

**ANTICIPATORY PENSION AND GRATUITY CERTIFICATE**

*(To be obtained)*

THIS IS TO CERTIFY that no Anticipatory Pension and Gratuity has been sanctioned or paid to  
Sri/Smt. .... S/o W/o D/o .....  
w.e.f. ....

THIS IS TO CERTIFY that Anticipatory Pension has been paid to Sri/Smt.....  
S/o W/o D/o..... at Rs.....  
Plus..... DA Rs. .... P.M from ..... to .....  
Total Rs. ....

THIS IS TO CERTIFY that anticipatory gratuity of Rs .....(Rupees .....  
.....only) also paid to Sri/Smt. ....  
on .....

Counter Signed

Place:

SIGNATURE OF HEAD OFFICER

Date :

(OFFICE SEAL)

P.A.O./D.T.O.

**CERTIFICATE**

**(As per G.O.Ms.No.47, dated 12-02-1960)**

- a) I hereby declare that I am already in receipt of pension of Rs.....and D.A. ....  
and I am drawing the pension through P.P.O. No. .... from  
.....the.....Branch.
- b) I hereby declare that I am not in receipt of any other pension or D.A. etc. from any Government Treasury.

SIGNATURE/LTI  
OF PENSIONER

Signature and Designation of  
Gazetted Officer with Office Seal

Please stroke out whichever is not applicable

# FIRST PENSION CERTIFICATE

(To be Produced by the Pensioners)

Certified that the following are the particulars as required as per G.O.Ms.Mo:787 , Finance (PEN.I) Department, dated 13-09-2002 in respect of Sri/Smt ..... Service Pensioner /Family Pensioner and also certify that the fact has since been recorded in the relevant records of this office duty authentication.

1.Name of the Pensioners :

2.Designation :

3.Date of Retirement /Death :

4.Date of commencement of service

Pension/ Family Pension :

5.Name of family pensioner :

6. Whether anticipatory gratuity paid? :

7. If paid

a) Sanction order and date :

b)By whom sanctioned :

c)Amount Paid :

8.Whether any anticipatory Pension paid :

9.If paid.

a) Date :

b)By whom sanctioned :

(Date of anticipatory Pension paid PM) :

Total Rs.\_\_\_\_\_separate sheet Enclosed.

Drawing and Disbursing Officer

Specimen Signature of Pensioner

1.

2.

//Attested//

Counter Signed by ATO/STO

Drawing and Disbursing Officer



**DECLARATIONS TO BE SUBMITTED BY THE PENSIONERS AT THE TIME  
OF FIRST PAYMENT OF PENSION**

**APPENDIX - II :: ANNEXURE - I**

(As per para 4.1 of G.O Ms.No: 213, Finance Dept, dated: 19-12-1997)

To  
The Asst/Sub. Treasury Officer,  
Divisional Sub Treasury Office,  
\_\_\_\_\_

Station : \_\_\_\_\_

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

Sir,

**Sub:- Payment of Pensions through Bank - Requested - Regarding  
Ref:- G.O.Ms.NO:213, Finance & plg(FW:PSC) Dept. dated:19-12-1997**

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As per the provisions contained in the G.O. cited, the scheme of payment of pensions through banks, I request you to credit the amount of my pension through the notified Bank. I have given the following details along with my passport size photo.

1. Name of the Service / Family Pensioner (in capital) : \_\_\_\_\_
2. Pension Payment Order No : \_\_\_\_\_
3. P.P.O ID No. : \_\_\_\_\_
4. Name of the Bank Branch : \_\_\_\_\_
5. Saving Bank Account No : \_\_\_\_\_
6. Amount of monthly pension : 

PENSION:	CVP:	Red.Pension :
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7. L.T.A. & F.P. Nominee Name : \_\_\_\_\_
8. Permanent Postal Address : 

Cell No. \_\_\_\_\_

- \* I agree to the conditions regarding giving annual verification certificates as prescribed in the rules.
- \* I here by declare that I and my heirs and successors accept the liability of making good to Govt, over payments if any made to me under the scheme.
- \* I also agree to undertake that any amount of excess/wrong payment of pension credited to my above savings Bank may be recovered or withdrawn from the said Savings Bank by the said Bank

Yours faithfully

Signature of the Pensioner/ Family pensioner



## DECLARATIONS

(As per G.O.Ms.No.213, Finance Dept., Dt:19-12-1997)

Photo graph of the  
pensioner / FR

- 1) I declare that I have accepted/not accepted employment / re – employment in any Govt. Sector / Private Sector.
- 2) I declare that I am not in receipt of any other pension either state Pension or Central Pension.
- 3) I here by declare that I am not married / I have not been re-married and I undertake to report such an event promptly to the Treasury. (only for Family pensions).
- 4) The information furnished above is correct and it is found false at a later date, I am liable for Criminal Prosecution for deceiving the Government.

ADHAR NO.	
PAN NO.	
HRMS EMP ID	

(Signature of the Pensioner)

Attestation of the Notary Public  
or  
Head of the Office with Seal & Name

NAME : .....

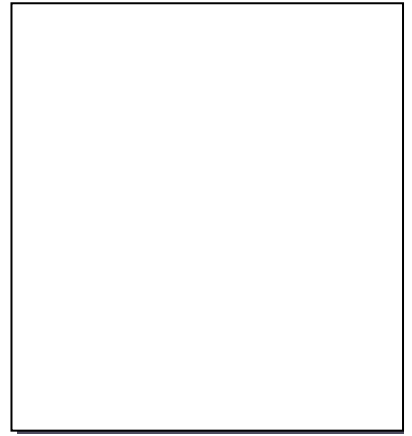
PPO I.D.NO : .....



## ***Family Pensioner's Descriptive Rolls***

### **A) Photograph of the family Pensioner**

**N.B. (1)** Attestation of a Gazetted Officer should be done across the photo.



### **B) SPECIMEN SIGNATURES :-**

1	2	3

### **C) PERSONAL IDENTIFICATION MARKS : 1)**

**2)**

### **D) LEFT HAND FINGER IMPRESSIONS OF THE FAMILY PENSIONER (ONLY IN CASE OF ILLITERATES OR UNABLE TO SIGN)**

Little Finger	Ring Finger	Middle Finger	Fore Finger	thumb

Certificated that the above photograph, Specimen Signatures etc, are those of .....

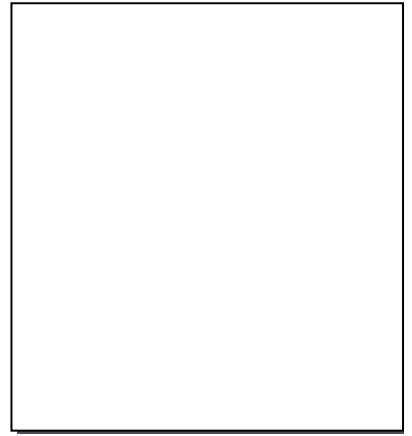
Worked in the Office of the O/o .....

Signature of Gazetted Officer  
name and Designation

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