



**ACHARYA N G RANGA AGRICULTURAL UNIVERSITY**

G.O Ms. No.263, Finance (PSC) Department, Dated. 23.11.1998.  
G.O Ms. No.111, Finance (HRM.VI) Department, Dated.03.09.2015.

**FORM OF APPLICATION FOR SERVICE PENSION/FAMILY PENSION/ RETIREMENT  
GRATUITY/SERVICE GRATUITY/ COMMUTATION VALUTATION OF PENSION  
( To be furnished in quadruplicate)**

**Part – I Information to be furnished by the University Employee/Applicant**

**(The Pension Sanctioning Authority shall forward the application duly processed to the AG (A&E)/L. F Authority  
within a priod of 30 days)**

<p>1. a) Name of the University Employee b) Post Held</p>		
<p>2. Name of the Applicant ( In Case of Death of University Employee)</p>		
<p>3. Permanent Address</p>		
<p>4. Employee Identity Number</p>		
<p>5. GPF Account Number</p>		
<p>6. PAN Card No.</p>		
<p>7. Adhaar No.</p>		
<p>8. IFS Code and MICR Code of the Bank Where payment is opted</p>		
<p>9. Address after retirement</p>		
<p>10. Commutation of Pension a) Whether willing to commute 40% of monthly pension, subject to Andhra Pradeh Civil Pensions (Commutation) Rules, 1944, Vide G.O. Ms. No. 158, Dt. 16.09.1999.  b) If the answer is “No” specify the Percentage to be commuted.</p>	Yes / No	
<p>11. a) Name of the Pension Disbursing Authority  b) Name of the Paying Bank from where problem Pension is desired by the Pensioner / Family Pensioner / Gratulant</p>	<b>Name of the Bank and Branch</b>	<b>Account No.</b>



**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 University.
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 University.

Place:

Date:

Signature of the  
University Employee

**TO BE FILLED IN BY THE HEAD OF THE OFFICE**

1. Application for pension / gratuity etc. in Part I is received on \_\_\_\_\_  
(Date to be recorded)
2. Certified that the person / persons mentioned by the University employee / Applicant in item 12 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 Univeristy Employee  
Late Sri/ Smt. \_\_\_\_\_ is / are under the guardianship of  
Sri/ Smt. \_\_\_\_\_

**Name**

**Date of Birth**

1.

2.

3.

Place:

Date:

Signature of the  
Head of the Office.

Office Seal:

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

<b>1. Name of the University employee and Post Held</b>	
<b>2. Father`s Name / Husband`s Name</b>	
<b>3. Name of the Applicant (In case of Death of University Employee )</b>	
<b>4. Date of Birth of University Employee</b>	
<b>5. Date of entering in to service</b>	
<b>6. Date of Retirement / Death</b>	
<b>7. Designation and Office from which the University Employee retires / retired / died</b>	
<b>8. TAN of the DDO</b>	
<b>9. Signature of the DDO</b>	
<b>10. The rule applicable</b> a) <b>The relevant Rule under the AP Revised Pension Rules, 1980 Applicable ( tick the rule number(s) applicable and strike out the rest )</b>	<b>Rule 33 Superannuation Pension (Rule 42)</b>
	<b>Rule 34 Retiring Pension (Rule 43 / 44)</b>
	<b>Rule 35 Pension on absorption under a corporation</b>
	<b>Rule 37 Invalid Pension</b>
	<b>Rule 38 Compensation Pension</b>
	<b>Rule 39 Compulsory Retirement Pension</b>
	<b>Rule 40 Compassionate Allowance</b>
	<b>Rule 43 Retirement on Completion of 20 Years of qualifying service</b>
	<b>Rule 44 Retirement on Completion of 33 Years of qualifying service</b>
	<b>Rule 46 Retirement Gratuity</b>
<b>Rule 50 Family Pension</b>	

<p>b) Whether <b>ANTICIPATORY PENSION</b> is being Sanctioned in terms of Rule – 51.</p> <p>c) Whether <b>PROVISIONAL PENSION</b> is being sanctioned in terms of Rule 9(4) read with Rule 32</p>	<p style="text-align: center;">Yes / No</p> <p style="text-align: center;">Yes / No</p>
<p>d) Any other rule applicable</p>	
<p>11. Total Servies (6-5)</p>	
<p>12. Periods of non Qualifying Services</p> <p>a) E.O.L</p> <p>b) Suspension Period</p> <p>c) Dies- Non</p> <p>d) Boy Service</p> <p>e) Any Other Services not qualifying for pension</p> <p>Total non – qualifying service ( a-e )</p>	
<p>13. Net Qualifying service ( 11-12)</p>	
<p>14. Weight age, if any</p>	
<p>15. Total Qualifying Service for Calculation of Pension (13+14)</p>	
<p>16. Last Pay drawn ( Rule 31, 46 (4), 50 (12) (c) APRPRs, 1980 Para 4 of G. O. Ms. No. 87 Fin. &amp; Plg. (FW- Pen.I) Dept. Dt.25.05.1998.</p>	<p>Basic Pay : Scale of Pay Under Revised Pay Scale :</p>
<p>17. Calculation of Service Pension / Service Gratuity (Rule 45 of APRP Rs. 1980)*</p>	
<p>18. Calculation of Retirement gratuity (Rule 46 APRPRs, 1980</p>	
<p>19. Calculation of Family Pension</p> <p>a) Enhanced Family Pension</p> <p>b) Normal Family Pension</p>	

<b>20. Period of Payment of Pension</b>	<b>As applicable to the case under consideration</b>		
	<b>a) Service Pension</b>	<b>From</b>	<b>till death</b>
	<b>b) Enhanced Family Pension</b>	<b>From</b>	<b>To</b>
	<b>c) Normal Family Pension</b>	<b>From</b>	<b>To</b>
<b>21. University dues to be recovered in respect of</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
	<b>a) House Building Advance</b>		
	<b>b) Motor Car/Cycle Advance</b>		
	<b>c) Marriage Advance</b>		
	<b>d) Advance Leave Salary</b>		
	<b>e) Advance Salary on Transfer</b>		
	<b>f) Dues on Account of University Quarters</b>		
	<b>g) Telephone/ Trunk Call Charges</b>		
	<b>h) Festival Advance</b>		
	<b>i) Education Advance</b>		
	<b>j) Computer Advance</b>		
	<b>k) Other University Dues</b>		
	<b>Total</b>		
	<b>Note : Information with conditions will not be accepted by pension Issuing Authority. Amount for recovery should be specified and should be in whole rupees. Absence of information will be understood as no dues for recovery.</b>		
<b>22. LPC is enclosed/LPC will be sent after retirement</b>			

**CERTIFICATE**

( 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 date of retirement.

**PENSION SANCTION AUTHORITY**

**PART -II (B)**  
**SANCTION OF PENSION**

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

I am declared by the Head of Department to be the Head of an Office to accord sanction in this case under the powers delegated.

- b) **Sanction Order** :

Pensionary benefits including commutation found admissible under the rules may be authorized. It is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending / contemplated against retiring / retired Univeristy Employee to who I am the authority for sanction of pension.

- c) **Name of the beneficiary:**

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

Official Seal

Signature and Designation of  
Pension Sanctioning Authority

Date:

**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 Comptroller.

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

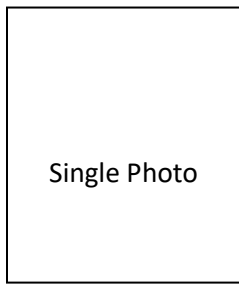
**Note 3 :** If the Pensionary benefits are not be released, part-II-B shall be struck off.

**Note 4 :** If there is any likelihood of delay, Anticipatory Pension / Anticipatory Gratuity as per rules 51 of Andhra Pradesh Revised Pension Rule, 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 Andhra Pradesh Financial Code Volume-I/Subsidiary Rule 32 (ii) of FR.09.

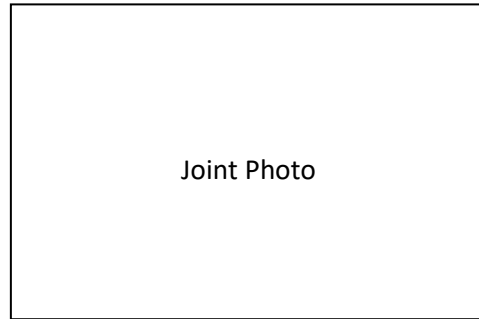
**ANNEXURE -I  
DESCRIPTIVE ROLLS**

**A. SPACE FOR PHOTOGRAPHS :**



**Single Photo**

**Service Pensioner/Family Pensioner/  
Gratulant/Guardian of Minor or  
Handicapped Child**



**Joint Photo**

**Joint Photo of Service Pensioner with  
Family Pension Beneficiary / Guardian with  
Minor or Handclapped Child**

(Attestation has to be done across the Photos by a gazetted Officer / Head of the Office)

**B. SPECIMEN SIGNATURE OF:**

(i) **Service Pensioner :**

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

1	2	3

(ii) **Family Pensioner / Gratuitant / Guardian of minor or Handicapped Child :**

Specimen Signature of Sri /Smt /Kum \_\_\_\_\_  
Son/Wife/Daughter 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 IMPRESSION 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 other it is optional)**

<b>Details</b>	<b>Little Finger</b>	<b>Ring Finger</b>	<b>Middle Finger</b>	<b>Fore Finger</b>	<b>Thumb</b>
<b>Service Pensioner</b>					
<b>Family Pensioner</b>					
<b>Gratuitant</b>					
<b>Guardian of Minor / Handicapped Child</b>					

**Attested by**

**Palce :**

**Signature :**

**Date:**

**Name :**

**Office Seal:**

**Designation :**

**( Attestation has to be done by a Gazetted Officer / Head of the Office)**

**ANNEXURE - II**  
**NOMINATION**

( The University employee may use separate forms, if he wishes to make different nominations for each type of payment mentioned below)

I here by nominate the 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 ANGRAU 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.

1	2	3	4	5	6	7
Name and address of Nominee (S)	Relationship with University Employee	Age	Amount of 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, relationship and age of the alternate nominee(s) to whom the right conferred to the nominee (s) in Col. 1 shall pass in the event of nomination to him/ her/ them become ineffective	Amount or Share payable to each in Col. 6

This nomination supersedes the nomination made by me earlier on .....

**Note :** The University employee shall draw lines a cross the blank space below the last entry to prevent the insertions of any after he / she has signed.

Dated this .....day of ...../200.....at.....

**Signature of the University Employee**

Name :

Designation :

Office :

Witnesses :-

1.

2.

**Countersigned**

**Signature of the Head of Office / Department :**

Date :

Name and Designation :

Office Seal :

**Note 1 : The University Employee who has a family may nominate one member or more than one member of the family as defined in rule 46(5) of Andhra Pradesh revised Pension Rules , 1980.**

**Note 2 : The University Employee who has no family may nominate a person, Persons or a body of individuals, whether incorporated or not**

**Note 3 : The University Employee 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 employees in Quarduplicate.**

**Note 5 : For the Purpose of Rules 46,47,48 and 49 revised rules 1980, family in relation to a University employee means:**

- i) Wife or Wives in the case of a male University Employee.
- ii) Husband in the case of a female Univeristy Employee
- iii) Sons including step sons, posthumous son, and adopted sons ( whose personal law permits such adoption)
- iv) Un married daughter 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 including adoptive parents in the case of individuals whose personal law permits such adoption.
- vii) Mother including adoptive parents in the case of individuals whose personal law permits such adoption.
- viii) Brothers below the age of 18 years including step brothers.
- ix) Un married sisters and windowed sisters including step sisters.
- x) Married daughters and
- xi) Children of a predeceased son

**LAST PAY CERTIFICATE**

Last pay Certificate of \_\_\_\_\_  
of the \_\_\_\_\_  
\_\_\_\_\_ Proceeding  
on \_\_\_\_\_

2. He has been paid upto \_\_\_\_\_ A.N. at the following rates:

Particulars	Pay	D.A	H.R.A	C.C.A	Total	
Substantive						
Officiating Pay						

**Deduction :**

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3. He made over the charge of the office of .....  
.....on the .....noon of .....
4. Recoveries are not be made from the pay of university employees as detailed on the reverse.
5. He has been paid leave salary as detailed below. Deductions have been made as noted reverse.

Period	Rate	Amount
From .....to.....at Rs.....month		
From .....to.....at Rs.....month		
From .....to.....at Rs.....month		

6. He is also entitled to draw the following
7. He is also entitled to joining time for .....
8. The Details of income tax recovered from him upto date from beginning of the current year are noted on reverse.

Signature :

Name :

Designation :



**CERTIFICATES**

**I. LEAVE CERTIFICATE**

**Certified that Sri / Smt** \_\_\_\_\_

**has not availed any leave / has availed the following kind of leave during the period of his /her service.**

- 1.**
- 2.**
- 3.**

**Signature of the Head of Office**

**II. SUSPENSION CERTIFICATE**

**Certified that Sri/ Smt** \_\_\_\_\_

**has not been suspended any time during his / her service.**

**Signature of the Head of Office**

**III. RESPPNSIBILITY CERTIFICATE**

**I** \_\_\_\_\_ **W/o** \_\_\_\_\_  
**retd as** \_\_\_\_\_ **in the O/o the** \_\_\_\_\_ **do**  
**here by declare that , if any amount found to be excess paid, due to erroneous calculation,**  
**noticed at later date, I shall be ready to refund the same without any objection in the**  
**matter.**

**Station :**

**Dated :**

**Pensioner**

**ATTESTED**

**Drawing Officer**

**IV. NO ALLEGATION CERTIFICATE**

Certified that no allegations are pending against Sri / Smt. \_\_\_\_\_

Designation \_\_\_\_\_

Signature of the Head of Office

**V. NO DUES CERTIFICATE**

- a) No Univeristy dues towards the following items are recoverable from Sri/ Smt \_\_\_\_\_

**OR**

The following University dues are recoverable from DERG of Sri/Smt. \_\_\_\_\_

- a) House building Advance
  - b) Interest on H. B. A
  - c) Motor Car / Cycle Advance
  - d) Interest on M.C / C. A
  - e) Advance Leave Salary
  - f) Advance Salary on transfer
  - g) Dues on account of University Quarters
  - h) Telephone / Trunkcall Charges
  - i) Other Univeristy dues
  - j) Festival advance
  - k) Educational Advance
  - l) Marriage Advance
- b) Provisional L.P.C is enclosed/LPC will be sent after retirement
- c) Forwarded to the pension sanctioning authority for according sanction for payment of pension/Retirement Gratuity / Commuted value of pension

Signature of the Head of the Office  
From which the University Employee Retires/Retired.

**VI. AUDIT OBJECTIONS CERTIFICATE**

Certified that there are no audit objections pending in respect of Sri \_\_\_\_\_

Signature of the Head of Office

