



Application for Pension, Family pension/Gratuity on account of retirement from the University Services

[See Rules 59 (1) (c) and 61 (1) of the CCS (Pension) Rules, 1972]

Particulars to be obtained by the Head of Office from the retiring University employee before the date of his/her retirement

1.	Name	
2.	(a) Date of Birth	
	(b) Date of Retirement	
3.	Two specimen signature (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.	
4.	Three copies of passport size joint ³ photograph with wife or husband (To be attested by the Head of Office)	
5.	Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government Servant.	
6.	Present address Pin..... Tel. No..... Mob. No..... E-mail.....
7.	Address after retirement Pin..... Tel. No..... Mob. No..... E-mail.....
8.	Name of the Branch of nationalized/Public Sector Bank with complete postal address through which the pension is to be drawn	
9.	Details of the family in Form 3	
10.	Indicate whether family pension is admissible from any other source- Military or State Govt. and/or a Public Sector Undertaking/Autonomous Body/Local Fund under the Central or a State Govt.	

Place:.....
Dated:.....

Signature of the Employee
Designation
Deptt./Office

- Two slips each bearing the left hand thumb and finger impression duly attested may be furnished by a person who is not literate to sign his name. If such a University employee on account of physical disability is unable to give left hand thumb and finger impressions, he may give thumb and finger impressions of the right hand. Where a University employee has lost both the hands, he may give his toe impression. Impressions should be duly attested by a Gazetted Govt. Servant.
- Two copies of the passport size photograph of self only need to be furnished if the University employee is governed by Rule 54 of the Central Civil Services (Pension) Rules, 1972 in so far as these are applicable to the University employee and is unmarried or a Widower or Widow.
- Where it is not possible for a Govt. Servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office.
- Specify a few conspicuous marks, not less than two, if possible.

- 5. Any, subsequent change of address should be notified to the Head of Office.
- 6. Applicable only where Rule-54 of the Central Civil Services (Pension) Rules, 1972 in so far as these are applicable to the

SLIP SHOWING SPECIMEN SIGNATURE(S)

(See Sr. No. 3 of form 5)

- Name of Retiring University employee :
- Designation :
- Date of Superannuation :
- Two Specimen Signatures :

Signature of attesting authority
Rubber Stamp

SLIP SHOWING SPECIMEN SIGNATURE(S)

(See Sr. No. 3 of form 5)

- Name of Retiring University employee :
- Designation :
- Date of Superannuation :
- Two Specimen Signature :

Signature of attesting authority
Rubber Stamp

SLIP SHOWING PARTICULARS OF HEIGHT AND PERSONAL IDENTIFICATION MARKS

(See Sr. No. 5 of form 5)

- Name of Retiring University employee :
- Designation :
- Date of Superannuation :
- Exact height by measurement without shoes:
- Personal mark(s) of identification :
 1.
 2.

Signature of attesting authority
Rubber Stamp

SLIP SHOWING PARTICULARS OF HEIGHT AND PERSONAL IDENTIFICATION MARKS

(See Sr. No. 5 of form 5)

- Name of Retiring University employee :
- Designation :
- Date of Superannuation :
- Exact height by measurement without shoes:
- Personal mark(s) of identification :
 1.
 2.

Signature of attesting authority
Rubber Stamp

FORM 3

[See Rule 54 (12) of the CCS (Pension) Rules, 1972]

Details of Family

1.	Name of the University employee	
2.	Designation	
3.	Name of Branch/Section/Deptt.	
4.	Date of Birth	
5.	Date of appointment	
6.	Details of the members of my family *as on.....	

Sr. No.	Name of the members of family*	Date of birth	Relationship with the employee	Initials of the Head of Office	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

I hereby undertake to keep the above particulars up-to-date by notifying to the University any addition or alteration.

Place:

Signature of the Employee

Dated:

*Family for this purpose means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972, which is reproduced below:

- (i) Wife in the case of a male Government servant, or husband in case of a female Government servant.
- (ii) A judicially separated wife or husband, such separation not being granted on the ground of adultery and the person surviving was not held guilty of committing adultery.
- (iii) Son who has not attained the age of twenty-five (25) years and unmarried daughter who has not attained the age of twenty-five (25) years, including such son and daughter adopted legally.

NOTE – Wife and husband shall include respectively judicially separated wife and husband.

FORM-1-A

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF PENSION SHOULD BE AUTHORIZED THROUGH THE PENSION PAYMENT ORDER

[See Rules 5 (2), 12, 13(3) 14(1) and 15(3) of the CCS (Commutation of Pension) Rules, 1981]
(To be submitted in duplicate at least three months before the date of retirement)

PART-I

The Registrar,
H.P. University, Shimla-5.

Subject: Commutation of pension without medical examination.

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981 in so far as these are applicable to the University employee. The necessary particulars are furnished below:

1.	Name (In Block Letters)	
2.	Father's Name (and also husband's name in the case of a female University employee)	
3.	Designation	
4.	Name of Office/Deptt./Section in which employed	
5.	Date of Birth (By Christian era)	
6.	Date of retirement on superannuation or on the expiry of extension in service granted under FR 56 (d)	
*7.	Fraction of superannuation pension proposed to be commuted	
#8.	Disbursing authority from which pension is to be drawn after retirement	
	(a) Branch of the nominated nationalized bank with complete postal address	
	(b) Bank Account No. to which monthly pension is to be credited each month	

Date :

Signature

Present Postal Address :

.....
.....
.....
Pin.....Tel. No.....
Mob. No.....
E-mail.....

Postal Address after retirement

.....
.....
.....
Pin.....Tel. No.....
Mob. No.....
E-mail.....

* The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of 40% thereof) which he/she desires to commute and not the amount in rupees.

Score out which is not applicable.

FORM 5

[See rule-7 of CCS (Commutation of Pension) Rules, 1981]

Nomination for commuted value of pension

To

Registrar,
H.P. University, Shimla-5.

I,..... (Name of the pensioner in Capital Letters) hereby nominate the person named below, under Rule 7 of the Central Civil Services (Commutation of Pension) Rules, 1981 in so far as these are applicable to the University employee.

Name and address of the nominee	Relationship with the pensioner	If nominee is minor		Name and address of other nominee in case of nominee under Column (1) predeceases the pensioner	Relationship with pensioner	Date of birth if the other nominee is minor	Name and address of person who may receive the commuted value of pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid
		Date of birth	Name and address of person who may receive the said commuted value during the nominee's minority					
1.	2.	3.	4.	5.	6.	7.	8.	9.

Date :

Witness: Signature:.....

Signature:

Name :

Name of the Pensioner:

Address :

Address:

.....
Signature of Head of Office

.....

.....

.....

.....

STAMP