

# **PENSION FORM-F**

**[See Executive Instruction Para 5(1)]**

(To be Filled in by the Head of Office for sanction of Pensionary benefits)

## **PART-I**

1. Verification of information details given by the retiring Government/ Aided /ULB Servants in Pension Form-E	Verified the information given in Pension Form-E
2.Name of the Government/Aided/ULB employee(In BLOCK LETTERS)	
3.Total Period of Gross Service I. Period of Government Service II. Aided Period III. ULB Period	
4.Total Period of Non-Qualifying Service I. Extra-ordinary Leave not qualifying the Pension II. Period of Suspension not treated as qualifying service III. Any other period of service not qualifying for Pension	
5.Total Period of Net Qualifying Service (Gross Period of Service – Period of Non-Qualifying Service)	
6.Any other Service Rendered to be added to the Qualifying Service(to be specified by the PSA with Reference to the Service Book Entry)	
7.Total Period of Qualifying Service for determination of pension I. Period of Government Service II. Aided / ULB Period	
8.Date of Direct Payment with Govt. Lt No. and Date. (Only Entry Level)	
9. Date of Recognition / Approval of the Post with Govt. Lt No and Date.(Only Entry Level)[If Applicable]	
10.Date of receipt of first GIA with Govt. Lt No. and Date. (Only Entry Level)	
11.Date of Taken Over With Govt. Lt No. and Date (Only Entry Level)	
12.Certificate under Rule 12 of 1981 Rules	
13.Scale of Pay with Grade Pay/Level & Cell if any, at the time of Retirement	
14.Emoluments last drawn(Pay, Grade Pay or Personal Pay, if any, drawn as defined in Rule-2(e)(a)(b)of the OCS Pension Rules, 1992 read with Rule-48	
15.Amount of Pension Payable per month. I. Government Period II. Aided / ULB Period	

16. Amount of Gratuity Payable subjected to maximum limit. I. Government Period II. Aided / ULB Period	
17. Commuted Value of Pension (Subjected to maximum limit of 40% of Pension)	
18. Reduced Pension Receivable after Commutation	
19. Amount of Family pension payable I. Before attaining 65 years. II. After attaining 65 years.	
20. Recovery Details:- (If Applicable) a) Outstanding Advances:- I. House Building Advance / Special House Building Advance with Interest:- II. Motor Car Advance with Interest:- III. Motor Cycle Advance with Interest. b) Outstanding fees for occupation of Government Quarter. Over payment of pay and allowances including Leave Salary. c) Any other assessed dues payable to Government (Please indicate details)	
21. Total Outstanding Government Dues Recoverable	
22. Amount of Gratuity to be withheld for un-assessed dues.	
23. Net Gratuity Payable (Excluding recovery amount and the Withheld amount).	
24. Total amount of Pension to be commuted (Subject to Maximum of 40% of Pension).	
25. Age on next Birth Day.	
26. Total Amount of Commuted Value of Pension Payable in lieu of Commutation (Calculation to be made as per formula)	
27. Details of sanction of Provisional Pension if any with date and amount.	
28. Whether application for final withdrawal of GPF has been sent to COA, Odisha; (i) if yes, give the letter No. & date (ii) if no, give reasons	
29. Place of Payment (Name of Treasury / Special Treasury / Sub Treasury)	

Signature of the Head of Office with designation

**PART -II**  
**(For use by Pension Sanctioning Authority)**

Sanction is here by accorded in favour of Shri/Smt./Kumari.....

Name and Designation

In the Dept./Office.....for payment of Pensionary benefits as admissible under rules.

1	Pension	Commutation of Pension	Reduced Pension after Commutation	Total Commutation value of Pension	Total Retirement Gratuity	Family Pension in the event of death of the Pensioner.		Name of the eligible family Pensioner.
						After 65 Years	Before 65 years	

2 Information on sanction of Provisional Pension/Gratuity and Commutation Value of Pension.

Provisional Pensionary Benefits Sanctioned	Provisional Pension	Provisional Commutation value of Pension	Provisional Retirement Gratuity
Amount			
Sanction Order No.			
Date of Sanction			
Designation of the Sanctioning Authority			

The amount of outstanding Government dues and the amount to be withheld as suggested in Part-I of this form shall be taken into account before authorizing pensionary benefits to the Retired Government/Aided/ULB Servants by the Controller of Accounts, Odisha.

Signature of the Pension Sanctioning  
Authority and Designation.

**PART- III**  
**( ACCOUNT ENFACEMENT BY THE CONTROLLER OF ACCOUNTS,ODISHA )**

1	Name of Government/Aided/ULB Servant	
2	Class of Pension	
3	Gross Service Admitted	
4	Admitted non-qualifying service	
5	Admitted qualifying service	
6	Addition to qualifying service	
7	Admitted amount of pension/ service Gratuity	
8	Admitted amount of retirement gratuity	
9	Admitted amount of family pension (i)Before attaining 65 years (II)After attaining 65 years	
10	Amount of outstanding Government dues recovered from gratuity.	
11	Amount withheld from gratuity pending assessment of Government dues.	
12	Commutated value of Pension allowed to surrender	
13	Net Pension Payable after Commutation.	
14	Net Commuted Value of Pension Payable.:	
15	Date of commencement of Pension.	
16	Date of Commencement of Reduced Pension after Commutation:	
17	Head of account to which Pensionary benefits are debitable.	

**ACCOUNTS OFFICER**