death.

#### PERSON WISE NOMINATION DETAILS

Employeeid	Name and address of Nominees	Relation with Govt servant	Age	Amount of share payable to each in Col.(1)	Contingencies on the happening of which the nomination shall become invalid	Name and address relationship and age of the alternative nominees(S) to whom the right conferred on the nominees(s) in Col.(1) shall	Amount or share payable to each in Col.(6)
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This nomination supersedes the nomination made by me earlier \_\_\_\_\_

N.B: The Government servant shall draw lines across the blank space below the last entry to prevent the insertions of any name after he/she has signed

1. Signature, name & address

2. Signature, name & address

Signature of  
Govt Servant:

Name :

Designation:

Office:

Signature of  
HOA/HOD :

Date :

Name & Designation:

Office Seal:

#### NOTE :

1. The Govt servant who has family may nominate one member or more than one member of the family as defined in Rule 46(5) of A.P.RPS 1980.
2. The Govt servant who has no family may nominate a person/persons/a body of individuals whether incorporated or not
3. The Govt servant may note that the nomination with signature of two witnesses shall only have the legal validity of a WILL.
4. The nomination form is to be submitted by the employees in triplicate, one for use of the Pension Sanctioning Authority and two copies to be forwarded to the Accountant General/Local Fund Audit Officer.
5. For the purpose of Rules 46, 47, 48 and 49 of RPS 1980, family in relation to a Govt servant means:
  - i). Wife or Wives in case of a Male Govt Servant.
  - ii). Husband, in the case of a female Govt Servant .
  - iii). Sons including step sons, posthumous sons and adopted sons (whose personal law permits such adaptation) .
  - iv). Unmarried daughters including step daughters, posthumous daughters and adopted daughters (whose personal law permits such adaptation) .
  - v). Widowed daughters including step daughters and adopted daughters .
  - vi). Father including adoptive parents in case of individuals whose personal law permits.
  - vii). Mother adoption.
  - viii). Brother below the age of 18 years including step brother.
  - ix). Unmarried sisters and widowed sisters including step sisters.
  - vii). Married daughters, and.

vii).Children of a pre-deceased son.

Print

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(to be furnished in duplicate)

Empid 0619231

part I Descriptive Rolls Nomination part IIA part IIB part IIC Coverletter

## TO BE FILLED IN BY HEAD OF THE OFFICE

1. Application for pension /gratuity etc.,in part-1 received on .....  
(Date to be recorded).
2. Certified that the person/persons mentioned by the Government Servent/  
Applicant in item 7 of part-1 is /are legally entitled to receive the pension/  
share in Gratuity.
3. Guardianship certificate:(to be filled in wherever necessary)  
This is to certify that the following minors of deceased Government Servant  
Late Sri/Smt.....is/are under guardianship of  
Sri/Smt.....

sno	Name	Date of Birth
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**Place:**

**Date:**

*Signature of the  
Head of the Office*

*Office Seal*

partII(A) page1 ....

### partII(A)-Information to be filled by the Pension Sanctioning Authority

1. Name of the Govt servant and Post held	V BHARATHI GHANTASALA/HeadMast
2.Father's/Husband's Name	RAMANADA SARMA
3. Name of Applicant(in case of death in service)	Does Not arise
4.Date of birth of govt servant	14-12-1963 dd-mm-yyyy
5.Date of entering into service	29-09-1985 dd-mm-yyyy
6.Date of retirement/death	date of Retirement: 31-12-2023 dd-mm-yyyy
7. Designation and office from which the government servant retires/retired/died	
8. The rule applicable	<input type="radio"/> Rule 33 Superannuation pension(Rule 42) <input type="radio"/> Rule 34 Retiring Pension(Rule 43/44) <input type="radio"/> Rule 35 Pension on absorption under

a) The relevant rule under the AP Revised Pension Rules.1980 applicable	a corption <input type="radio"/> Rule 37 invalid pension <input type="radio"/> Rule 38 Compensation Pension <input type="radio"/> Rule 39 Compulsary Retirement Pension <input type="radio"/> Rule 40 Compassionate Allowance <input type="radio"/> Rule 43 Retirement on completion of 20 years of qualifying service <input type="radio"/> Rule 44 Retireing on complrtion of 33 years <hr/> <input type="checkbox"/> Rule 46 retirement Gratuity <input type="checkbox"/> Rule 50 Family Pension
8.b) wheather ANTICIPATORY PENSION is being sanctioned in terms of rule-51	<input type="radio"/> YES <input type="radio"/> NO
8.c) wheather PROVISIONAL PENSION is being sanctioned in terms of Rule 9(4) read with rule 52.	<input type="radio"/> YES <input type="radio"/> NO
9.Total Service(6-5)	Years <input type="text" value="38"/> Months <input type="text" value="3"/> Days <input type="text" value="2"/>
10. Periods of non -qialifying service	
10.a)E.O.L(Excess of 3 Years)	Years <input type="text"/> Months <input type="text"/> Days <input type="text"/>
10.b) Suspension period	Years <input type="text"/> Months <input type="text"/> Days <input type="text"/>
10.c) Dies-non	Years <input type="text"/> Months <input type="text"/> Days <input type="text"/>
10.d)Boy-service	Years <input type="text"/> Months <input type="text"/> Days <input type="text"/>
10.e)Any other service not qualifying for pension	Years <input type="text"/> Months <input type="text"/> Days <input type="text"/>
Total non-qualifying service(a to e)	Years <input type="text" value="0"/> Months <input type="text" value="0"/> Days <input type="text" value="0"/>



**partII(B) SANCTION OF PENSION**

a) certificate of competency to accord sanction(applicable in case of sanction of pension to non-gezzetted officers including Class-IV employees)

i)Iam declared by held of the Department to be Head of an office to accord sanction in case under the powers delegated vide G.O.Ms.No.262,Finance & planning(FW-PSC)Department dated 23-11-1998.

OR

ii)Iam next Gazzetted Authority in the heirachy to the haed of the office in case who is a non-gazetted officer and hence, Iam competed to accord sanctionunder the powers delgated vide G.O.Ms.No.262,Finance & planning(FW-PSC)Department dated 23-11-1998.

**b) sanction Order:**

Pensinary benefits including commutation found admisable under the rules may be authorised.it is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending/contemplated against retiring/retired government servent to whom Iam authority for sanction of pension.

**Name of the beneficiary**

i) Service pension	<input type="text"/>	per month
ii) Retiring gratuity	<input type="text"/>	lumsun
iii) Recovery Amount	<input type="text" value="0"/>	
iv) with held amount	<input type="text"/>	
v) Commutation of pension	<input type="text"/>	%
Vi) Family Pension		
a) Enhanced Family Pension	<input type="text"/>	per month
b) Normal Family Pension	<input type="text"/>	per month

Office seal

Signature and Designation of  
Pension Sanctioning Authority  
Date

**Note1:** this is to be prepared in duplicate by the pension sanctioning Authority.one for the record of pension Sanctioning Authority and the other one top b sent to Accountant Genaral/Local Fund Audit Officer.

**Note2:** The Pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by Government serveral/Applicant in part-I

**Note3:** if the pensinary benifits are not to be released part-II(B)(b) shall be struck off.

**Note4:** If there is any likelihood of delay,Anticipatory Pension/Anticipatory Gratuity as per Rule 51 of A.P. Revised pension Rules 1980 shall be drawn and paid by the Head of office to the beneficiary without any delay

**Note5:** Head of Departments are those listed in Appendix-I mentioned in Articale 6 of A.P. Finanial Code Volume-I/Subsidiary Rule 32(ii) of FR 9.

**NOTE:Please click PART11A FINAL SUBMIT after take print click printing IIB to print application**

[back](#)

## PPORTIONMENT OF PENSION LIABILITY BETWEEN ANDHRA PRADESH AND TELANGANA STATES BY PAG(A&E)/DAO

1.Employee Id				0619231			
2.Employee name				V BHARATHI GHANTASALA			
3.Employee Post held				HeadMaster Secondary			
4.Date of entry in ti service				1985-09-29			
5.Date of retirement				2023-12-31			
6.Total service							
7.Total Service in composite AP up to appointed date							
8.Total Service in Telangana/ Residuary AP after appointed date							
9.LIST OF SERVICE PARTICULARS							
Empcode	From date	To date	Period in (YY-MM-DD)	Office where worked	District	Service details volume/ page no(Ex:123/45)	Name of state
0619231	1986-09-29	1986-11-25	-4-0-0	ZPHS POTHAVARAM	GUNTUR DIST	3 /1	CompositeAP
10.Destination DDOCODE:							
<input type="button" value="print"/>							

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**Name of the beneficiary**

i) Service pension	<input type="text"/>	per month
ii) Retiring gratuity	<input type="text"/>	lumsun
iii) Recovery Amount	<input type="text" value="0"/>	
iv) with held amount	<input type="text"/>	
v) Commutation of pension	<input type="text"/>	%
Vi) Family Pension		
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Signature and Designation of  
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Date

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[back](#)

**GOVERNMENT OF ANDHRA PRADESH**  
**TREASURES AND ACCOUNTS DEPARTMENT**

FROM

TO

Letter Num :

Sir,

Sub :

Public services- Pensions-Forwarding of Pension proposals in r/o Sri/Smt. GHANTASALAV BHARATHI , who is going to be retire/retired on 2023-12-31 - for issue of verification report and authorization of pensionary benefits-Req-Reg

**Ref:** 1) G.O.Ms.NO.263 Fin &Plg(FW PSC) Dept.Dt.23-11-1998.  
 2). DTA office order NO.B3/13974/2004-05 Dt.05-08-2005.  
 3) AG,AP,hyderabad Lr.No.PAG(A&E)/AP/P5/I/M-1734/SP916/2014-03-/243 Dt.17-04-2014

In terms of G.O.(1) cited and as per the orders delegated through the reference Second(2) cited I forward herewith the following service pension papers in respect to Sri/Smt.GHANTASALAV BHARATHI , who is going to retired on 2023-12-31 for verification and authorization of the pensionary benefits as foundadmissible.Further, it is informed that the pension proposal of the applicant was also verified and issued verification report vide reference Third(3) cuted i.e.prior of 02-06-2014.

1. Form of application for pension,Gratuity and Commutation in Part-1
2. Part-II(A) calculation of pension/ Gratuity
3. Part-II(B) sanction of pension by pension sanction authority.
4. Descriptive rolls in Annexure-I.
5. Nomination in Annexure-II.
6. Service register of the Pensioner in (Bound) volumes.
7. Last Pay Certificate (provisional or Final).
8. Passport size photos&Identification marks.
9. No Dues certificate.
10. Proformae-I,II&III.

I request that necessary verification order may kindly be issued and authorise the pensionary benefits as found admissible under the A.P.Revised pension Rules,1980 dully communicating copies of the PPO/GPO/CVP to this office under intimation to the concerned retired officer.

The service Register and the pension papers may please be acknowledged.

Encl:

- 1.SR volumes(bound) :
- 2.PPs in sets :

Yours faithfully

Signatutre of compitent  
 authority with seal.

