**statement showing the qualifing service in RESPECT OF Sri/Smt/Dr/Prof Retired under the Establishment of TRIPURA INSTITUTE OF TECHNOLOGY , NARSINGARH , Tripura (West).**

**SPECIMAN ROLL.**

1. Name **:-**
2. Date of Birth **:-**
3. Date of Commencement of Government Service **:-**
4. Date of ending of Government Service on Superannuation:-
5. Total Length of Service **:-**
6. Deduction Non-qualifying Service if any **:-**
7. Net Qualifying Service **:-**

 **Signature of Head of Office,**

 **Tripura Institute of Technology,**

 **Narsingarh , Tripura west**

PENSION CALCULATION SHEET

(REVISED FORMAT)

(SEE DECISION (2) BELOW RULE-61)

1. Name **:-**

1. Designation **:-**
2. Date of entry in the Government Service **:-**
3. Date of Birth  **:-**
4. Date of Retirement **:-**
5. Length of qualifying Service reckoned for Pension/ Gratuity **:-**
6. Last Emolument drawn **:-**
7. Details of emolument during the last 10 Months :-

A. During the period from ................................................to

...............................................................@Rs.

B. During the period from .................................to ............................................................@Rs.

  8. (a) Average emolument Pension **:-**

(b) Pension admissible **:- ......................................./ 2 = Rs.**

 **Signature of Head of Office,**

 **Tripura Institute of Technology,**

 **Narsingarh , Tripura west**

**statement showing the Calculation of qualifying service, provissional pension, D.C.R.G. and Leave salery of sri/SMT/DR/PROF................................................, ......................................., Retired on.........................................**.

1. Date of Birth :-
2. Date of Commencement of Service :-
3. Date of Retirement :-
4. Qualifying Service :-

**(A). D.C.R.G.**

I) Date of Retirement :-

ii) last Pay Drawn :- **Rs.**

 **Rs. x ..................SMP.**

 **4**

 **= Rs.**

 **Limited to Rs. ........................................../-**

 **¾ of ................................../- = Rs. .............../-**

**(Rupees....................................................) only**

 **(B) Provisional Pension :-**

**( C) Leave Salary :-**

1. Last Pay Drawn :- Rs.
2. D.A. ........% :- Rs.

**Total = Rs.**

 **Leave Salary :-** Rs. ....................... /- x ................. days

 30

:- **Rs.**

**(Rupees...................................................................) only**

**Employee ID No :-**

**Beneficiary ID :-**

**DEPARTMENTAL DATA SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **DDO CODE :- 21032.** |   | **TYPE OF PENSION :-** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF PENSIONER** | **SURNAME** | **FIRST NAME** | **MIDDLE NAME** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESIGNATION** |  | **GROUP** |  |

|  |  |
| --- | --- |
| **ADDRESS BEFORE RETIREMENT** | **ADDRESS AFTER RETIREMENT** |
| **VILLAGE** |  | **VILLAGE** |  |
| **POST OFFICE** |  | **POST OFFICE** |  |
| **DISTRICT** |  | **DISTRICT** |  |
| **PIN CODE** |  | **PIN CODE** |  |
| **STATE** |  | **STATE** |  |

|  |  |
| --- | --- |
| **DATE OF SUBMISSION OF PENSION PAPERS BY PENSIONERS** |  |
| **PENSION PAPERS FORWARDING DEPARTMENT** | Principal , Tripura Institute of Technology, Narsingarh , Tripura west. |
| **OFFICE LAST SERVED** | Principal , Tripura Institute of Technology, Narsingarh , Tripura west. |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME & ADDRESS OF DDO** |  | **TELEPHONE NO** | **MOBILE NO** |
|  **0381-2342-330** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **T. O. FOR PENSION** |  | **T.O. FOR PENSION** |  |

|  |
| --- |
| **BANK DETAILS** |
| **BANK NAME** |  |
| **BANK BRANCH** |  |
| **BANK ACCOUNT NO** |  |
| **GPF / ACCOUNT NUMBER ALLOTTED BY AG OFFICE**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE OF BIRTH** |  | **DATE OF APPOINTMENT** |  |
| **DATE OF COMMENCEMENT OF PENSIONABLE SERVICE** |  | **DATE OF RETIREMENT** |  |
| **DATE OF DEATH** |  |

|  |  |
| --- | --- |
| **DATE OF MEDICAL CERTIFICATE INBALIDING GOVERNMENT SERVANT (INCASE OF INVALID PERSON)** |  |
| **DATE OF LODGING FIR IN ABSCONDING CASES** |  |
| **FROM** | **TO** |
| **PERIOD OF FOREIGN SERVICE** | Nil | Nil |

|  |
| --- |
| **SERVICE PARTICULARS** |
| **PARTICULARS** | **YEAR** | **MONTH** | **DAYS** |
| **GROSS SERVICE** |  |  |  |
| **50% OF CONTINGENT SERVICE** |  |  |  |
| **NON-QUALIFYING SERVICE** |  |  |  |
| **WEIGHT AGE** |  |  |  |
| **NET QUALIFYING SERVICE** |  |  |  |

|  |
| --- |
| **EMOLUMENTS PARTICULARS** |
| **AVERAGE EMOLUMENTS** |  |
| **LAST PAY**  |  |
| **AMOUNT IN INDIAN RUPEES : One lakh fifty six thousand nine hundred only** |
| **OTHER ALLOWANCES****{DA/DP/CCA/CA/MA/HRA}** | **DA** | **DP** | **CCA.** | **CA** | **MA** | **HRA** | **TOTAL** |
|  |  |  |  |  |  |  |
| **APPLIED FOR COMMUTATION** |  |  |
| **FAMILY DETAILS** |
| **NAME** | **RELATION** | **DATE OF BIRTH** | **STATUS MARRIED****/ UN – MARRIED** | **PHYSICALLY HANDICPPED** | **REMARKS** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **DATE OF CONFIRMATION IN SERVICE** |  |

|  |  |
| --- | --- |
| **PROVISIONAL PENSION SANCTIONED** |   |
| **PROVISIONAL DCRG SANCTION AND PAID** |  |
| **OUTSTANDING GOVERNMENT DUES :**  |
| **HOUSE BUILDING ADVANCE** | **MOTOR CAR** | **LICENSE FEE FOR GOVERNMENT QUARTER** | **OTHERS** |
|  |  |  |  |

 **SIGNATURE OF DDO WITH SEAL**

**FORM-1**

**See rule 53(1)**

**NOMONATION FOR DEATH CUM-RETIREMENT GRTUITY**

 When the government servant has family and wishes to nominate one member, or more than one member thereof.

 .................................................. (Retired) hereby nominate the person/ persons mentioned below who is/ are members of my family, and confer on him /them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the State Government in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death.

|  |  |
| --- | --- |
| **Original Nominee** |  |
| Names and addresses of nominee/nominees | Relationship with the Government servant. | Age | Amount or share of gratuity payable to each | Name, address, Relationship and age of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee producing the government servant or the nominee dying after the death of the Govt. servant but before receiving payment of gratuity. | Amount or share of gratuity payable to each. |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
|  |  |  |  |  |  |

 This column should be filled in sons to cover the whole amount of the gratuity.

 The amount/ share of the gratuity shown in this column should cover the whole amount/ share payable to the original nominee(s)

 The nomination supersedes the nomination made by me earlier on…Dose not arise…………..which stands cancelled.

 NOTE:- i) The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

 ii) Strike out which is not applicable.

Dated \_\_\_\_\_\_\_\_\_\_\_ at Narsingarh , Tripura west witnesses to signature:-

1.

2.

 **Signature of Government servant.**

**(To be filled in by the Head of the Office /Audit Officer)**

Nomination by............................................................................., of Tripura Institute of Technology , Narsingarh , Tripura west , Tripura

 Signature Head of the Office /Audit Officer.

 Designation …………………………………date……………………………..

**Proforma for Acknowledging the receipt of the Nomination Form by the Head of Office/ Audit Officer.**

**To**

**.............................................................**

**.............................................................**

**Tripura Institute of Technology,**

**Narsingarh, Tripura west.**

Sir,

 In acknowledging the receipt of your nomination dated the **/ /** cancellation dated the **Nil** of the nomination made earlier respect of gratuity in **Form No.1,** I am to state that it has been fully placed on record.

 Signature of Head of Office

Audit Officer

Place Agartala Dated the ………………….

NOTE:- The Government servant is advised that it would be in the interest of his nominees if copies of the nominations and the related notice and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the even of his death .

…………….. / / .

NO DEMAND CERTIFICATE

 This is to certify that there is no outstanding against........................................................................................................................, Tripura Institute Of Technology , Narsingarh, Tripura west who was working in the Office of the Principal, Tripura Institute of Technology, Narsingarh , Tripura west , Tripura Retired on the afternoon of ................................

 Signature of the D.D.O

 ADDRESS AFTER RETIREMENT

Signature.

 (.........................................................)

***10 (TEN) MONTH PAY STATEMENT OF .............................................................................................(RETIRED ON .............................. ).***

|  |  |  |
| --- | --- | --- |
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|  |  |  |
|  |  |  |

 **Last Month Pay =**

**Signature of D.D.O.**

FAMILY PENSION

30% of last pay drawn or twice the family pension admissible whichever is less: 50% of pay of =

**OR**

30% of pay of i.e. subject to a minimum of Rs. & maximum of Rs.

 In the event of death of the Government servant after retirement the family pension come to Rs. for a period of 7 years or for a period up to the date on which the retired deceased Government servant who have attained the age of 67 years has be survived whichever is later and there after the normal rate i.e. 30% at Rs. (Maximum) P.M till death or remarriage which is earlier.

Signature of the D.D.O/H.O.

STATEMENT SHOWING SERVICE VERIFICATION RECORDS OF **.......................................................................................................................... , TRIPURA INSTITUTE OF TECHNOLOGY , NARSINGARH , TRIPURA WEST**  WHO HAS RETIRED FROM GOVERNMENT SERVICE IN THE AFTERNOON OF

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No. | Period | Part of the Service Book. | Remarks  |
| **From** | **To** |
|  |  |  | Part-1.&Part-II | As per records in the Service Book in the post of ........................................to ..............................................., Tripura Institute of Technology, Narsingarh, Education (Higher) Department , Govt of Tripura .(Period ............................... to ............................... i.e. the date of retirement  |
|  |

 Signature of Head of Office

PROFORMA :::

Statement of G.P.F. Subscription/ Refund and advance/withdrawals made in respect of ................................................................. , .......................................................... (Retired) , Tripura Institute Of Technology , Narsingarh , Tripura west holder of Account No.........................................**. ( Copy Enclosed).**

**SIGNATURE OF DRAWING &**

**DISBURSING OFFICER (DDO).**

**From No - 3**

**{See Rule, 54 (21)}**

Name of the Government servant :-

Designation :-

Date of birth :-

Date of appointment :-

Detailed of the member of my family as on :-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl No | Name of the membersof the family | Date of Birth | Relationship with the Government servant | Initials of theHead Officer | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1.  |  |  |  |  |  |
| 2. |  |  |  |  |  |

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

Place :- Narsingarh .

Date :-

 Signature of Government servant.

Family for this purpose means family as defined in Clause (B) of Sub-Rule (14) of Rule 54 of the CCS Pension Rules, 1972.

1. Wife in the case of male Government Servant.
2. Husband, in the case of a female Government Servant.
3. Son’s below 18 years of age & un-married daughter below 21 years of age, in/c such son or daughter adopted legally before retirement.

**Note:-** Wife and husband shall include respectively judicially separated wife and husband.

Calculation of pension after commutation of........................................................................ (Rtd) of Tripura Institute of Technology , Narsingarh , Tripura west.

Last Pay Drawn : - Rs.

50% of last pay drawn : - Rs.

Pension admissible : - Rs.

40% commutated value : - Rs.

Residuary Pension :- ........................................+ M.A.

 Signature of the D.D.O/ HO.