

**GOVERNMENT OF TELANGANA**  
 [G.O.Ms.No.263 Fin & Plg. (FW.PSC) Dept., dt.23.11.98]  
**FORM OF APPLICATION FOR SERVICE PENSION/ FAMILY  
 PENSION/RETIREMENT GRATUITY/SERVICE GRATUITY/COMMUTATION**  
 (To be furnished in duplicate)

**Part I**

(Information to be furnished by the Government Servant / Applicant)  
 (The Pension Sanctioning Authority shall forward the application duly processed to the AG  
 (A&E) / LF Authority within a period of 30 days)

1.	(a)	Name of the Government servant		
	(b)	Post held		
2.	Name of the Applicant			
	(in case of death of government servant)			
3.	Permanent Address			
4.	Address after retirement			
5.	Commutation of Pension			
	(a)	Whether willing to commute 40% of monthly pension subject to AP Civil Pensions (Commutation) Rules, 1944	YES	/ NO
	(b)	If the answer is 'NO' specify the fraction less than *40%		
6.	(a)	Name of the Pension Disbursing Authority i.e., Treasury officer / Pension Payment Officer #		
	(b)	Name of the Paying Bank from where pension payment is desired by the pensioner / family pensioner / gratuitant	Name of the bank and Branch	SB Account No

*\*Note :- Consequent on the issue of orders in G.O.Ms.No.158 Fin & Plg (FW.Pen.I) Dept., dt. 16.9.99 enhancing the maximum pension that can be commuted upto 40% w.e.f. 1.4.99, this 1/3rd was to be changed as 40% at both the places.*

*[# Note: DTO / STO should be where the Govt. Servant has drawn his last pay and allowances]*

**7. List of family members**

(a)	(b)	(c)	(d)	Marital / Employment status of the children of the applicant / deceased Govt. Servant	
Sl. No.	Name of the family member	Date of Birth	Relationship with Government servant	Married /unmarried. Date of Marriage if married	Whether employed or not Give details of employment
1					
2					
3					
4					
5					
6					

**Instructions:**

1. The Government servant is instructed to fill up the pro-forma 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 is 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 Pension) and Rule 46(5) (for gratuity) of A.P. Revised Pension Rules 1980.
3. In case of death while in service of Government servant, the answer ‘Married’ in case of daughters will be understood that the daughter is already married as on the date of death of the Government servant.

**DECLARATION**

1. I 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 12 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 :

Date :

Signature of the  
Government Servant / Applicant

**To be filled in by the Head of the Office**

1. Applicant for pension / gratuity etc. in Part-I is received on \_\_\_\_\_ (Date to be recorded).
2. Certified that the person/persons mentioned by the Government servant/Applicant in item 7 of Part I 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 the deceased Government Servant Late Sri/Smt. \_\_\_\_\_ is/are under the guardianship of Sri/Smt. \_\_\_\_\_

Sl.No	Name	Date of Birth	Relationship
1.			
2.			
3.			
4.			

Place :

Date :

Signature of the  
Head of Office

Office Seal :

**Part-II (A) Information to be filled up by the Pension Sanctioning Authority**

1.	Name of the Government Servant			
	Post held			
2.	Father's name/Husband's name			
3.	Name of the Applicant (in case of death of Government servant)			
4.	Date of Birth of Government servant			
5.	Date of entering into service			
6.	Date of retirement / death			
7.	Designation and office from which the Government servant retires / retired / died			
<b>8. The rules applicable :</b>				
(a) The relevant Rule under the AP Revised Pension Rules, 1980 applicable (tick the Rule number(s) applicable and strikeout the rest)		Rule 33 Superannuation Pension (Rule 42)		
		Rule 34 Retiring Pension (Rule 43/44)		
		Rule 35 Pension absorption under a corporation		
		Corporation		
		Rule 37 Invalid Pension		
		Rule 38 Compensation Pension		
		Rule 39 Compulsory Retirement Pension		
		Rule 40 Compassionate Allowance		
		Rule 43 Retirement on completion of 20 years of qualifying service		
		Rule 44 Retirement on completion of 33 years of qualifying service		
		Rule 46 Retirement Gratuity		
		Rule 50 Family Pension		
(b) Whether ANTICIPATORY PENSION is being sanctioned in terms of Rule 51		YES / NO		
(c) Whether PROVISIONAL PENSION is being sanctioned in terms of Rule 9 (4) read with Rule 52		YES / NO		
(d) Any other rule applicable				
9.	Total service (6 - 5)	Y	M	D
10.	Periods of non-qualifying service	Y	M	D
	(a) E.O.L.	Y	M	D
	(b) Suspension period	Y	M	D
	(c) Dies - non	Y	M	D
	(d) Boy service	Y	M	D
	(e) Any other service not qualifying for pension	Y	M	D
	Total non-qualifying service (a to e)	Y	M	D
11.	Net qualifying service (11-12)	Y	M	D
12.	Weightage if any	Y	M	D
13.	Total qualifying service for calculation of pension (13 + 14)	Y	M	D
14.	Last pay drawn (Rule 31, 46(4), 50(12)(c) APRPRs, 1980 Para 4 of G.O.Ms.No.87, Fin & Plg (FW Pen I) Dept, dt. 25.5.98)			
15.	Calculation of service pension/Service Gratuity (Rule 45 of APRPRs 1980)*			
16.	Calculation of Retirement gratuity (Rule 46 of APRPRs, 1980)			

17 Calculation of Family Pension (a) Enhanced family pension (b) Normal family pension			
18 Period of Payment of Pension	As applicable to the case under consideration		
(a) Service Pension	From		till death
(b) Enhanced Family Pension	From	To	
(c) Normal Family Pension	From	To	
19 Government recoveries in respect of	Principal	Interest	Total
(a) House Building Advance			
(b) Motor Car/Cycle Advance			
(c) Marriage Advance			
(d) Advance Leave Salary			
(e) Advance Salary on Transfer			
(f) Dues on Account of Government quarters			
(g) Telephone/Trunk Call Charges			
(h) Festival Advance			
(i) Education Advance			
(j) Computer Advance			
(k) Other Government Dues			
Total			

*\*Note:- In view of the orders issued in G.O.Ms.No.235 Fin & Plg (FW.FR.-II) Dept., dt. 27.10.98, the benefit of increment falling due on the day following the date of retirement has to be taken as last pay drawn for pensionery benefits.*

20. LPC is enclosed/LPC will be sent after retirement

**(As per Cir.Memo.No.42/PSC/2012, Dt 17.02.2012 of Finance (PSC) Department)**

Certified that in the capacity of pension sanctioning authorities, that they have verified the services with reference to pay rolls, pay fixations, including the automatic advancement schemes, appointments/pay fixations from time to time till the date of retirement.

PENSION SANCTIONING AUTHORITY

## Part - II (B)

### Sanction of Pension

a. Certificate of competency to accord sanction (applicable in case of sanction of pension to non-gazetted officers including Class-IV employees):

(i) I am declared by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated modified orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dated 18-9-2000 and read with G.O.Ms.No.262 F&P (FW.PSC) Dept, dt 23-11-98.

OR

(ii) I am the next Gazetted Authority in the hierarchy to the Head of the office in this case who is a non-gazetted officer and hence, I am competent to accord sanction under the powers delegated modified orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dated 8-9-2000 and read with G.O.Ms.No.262 F&P (FW.PSC) Dept, dt 23-11-98.

*(Strike off whichever is not applicable)*

b. Sanction Order :

Pensionary benefits including commutation found admissible 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 servant to whom I am the authority for sanction of pension.

- (i) Service pension :
- (ii) Retiring gratuity :
- (iii) Commutation :
- (iv) Family pension :
- (a) Enhanced Family Pension :
- (b) Normal Family Pension :
- (v) Under Revised Pay Scales :

*Signature and Designation of  
Pension Sanctioning Authority  
Date :*

Office Seal :

**Note 1 :-** This is to be prepared in duplicate by the Pension Sanctioning Authority, one for the record of Pension Sanctioning Authority and the other one to be sent to Account General/Local Fund Audit Officer.

**Note 2 :-** The Pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by the government servant / Applicant in Part-I.

**Note 3 :-** If the Pensionary benefits are not to be released, Part-II-B shall be struck off.

**Note 4 :-** 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.

**Note 5 :-** Heads of Departments are those listed in Appendix -I mentioned in Article 6 of A.P. Financial Code Volume-I / Subsidiary Rule 32 (ii) of FR.9.

**ANNEXURE - I  
DESCRIPTIVE ROLLS**

Single Photo

Joint Photo

Service Pensioner/Family Pensioner/  
Gratuity/Guardian of Minor or  
Handicapped Child

Joint Photo of Service  
Pensioner with Family Pension  
beneficiary/Guardian with  
Minor or Handicapped Child.

*(Attestation has to be done across the Photos by a Gazetted Officer of A.P. Government in Service)*

**B. SPECIMEN SIGNATURE OF :**

(i) Service Pensioner :  
Specimen signature of Sri /Smt /Kum. \_\_\_\_\_  
Son/Wife/Daughter of \_\_\_\_\_

1.

2.

3.

(i) Family Pensioner/Gratuitant/Guardian of Minor or Handicapped  
Child :

Specimen Signature of Sri/Smt/Kum \_\_\_\_\_  
Wife/Husband/Son/Daughter/Guardian of \_\_\_\_\_

1.

2.

3.

**C. PERSONAL IDENTIFICATION MARKS OF:**

(i) Service Pensioner : Sri/Smt/Kum \_\_\_\_\_

1.

2.

(ii) Family Pensioner/Gratuitant/Guardian of Minor of Handicapped Child : Sri/Smt/Kum

\_\_\_\_\_

1.

2.

**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 others it is optional)*

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

Place  
Date  
Office Seal

Attested by  
Signature  
Name  
Designation

*(Attestation has to be done by a Gazetted Officer of Telangana State Govt. in Service).*

**Note 3 :-** 3 copies will be forwarded to Accountant General/Local Fund Audit Officer by Pension Sanctioning Authority and one will be retained by the Pension Sanctioning Authority.

**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.

Name address Of Nominee (s)	Relationship with Govt. Servant	Age	Amount or share payable to each in Col.1	Contingencies on the happening of which the nomination shall become invalid (Death need not be mentioned)	Name And address relation- ship and age of the alternative nominee(s) to whom the right conferred on the nominee(s) in Col.1 shall pass in the event of the nomination to him/her/ them becoming ineffective	Amount or share payable to each in Col.6
1	2	3	4	5	6	7

This nomination supersedes the nomination made by me earlier on \_\_\_\_\_

*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.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_ at \_\_\_\_\_

Witness :

1. Signature,  
Name and Address :

2. Signature,  
Name and Address :

Signature of the Government Servant  
Name:  
Designation / Office :

Countersigned  
Signature of Head of office / Department :  
Date:

Name and designation :  
Office Seal:



Note (1) :- The Government servant who has a family may nominate one member or more than one member of the family as defined in Rule 46(5) of A.P. Revised Pension Rules, 1980.

Note (2) :- The Government servant who has no family may nominate a person or persons, or a body of individuals whether incorporated or not.

Note (3) :- The Government servant may note that the nomination with signature of two witnesses shall only have the legal validity of a WILL.

Note (4) :- This nomination form is to be submitted by the employee in triplicate, one for use of the pension sanctioning authority and two copies to be forwarded to the Accountant General/Local Fund Audit Offices.

Note (5) :- For the purpose of Rules 46, 47, 48 and 49 of Revised Pension Rules 1980, family in relation to a Government servant means :-

- (i) Wife or wives in the case of a male Government servant.
- (ii) Husband, in the case of a female Government servant.
- (iii) Sons including steps sons, posthumous son, and adopted sons (whose personal law permits such adoption)
- (iv) Unmarried daughters including step daughters, posthumous daughters and adopted daughters. (Whose personal law permits such adoption)
- (v) Widowed daughters including step daughters and adopted daughters
- (vi) Father
- (vii) Mother
- (viii) Brothers below the age of 18 years including step brothers.
- (ix) Unmarried sisters and widowed sisters including step sisters.
- (x) Married daughters, and
- (xi) Children of a pre-deceased son.

(Including adoptive parents in the case of individuals whose personal law permits adoption)

**ANNEXURE - III  
BY REGISTERED POST**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Pension sanctioning Authority)*

To

The \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Disciplinary Authority /  
Appointing Authority / Head of the Department)*

Sir,

Sub : Pension-Sanction of Pension and Other Retiring Benefits in respect of  
Sri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_ Regarding.

\*\*\*

I am to inform you that the Pension/Family Pension application from Sri/Smt. \_\_\_\_\_ retired/retiring on \_\_\_\_\_ as \_\_\_\_\_ was forwarded to AGAP/LFA on \_\_\_\_\_. As per the records held by me no disciplinary /judicial proceedings are pending /contemplated against the above retiring/retired Government employee. I request you to verify whether any such case is pending against the above employee which entails withholding or withdrawing pension or part of pension permanently or for specified period as laid down under Rule 9 of RPRs.1980. If so the AG (A&E) / Dy. Accountant General (Pension), o/o A.G.(A & E) Telangana, Hyderabad / Local Fund Officer may be intimated accordingly by name either by Registered post or through a special messenger within one month from the date of issue of this letter for withholding pensionary benefits as contemplated in Govt. Memo.No.33764-A/55/PSC/93, Finance & Planning (FW-PSC) Department, dt. 15-10-1993 and reiterated in Government memo no. 37254/361/A2/Pen-I/98, Finance & Planning (FW. Pen.I) Department, dated 4-7-1998. Copies of such orders shall also be sent to the concerned Treasury Officers/PPO for withholding the pensionary benefits. In this connection the instructions issued in Para 2, Part-II (B) of G.O.Ms.No.263, Finance & Planning (FW-PSC) Department, dt 23-11-1998 may be scrupulously followed.

Station :

Date :

Yours Sincerely

(PENSION SANCTIONING AUTHORITY)

## **\*Annexure A and C**

In addition to the documents prescribed to the pension/family pension proposals in the G.O.Ms.No.263, Fin & Plg (FW.PSC) Department, dt.23-11-1998 the following documents are also the furnished

- a) Four copies of the photograph of pensioner duly attested by the competent Department Authority with their names written on the photograph.
- b) To paste one duly attested copy of photograph on the application form itself.
- c) (3) copies of the marks of identification. [Cir.Memo.No.13910/90/A1/PSC/04, dt.21-06-2004]

**PART-II(C)**

**APORTIONMENT OF PENSION LIABILITY BETWEEN ANDHRA PRADESH AND TELANGANA  
BY AG (A&E) / DAO**

01. Name of the Employee (Pensioner) :  
02. Designation :  
03. Date of entry into Service :  
04. Date of Retirement :  
05. Total length of Service :  
06. Service Particulars :

**Particulars of Service**

Sl. No	From Date	To date	Period of Service			Office where worked	District	Service Register entry Details		Name of the State (Composite Andhra Pradesh / Residuary Andhra Pradesh /Telangana state)
			Year	Month	Day					

7. Service in Composite Andhra Pradesh up to appointed date:

8. Service in Telangana / Residuary Andhra Pradesh after appointed date  
(Strike out whichever is not applicable) :

Signature of the Head of Office/  
Pension Sanctioning Authority