

A.P. REVISED PENSION RULES' 1980

I. Every Government servant is entitled to certain pensionary benefits on his finally quitting the service on retirement on account of superannuation or any other reason

II. The following are the types of Pensions

Service Pension

- 1) Superannuation - Rule 33 and Rule 42 - On attaining the age of 58/60 years as fixed by the Government.
- 2) Invalid Pensions - Rule 37- On account of bodily or mental infirmity is permanently incapacitated for the public service on production of Medical Certificate issued by the competent medical board.
- 3) Retiring Pension & Voluntary Retirement Pension Rule 34, 43, or 44 - On completion of 20 years of qualifying service by a Govt. employee who opted to retire voluntarily by giving at least three months notice. Less than 3 months may also be accepted by Competent Authority.
- 4) Compensation Pension - Rule 38 - Is granted to a Govt. servant who is selected for discharge from service owing to abolition of a permanent post unless he is appointed in another post or he is transferred to another establishment even as a lower pay and accepts this appointment or transfer.
- 5) Compulsory Retirement - Rule 39 - As a penalty may be granted pension or gratuity or both at a rate not less than 2/3rds or not more than full invalid pension or gratuity or both admissible. The pension should not be reduced less than the minimum in Rule 45.
- 6) Compassionate allowance - Rule 40 - A Govt. servant who is dismissed or removed from service shall forfeit his pension and gratuity. However the authority competent to dismiss or remove a Govt. Servant from service, may, if the case is deserving of special consideration, sanction a compassionate allowance not exceeding 2/3rds of pension or gratuity or both, which would have been admissible to him if he had retire on invalid pension.

III. **Family Pension:** 1) When a Govt Servant dies while in service 2)after retirement, the family shall be given Family Pension under Rule 50 called as family Pension.

Note: If an Employee under suspension on the date of retirement on Superannuation, he should be retired from service on the due date of retirement without prejudice to the departmental or judicial proceedings pending against him and he should not be continued to be under suspension.

As per Revised Pension Rules, 1980 The Pensionary Benefits will be calculated with the following particulars as per service register of the employee.

1. Date of Birth
2. Date of Appointment
3. Date of Retirement / Death
4. Total Non Qualifying Service (To be deducted)

5. Weightage (To be added)
6. Last Drawn Basic Pay only (with scale)

DATE OF BIRTH: Fixation of Date of Birth: Art. 358 of AP Pension Code

- 1) If only year known: - 1st July of that year.
- 2) If only month & year known : - 16th of that month.
- 3) If Date, Month & Year of Birth are not known, then the Date of Birth has to be arrived as per the Physical Fitness.(i.e. Health & Age) Certificate issued by Medical Authority.

DATE OF RETIREMENT: Under rule 42. Executive Instructions (i)

- 1) The last date of calendar month will be taken as date of Retirement, If the date of birth is 2nd or any date of the month.
- 2) The last date of preceding calendar month will be taken as date of retirement, If the date of birth is 1st of the month.

DATE OF DEATH:

- 1) As per Death Certificate issued by the competent authorities (i.e Municipality / Gram Panchayath / Tahsildar) respectively.

DATE OF APPOINTMENT:

1. The date of temporary appointment on pensionable post will be taken as date of appointment for calculation of pensionary benefits. G.O. Ms. No. 14 F & P dt. 5-1-1979.
2. The date of appointment as full time contingent worker will be taken as date of appointment for calculation of pensionary benefits, converted as per GO Ms No. 9&38 of 1980&1981&156 29/4/1983

QUALIFYING SERVICE: Service which counts for pensionary benefits (u/r -21):

1. All the .E.O.L. (Extraordinary Leave) on Medical Grounds counts for Pensionary benefits.
2. The E.O.L. on Private Affairs up to (36) months counts for Pensionary Benefits.
3. The Service as an Training / Apprenticeship is a pre-requisite for appointment shall qualify u/r - 16. Read with G.O.Ms. No.178 Fin Dept dt : 17-5-2010.

NON - QUALIFYING SERVICE: Period of Non-Qualifying Service :-

- 1) E.O.L. (i.e. without Salary) above (36) months
- 2) Suspension Period (un settled if any)
- 3) Dies-Non (u/r FR-18)
- 4) Boy Service (Below 18 years)
- 5) Any other service not qualifying for pension.
- 6) The service rendered by an employee for un-aided periods in a teaching or non- teaching Post in Aided Educational Institutions shall not qualify for pension U/R – 14 Note(2)

WEIGHTAGE: (only Service Weightage).

- 1.. Maximum weightage (5) years, who retires on Superannuation Pension U/R - 29 (Irrespective of the length of qualifying service put in by an employee on the date of Superannuation)
2. Maximum weightage (5) years, who retires on Voluntarily U/R - 43 (On completion of 20 years Qualifying Service) A person who has been permitted to retire voluntarily from service should be given weightage of maximum period of 5 years or the period left over to reach superannuation or the period of difference between 33 years and actual qualifying service whichever is shorter.

*Note:- No weightage for Invalid pension and Family Pension.

LAST DRAWN PAY: (u/r – 31 & 32)

- 1) The Basic Pay drawn as on the date of retirement. GO Ms. No 87, dt : 25-5-1998.
- 2) Where an employee's date of increment falls due on the day following his retirement, he may be given the benefit of increment Notionally purely for the purpose of pensionary benefits w.e.f. 27-10-1998 vide G.O.Ms.No. 235, F & P, dt. 27.10.1998.
- 3) The stagnation Increments counts for Pensionary Benefits. Govt. Memo No. 21445/367/A1/PC.1/2007 dt. 25-4-2008.
- 4) The persons promoted during the period of last 2 months in a **“Regular Vacancy”**, and eligible for benefit irrespective of number of days they acted in the promoted post. **It should be entered in the Service Registrar as promoted in “Regular & Clear Vacancy”**

II. A.P. Revised Pension Rules, 1980 – Service Pension (At a glance) With Reference to A.P.R.P.S 2010

- | | |
|---|--|
| 1. Minimum service required for getting Pensionary benefits : | 10 years on attaining the age of 58/60 yrs (including weightage i.e. 5+5 = 10 from 1-7-08) u/r 45(2) |
| 2. Minimum service required for getting Gratuity : | 5 Years u/r 46(1) |
| 3. Maximum service counts for pensionary benefits : | 33 Years u/r 45(2) |
| 4. Maximum gratuity payable : | Rs.7,00,000/- from 1-2-2010 vide GO Ms No.101 Fin (Pen. 1) Dept.) Dt. 6-4-2010 |
| 5. Maximum Commutation : | 40% of pension GO Ms. No.158 dt. 16-9-1999 |
| 6. Commutation value per 1 rupee for 58 years : | Rs. 8.371x12 = 100.45 (for Next Birthday) |
| 7. Commutation value per 1 rupee for 60 years : | Rs. 8.194x12 = 98.32 (for Next Birthday) vide GO Ms.No.100 Fin (Pen. |

	1 Dept.) Dt. 6-4-2010
8. Restoration of commuted amount :	After 15 years from date of receipt of commuted value amount. u/r 18 of Appendix - IV
9. A fraction of year :	3 months or more be treated as 1 half year u/r 45(3) (ii)
10. Weightage means :	Service weightage only.
11. Maximum weightage for superannuation pension :	5 years from 1-7-2008 vide GO Ms. No.100 Fin (Pen. 1) Dept. Dt. 6-4-2010
12. Maximum weightage for voluntary retirement Pension :	5 years u/r 43(5)
Note : No Weightage for Invalid Pension and Family Pension	
13. Minimum Pension in A.P. :	Rs. 3350/- + DA (from 1-2-2010) vide GO Ms.No.100
14. Financial Assistance :	Rs. 3350/- (from 1-2-2010) GO. 100
15. Death Relief (Obsequies charges) for Service Pensioners only and also to the spouse of the pensioner pre-deceased service pensioner :	Minimum Rs.10,000/- or One month pension which ever is Higher vide GO Ms.No.102 Fin (Pen. 1 Dept.) Dt. 6-4-2010
16. Maximum stagnation increments under PRC-2005 :	3 Increments (counts for Pensionary Benefits)
17. Rate of stagnation increments are payable :	Higher Rate (i.e. Next stage of the Basic Pay) Govt. Memo No. 21445/367/A1/Pc-1/2007 Dt. 25-4-2008
18. The Annual Grade increment due after next month of retirement :	Counts for the pensionary Benefits
19. Maximum amount of commuted value payable :	-- No Limit --
20. Medical Allowance from 1-2-2010 :	@ Rs.200/- p.m. for all Service & Family Pensions vide GO Ms.No.100

FORMULAS : -

FOR SERVICE PENSION

PENSION : Last Drawn Basic Pay x Total Qualifying Service (including half years) / 66.

GRATUITY : Last Drawn Basic Pay + DA x No. of half years of Qualifying Service /4.
(from 1-2-2010)

ENHANCED FAMILY PENSION : Last Drawn Basic Pay x 50 / 100 .
(i.e., Restricted to Service pension)

NORMAL FAMILY PENSION : Last Drawn Basic Pay x 30 / 100.

COMMUTATION : $\frac{\text{Pension} \times 40}{100} = \text{Rs. } x \ 8.371 \times 12 = \text{Rs. for (58 years Age)}$

COMMUTATION : $\frac{\text{Pension} \times 40}{100} = \text{Rs. } \dots \times 8.194 \times 12 = \text{Rs. for (60 years Age)}$

ANTICIPATORY SERVICE : 90% of Eligible Pension as per G.O. Ms. No. 186 Dt. **PENSION u/r – 51 (A)** w.e.f. 1-2-2010. 24/5/2010

(With time to time DA) (It should be sanctioned by the pension sanctioning authority & Drawn by DDO in the APTC Form – 47). Under Major Head 2071-Pension & Other Retire Benefits.

ANTICIPATORY GRATUITY: 80 % of admissible Gratuity
(U/R-46) (It should be sanctioned by the pension sanctioning authority & Drawn by DDO in the APTC Form – 47)

ANTICIPATORY FAMILY PENSION: 75 % admissible family pension (No DA on it) (U/R-51-B)

PROVISIONAL PENSION (u/r-52): 75 % of admissible pension with DA (If departmental or Judicial (It should be authorized by the AG / DAO of SA proceedings are pending) of the Dist. concerned. & No Gratuity is Payable.

Note: A Notice should be issued to Govt. servant before 12 months to his retirement to submit pension papers.

III. FORMULAS FOR FAMILY PENSION (Expired while in service)

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|--|---|
| 1. Minimum service required for getting Family pension : | 1 day and above with medical fitness certificate. (As per APGSF. P. Rules 1964) u/r (4) Family Pension (1) w.e.f 1-1-1964 read with G.O. Ms.No. 14, F&P, Dt. 5-1-1979 |
| 2. Family pension for below 7 years : | 30% of last pay drawn u/r 50 (2) |
| 3. Family pension for above 7 years of Continuous service : | 50% of last pay drawn upto 7 years from date of death there after 30% of last pay drawn. u/r 50 (3) (a) (i) |
| 4. Gratuity (Death-cum-Retirement Gratuity (i.e. DCRG) payable : | As per service pension formula with the following particulars.

(As per G.O. Ms.No.235 F&P dt.1.6.1993) whichever is higher |

I. Expired below 1 year : Equal to 3 years

II. Expired above 1 year below 5 years : Equal to 9 years

III. Expired above 5 years upto 18 years : Equal to 18 years

Note: No Commutation of Pension for family pensioners.

IV. Encashment of E.L. on Retirement / Death (Maximum 300 days):- G.O. No. 232/16-9 2005.

- 1) PAY + DA + HRA + Addl. HRA + CCA is payable (As per G.O.Ms.No. 25, F&P, dt. 5-2-1996) the Additional HRA besides HRA admissible to the employee retired / death from 1-9-1994 even provided rent free quarters and in surrender leave also.
- 2) Physically Handicapped allowance is Not admissible in surrender leave / EL / HPL / Commuted Leave / Subsistence Allowance.
- 3) The I.R. not count for Commutation of DA, HRA, CCA, or Any other allowances, Encashment of EL, Pay fixation, Pension or Gratuity etc., vide G.O.Ms.No. 303, Fin(PC-1) Dept., dt. 15-10-2008.

V. Calculation of Pensionary Benefits (Service Pension)

Example: A Superior Govt. Servant retired on Superannuation Pension (details are as follows)

Date of Birth	: 1-4-1952
(+) Age	: 58 - u/r 33,42,
Date of Retirement	: 31-3-2010 - u/r. 42(i) P.No. 87
(-) Date of Appointment	: 26-5-1981
Gross Qualifying Service	: 06-10-28
(-) Non Qualifying Service	: 06-02-00 - u/r. 21
Total Service	: 00-08-28
(+) Weightage	: 00-04-04 - u/r. 29
Net Qualifying Service	: 00-00-33
Last Drawn Basic Pay	: Rs. 27,000=00 (Scale 19050-45850)
Service Pension	: Rs. 27,000 x 33/66 = 13500/- p.m. from 1-4-2010 u/r. 45
Gratuity (DCRG)	: Rs. 27,000 + 6702 = 33702x 66/4 = 5,56,083/- u/r. 56
Enhance Family Pension	: Rs. 27,000 x 50/100 = 13,500/- (Restricted to Service Pension)
Normal Family Pension	: Rs. 27,000 x 30/100 = 8,100/- p.m. u/r. 50(20)
Commutation Value	: 13,500x40/100 = 5,400 x 8.371x12=5,42,441/-

Note: No Commutation allowed from Minimum pension.

VI. Calculation of Family Pension (Expired While in Service)

Last Drawn Basic Pay: Rs. 22,430=00 (Scale 19050-45850)
Below Seven Years : Rs. 22,430 x 30/100 = 6,729/- p.m. u/r 50(3) (a) (i)
Above Seven Years : Rs. 22,430 x 50/100 = 11,215/- p.m. u/r 50(2)

VII. A.P. REVISED PENSION RULES, 1980

Rule-50 – Family Pension: (Expired while in Service):

- **50(3)(a)(i) : Family Pension :** The Govt. Servant expired while in Service after completion of 7 years continuous service 50% of the Last Drawn Basic Pay is payable for a period of 7 years. Thereafter 30% of L.D.Pay is payable. If expired below 7 years 30% of L.D.Pay is payable.
- **50(3) (a)(ii) :** In the event of death of a Government Servant, after retirement, the family pension shall be payable for a period of seven years or for a period up to the date on which the retired deceased Government servant would have attained the age of 65 years had he survived whichever is less.
- **50(5)(i) :** In the case of widow or widower, up to the date of Death or Re-marriage whichever is earlier.
- **50) 5 (ii) :** In case of a son, until he attains the age of 25 years or starts earning his livelihood, whichever is earlier vide G.O.Ms.No. 287, F&P, dt. 12.8.1994.
- **50)5 (iii) :** In the case of unmarried daughter until she attains the age of 25 years or until she gets married or starts earning her livelihood, whichever is earlier vide G.O.Ms.No. 287, F&P, dt. 12.8.1994.
- **50)6(a)(i) :** Where the family pension is payable to more widows than one, the family pension shall be paid to the widows in equal shares.(If married Second wife with Govt. permission).
- **50)6(a)(ii) :** On the death or remarriage of widow, her share of the Family Pension shall become payable to her eligible child.
- **50)7 (iii) :** If sons and unmarried daughters are alive, unmarried daughters shall not be eligible for family pension unless the sons attain the age and thereby become ineligible for the grant of family pension.
- **50)8 :** Where a deceased Govt. servant or pensioner leaves behind more children than one the eldest eligible child shall be entitled to the family pension for the period, after expiry of that period the next eligible child shall become eligible for the grant of family pension.
- **50)9 :** Where Family Pension granted under this rule to a minor, it shall be payable to the guardian on behalf of the minor.
- **50)10 (b)(c) :** If both family pensions are payable, the amount of two pensions shall be limited to Rs. 15,383/- vide G.O.Ms.No. 128, F&P, dt. 18-5-2006. (Under RPS 2005).
- **50)12 (b)(i) :** The Female who married a retired Government servant, is also eligible for family pension vide G.O.Ms.No. 335, F&P, dt. 15-9-1993.

- **50)12(b) Note 2 (ii) :** Sons/daughters including such son/daughter adopted legally before retirement are eligible for family pension G.O.Ms.No. 287, F&P, dt. 12.8.1994.
- **50)12(b) Note 2 (iii) :** Sons/daughters born after retirement are eligible for family pension as per G.O.Ms.No. 236, F&P, dt. 28-5-1994

50)13. Executive Instructions:

- **50)13. (v) :** The physically and mentally handicapped children are eligible for Family Pension vide G.O.Ms.No. 52, F&P, dt. 20-2-1984 read with Cir.Memo.No. 42885/81/A2/Pen.I/99, dt. 26.05.2000 & they should submit the Physically Handicapped Certificate for every Three years.
- **50)13(vi):** Family Pension not admissible to the second wife in general.
- **50)13(vi):** Admissibility of Family Pension to the children of a divorced wife.
- **50)13(viii):** Divorce is not legal separation.
- **50)13(x):** Relinquishment of right to Family Pension.
- **50)13(xi): Grant of Family Pension to the 2nd living Wife :** As per COURT ORDERS vide Govt. Cir.Memo No. 36840-A/329/A2/Pen.1/93, F&P(Pen.1) Dept.,dt. 11-9-1996.
- **50)13(xv):** Family pension to the post-retiral spouses and children date of effect and payment of cash benefit from 15-9-1993.
- **50)13(xvi):** The widowed/divorced daughter and parents who were totally dependent on Govt. servant while he was alive are eligible for family pension vide G.O. (P) No. 523, Finance, dt. 22-06-2004 & G.O.Ms. No. 231 Fin (Pen –I) Dept DT: 8-8-2008 & 315 dt. 7.10.2010 & 353 Fin. (PSC) dt. 4-12-2010. In case of Twins equal shares is to be paid.
- **Rule-9 : Right of Government to withhold or withdraw pension :**
- **9(7)(a) :** When a Government servant dies before conclusion of the disciplinary proceedings, generally death abates all further proceedings.
- In case of Financial loss to Govt. amount will be recovered under R.RAct from Family
- **9(V)(b) & Rule-46 :** Payment of Interest on Gratuity - Where charges are dropped and interest on pensionary benefits is claimed. The sanction of Government in the administrative Department concerned should be obtained with the concurrence of the Finance Department for payment of interest in every case.
- No anticipatory gratuity shall be sanctioned when disciplinary proceedings are contemplated against the pensioner.
- **9(e) : Commuted value of Pension :** In the case of others to whom pension was allowed either in full or in part, the period of one year for commutation without medical examination has to be reckoned from the date of issue of orders on conclusion of the proceedings vide G.O.Rt.No. 1097, Fin.(FW:Pen-I)Dept., dt. 22-6-2000.
- **The following terminal benefits may be sanctioned to the Government servants retired from service pending disciplinary action :** vide G.O.Rt.No. 1097, Fin.(FW:Pen-I)Dept., dt. 22-6-2000.

1) **FBF, GIS, GPF, APGLIF, EEL, EHPL Provisional Pension**

➤ **Rule-14. B of APPENDIX-I : In the case of serving employees whose whereabouts are not known & Rule-14.C. In the case of Pensioners whose whereabouts are not known :**

The family must lodge a FIR in concerned Police Station to get Family Benefits vide G.O.Ms.No. 241, F&P(FW.Pen.I)Dept., dt. 10.9.1987 read with G.O.Ms.No. 41, F&P (FW.Pen.I) Dept., dt. 8.2.1994. The Compassionate Appointment will be given after 7 years by the Govt. concerned Dept.

➤ **Cir.Memo.No.25806/592/FR.1/2004,dt. 13-10-2004 :** One who continues in service beyond superannuation by mistake is not entitled to any payment - take appropriate disciplinary action against all the persons concerned for their deliberate dereliction of duty in not ensuring the petitioners retirement on his attaining the age of superannuation

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➤ **Rule-29 – Adding Weightage :** Sanction of Service Pension by adding weightage of Three(3) years of Service to Minimum qualifying Service as per Rule-29 of APRPR-1980 vide Govt. Memo. No. 15755-A/141/A1/Pen-II/2008, dt. 13-6-2008.

➤ **Encashment of Half Pay Leave :** As per G.O. Ms. No. 154 Fin. Dept. dated. 4-5-2010

Formula :- Half Pay Leave Salary + D.A. x No. of days of HPL (subject to the total days not exceeding 300 days HPL + EL)

➤ **Obsequies charges (Funeral Charges) :** As per G.O. Ms. No. 192 Fin. Dept. dt. 23-4-2010 Rs. 10,000/- to the Govt. Servants expired while in service (w.e.f. 23-4-2010) debit to service head of A/c. of Salary.

Note :

1. The Pay, Leave Salary and other emoluments can be drawn for the day of Govt. Servant's death, the hour at which the death takes place does not effect the claim under Act. 80 (A) of APFC Vol.-1.
2. On re-marriage of spouse (widow /widower), her/his family pension will be seized. But, she/he will be continued in Govt. Service even after remarriage (vide Govt. Memo No. 873/Ser.A/85-a, dt. 27-1-1986 of GAD)
3. Every Pensioner should submit "Annual Verification Certificate" (i.e Life Certificate) at respective STO/APPO in the month of November to March regularly, otherwise the Pension will be stopped.
4. First Pension/Gratuity/Commutation Value (New Cases Only) will be paid at last station where Govt servant retired. Thereafter the PPO may be transferred any where in the State,at pensioner's request. Govt. Cir. Memo No. 20928/264/PSC/2008 dt. 18-12-2008.
5. Payment of LTA / DA & F.P. to the legal heirs without Legal Heir Certificate / Family Member Certificate to the Nominee, whose name was already authorized by AG / DAO of SA (Including All India Service Pensions) vide Govt. Cir. Memo. No. 743/147/PSC/2009 Fin (PSC) Dept. Dt. 29-5-2009.

Treasuries & Accounts Website for pensions : www.treasury.ap.gov.in

1) **Pensionary Benefits : (Pension / Gratuity / Computation / Family Pension)**

- i) Sanctioning Authorities : Concerned Dept.
- ii) Authorising Authorities : i. AGAP, Hyd. / DAO of SA concerned Dist.
- iii) Disbursing Authorities : JDPPPO, Hyd/APPO's in twin cities/DTO/STO in Districts.

2) Terminal Benefits : FBF / GIS / GPF / APGLIF / EEL / EHPL

CONTRIBUTORY PENSION SCHEME (NPS) - (Common Procedure)

1. In the budget for 2001-02 the Government of India have announced a New Pension Scheme.
2. The Employees appointed on or after 1-9-2004 are eligible for Contributory Pension Scheme as introduced by Govt. of A.P. vide G.O.Ms.No. 653, dt. 22-9-2004, G.O.Ms.No. 654, dt. 22-9-2004, and G.O.Ms.No. 655, dt. 22-9-2004 of Finance(Pen-I) Dept.
3. As per G.O.Ms.No. 654, Finance(Pen-I) Dept., dt. 22-9-2004 the existing GPF (AP) Scheme will not be applicable to the newly recruited employees who are covered under Contributory Pension Scheme introduced w.e.f. 1-9-2004.
4. An Employee shall contribute 10% of the Basic Pay and DA towards CPS.
5. The amount recovered from the Pay Bill shall be credited to the revised Head of Account 8342-117-04-001 as per G.O.Ms.No. 151, Fin(Pen-I) Dept., dt. 2-7-2007.
6. The arrears of subscription to Contributory Pension Scheme. (One subscription for current month and one additional for arrears of subscription)
7. The DA Arrears of the said employees should be credited to the M.H. 8009 01-101-03-CSS till to date of allotment Index Number.
8. The Index Number should invariably noted in the first page of individual S.R.
9. The Employees who are in-service before 1-9-2004 joins another Organization/Dept., after submitting technical resignation, where same rules applicable, such employees will not come under the purview of New CPS. In other words they would continue to remain under earlier pension rules.

Present Procedure for getting PRAN No.

10. The CPS Application Forms are to be obtained from Website : www.npscra.nsdl.co.in for PRAN No.
11. Govt. released matching grant to CPS during financial year 2008-09, 2009-10.

Existing Procedure for getting CPS No.

12. The DDO send proposals to the AG, AP, Hyderabad for allotment of Index Number in the Proforma prescribed as per said G.O.Ms.No. 655, dt. 22-9-2004 for superior service employees.
13. The Index Number for the Class IV employees of the districts allotted by the concerned Deputy Director of Dist. Treasuries. In case of Class-IV of HoDs' of Twin Cities, the PAO, Hyd. allotted the Index Number as per DTAs Memo. No. D2/4036/2006, dt. 31-7-2007.

14. As per DTA's orders the Employee's I.D. Number was CPS A/c No.

**Family Benefits (if expired while in Service) After introduction of CPS
from 1-9-2004.**

1. Compassionate Appointment
2. Encashment of Earned Leave
3. Payment of GIS (Saving Fund)
4. Payment of GIS (Insurance Fund)
5. Payment of APGLIF
6. The Family Pension & DCRG will be sanctioned under APRPR 1980 as per Govt Cir.MEMO.No.30857/422/A1/PEN.I/2010 Dt. : 8.3.2010 Provisionally

ANNEXURE

Retirement Benefits	Family Benefits to the Legal Heirs
1. Encashment of E.L. / EHPL	1. Encashment of E.L. / E.H.P.L
2. Refund of FBF Balance	2. Refund of FBF Balance
3. Refund of Saving Fund under GIS	3. Refund of Saving Fund under GIS
4. Payment of GPF	4. Payment of Insurance Fund under GIS
5. Payment of APGLIF amount	5. Payment of GPF
6. Service Pension	6. Payment of Booster amount under GPF
7. Gratuity	7. Payment of APGLIF amount
8. Commutation of Pension	8. Payment of APGLF Sum assured with bonus
9. TA on retirement to Native Place (Actual fares to self and family & not exceeding 3 mileage towards personal effects).	9. Family Pension i.e. i) Enhanced family pension upto 7 years ii) Thereafter normal Family Pension to till Death.
	10. Gratuity (i.e. DCRG)
	11. TA on death to Native Place actual fares
	12. Compassionate appointment / Exgratia

Entries to be made in SERVICE BOOK:

New S.R.:- G.O.Ms. No. 200, F&P, dt. 10-12- 1999.

1. Xerox copy of the S.R. ----- Each page should be attested by the Head of the Office/ Gazetted Officer
2. Annual Service Verification Certificate.
3. Annual Group Insurance Subscription Recovery Certificate.
4. Annual Recovery of HBA/MCA Certificate (if any)
5. Annual Grade Increment sanctioned entry.
6. G.P.F. A/c No with name of the Nominee.
7. APGLIF Policy No. with name of the Nominee.
8. CPS A/c No. with name of the Nominee.
9. List of Family Members (as furnished by Employee)
10. Employee I.D. Number. / PAN No.

SERVICE VERIFICATION CERTIFICATE

Services Verified with reference to pay bills and acquittance roll etc.

From..... to and found correct.(Every Year i.e. April to March)

ANNUAL RECOVERY CERTIFICATE

Under Group Insurance Scheme

The Group Insurance Subscription has been recovered from the Salary for the period fromTo @ Rs.p.m. (As per G.O. Ms. 225 Fin. (Admn. – I) Dept. Dt. 22-6-2010. Every year i.e., April to March)

Note : Where the SR itself is lost or is not traceable taken action as per GO MS No. 202 F&P FWPS(1) Department Dt : 11-6-1980 Affidavit or collateral evidence for opening Duplicate S.R.

Retirement Age : - For Superior Service Employees (i.e.G.O./NGO :- 58 years & For Inferior Service Employees (i.e. Class-IV) :- 60 Years & (60 years for All India Services).

The following points are to be mentioned in the Last Pay Certificate:

1. Name of the Government servant and Designation :-
2. Name of the Office (Place of working) :-
3. Transfer Promotion Reversion. Order No. and Date :-
4. Reliving Order No... and Date :-
5. Date of Reliving :-
6. Pay and Allowances paid Up to :- (i.e. Date :-)
7. Employees I.D. No. :-
8. PAN No :-
9. Name of the Bank :- (Salary Credited) :-
10. Head of Account :- (Salary Debited) :- M.H :-

Earnings

Deductions

Basic Pay :	G.P.F (Account No):-
Special Pay :	APGLIF (Account No):-
Family Planning Increment :	G.I.S :
Dearness Allowances :	P.T :
House Rent Allowances :	C.P.S :
Addl H.R.A :	H.B.A :
C.C.A :	M.C.A/Marriage Advance :
Other Allowances :	Festival Advance
Total :	Total :

Net Amount :-

Balance of Casual Leaves ND NON :- () days and O.Hs () days/ C.C.Ls () :

DETAILS OF GOVT .. and NON – GOVT.. LOANS / ADVANCES :- (Including BANK LOANS):-

Court Attachments :-

Maintenance Charges Paid to 2nd wife :-

Non- Payment Certificate Regarding D.A / Pay Fixation :-

Example :-

VIII. Calculation of Pensionary Benefits (Service Pension)

Example :- A Superior Govt. Servant retired on Voluntary Retirement Pension (details are as follows)

Date of Birth	: 15-3-1956
Date of Retirement	: 31-12-2010 - u/r. 43 under VRS
(-) Date of Appointment	: 19-5-1982
Gross Qualifying Service	: 12-7-28
(-) Non Qualifying Service	: Nil
Total Service	: 12-07-28
(+) Weightage	: 00-03-03
Net Qualifying Service	: 12-10-31 i.e. (32 years)
Last Drawn Basic Pay	: Rs. 40,510=00 (Scale 23650-49360)
Service Pension	: Rs.40,510 x 32/66 = 19,642/- p.m. from 1-1-2011 u/r 45
Gratuity (DCRG)	: Rs. 40,510 + 10,056 = 50,566 x 64/4 = 8,09,056/- u/r. 56 But Maximum Payable Rs.7,00,000/- only
Enhance Family Pension	: Rs. 40,510 x 50/100 = 20,255/- (Restricted to Service Pension Rs. 19,642)
Normal Family Pension	: Rs. 40,510 x 30/100 = 12,153/- p.m. u/r. 50(20)

Commutation Value : Rs. $19,642 \times 40/100 = 7856 \times 8.678 \times 12 = 8,18,176/-$

Example :

IX. Calculation of Pensionary Benefits (Service Pension)

Example :- A Superior Govt. Servant retired on Invalid Pension (details are as follows)

Date of Birth	:	15-3-1956
Date of Retirement	:	31-12-2010 -
(-) Date of Appointment	:	19-5-1982
Gross Qualifying Service	:	12-07-28
(-) Non Qualifying Service	:	Nil
Total Service	:	12-07-28
(+) Weightage	:	Nil
Net Qualifying Service	:	12-10-28 (i.e. 28½ years)
Last Drawn Basic Pay	:	Rs. 20,300 = 00
Service Pension	:	Rs. $20,300 \times 28\frac{1}{2} / 66 = 8,766/-$ p.m. from 1-1-2011 u/r 45
Gratuity (DCRG)	:	Rs. $20,300 + 5,039 = 25,339 \times 57/4 = 3,61,080/-$ u/r. 56
Enhance Family Pension	:	Rs. $20,300 \times 50/100 = 10,150/-$ (Restricted to Service Pension Rs. 19,642)
Normal Family Pension	:	Rs. $20,300 \times 30/100 = 6,090/-$ p.m. u/r. 50(20)
Commutation Value	:	Rs. $8,766 \times 40/100 = 3,506/-$ (On Medical Grounds only)