

FORM 7
[See rules 58, 60, 61 (1) & (3) and rule 65(1)]

Form for assessing Pension/Family Pension and Gratuity
[To be sent six months before the Date of Retirement to the PAO]

PART - I

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|-----|---|-----|-----|-----|
| 1. | Name of the retiring Government employee | ... | ... | ... |
| 2. | Father's/Husband's name | ... | ... | ... |
| 3. | PAN No. | ... | ... | ... |
| 4. | Height & Marks of Identification | ... | ... | ... |
| 5. | Date of Birth | ... | ... | ... |
| 6. | Service to which he/she belongs (indicate name of organised service, if any, otherwise say, General Central Service) | ... | ... | ... |
| 7. | Particulars of post held at the time of retirement - | | | |
| | (a) Name of the Office | ... | ... | ... |
| | (b) Post held | ... | ... | ... |
| | (c) Scale of pay/Pay Band & Grade pay of the post | | | |
| | (d) Basic Pay / pay in the Pay Band & Grade pay | | | |
| | (e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms | ... | ... | ... |
| | (f) If on foreign service, scale of pay/ pay band, pay in the pay band & grade pay of the post in the parent department | | | |
| 8. | Whether declared substantive in any post under the Central Government | ... | ... | ... |
| 9. | Date of beginning of service | ... | ... | ... |
| 10. | Date of ending of service | ... | ... | ... |
| 11. | Cause of ending of service (please tick one)- | | | |
| | (a) Superannuation (Rule 35) | | | |
| | (b) Voluntary retirement on being declared surplus (Rule 29-A) | ... | ... | ... |
| | (c) Voluntary/premature retirement at the initiative... of the Government servant [under Rules 48, 48-A and FR 56 (k)] | ... | ... | ... |
| | (d) Premature retirement at the initiative of the Government [Rule 48 or FR 56 (j)] | ... | ... | ... |
| | (e) Permanent absorption in public sector undertaking/autonomous body (Rule 37 or 37-A/37-B) | ... | ... | ... |
| | (f) Invalidment on medical ground (Rule 38) | | | |
| | (g) Due to abolition of post (Rule 39) | | | |
| | (h) Compulsory retirement (Rule 40) | ... | ... | ... |

- (i) Removal/dismissal from service (Rules 24 and 41)
- (j) Death
12. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40)
13. In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)
14. Particulars relating to military service, if any -
- (a) Period of military service
- (b) Terminal benefits drawn/being drawn for military service
- (c) Whether opted for counting of military service towards civil pension (Rule 19)
- (d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded
15. Particulars relating to service in autonomous body/State Government, if any -
- (a) Particulars of service :

Name of Organisation	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be counted for pension in the Government
- (c) Whether the autonomous organisation has discharged its pensionary liability to the Central Government
- 16 Whether any departmental or judicial proceedings in terms of rule 9 of the CCS (Pension) Rules, 1972 are pending against the retiring employee. (If yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)
17. Qualifying service -
- (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 59 (1) (b) (ii)]
- (b) Period not counting as qualifying service -
- (i) Boy service (2nd proviso to Rule 13)
- (ii) Extraordinary leave not counting as qualifying service (Rule 21)
- (iii) Periods of suspension not treated as qualifying service (Rule 23)
- (iv) Interruptions in service [Rule 27 (1) (b) and Rule 28 (c)]
- (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)

- (vi) Any other period not treated as qualifying service (give details)
- (c) Additions to qualifying service -
- (i) Civil service (Rule 18)
- (ii) Military service (Rule 19)
- (iii) Benefit of service in an autonomous body
- (d) Net qualifying service
- (e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49)

18. Emoluments -

- (a) Emoluments in terms of Rule 33
- (b) Emoluments drawn during ten months preceding retirement-

From	To	Rate of Pay (including NPA)	Amount

Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 7 below Rule 33)

- (c) Average emoluments (Rule 34)
- (d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 49)
- (e) Emoluments reckoned for retirement gratuity/death gratuity (Rule 50)
- (f) Pay reckoned for family pension (Rule 54)
19. Amount of retirement gratuity/death gratuity (Rule 50)
(Refer S. No.9 of Calculation Sheet)
20. Details of Government dues recoverable out of gratuity -
- (a) Licence fee for Government accommodation [see sub-rules (2), (3) and (4) of Rule 72]
- (b) Dues referred to in Rule 73
- (c) Amount indicated by Directorate of Estates to be withheld under sub-rule (5) of Rule 72
21. (a) Proposed pension/service gratuity (Rule 49)
- (b) Proposed dearness relief on pension (as on the date of retirement)
- (c) Date from which pension is to commence (Rule 83)

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|--|-----|-----|-----|
| 22. Rate of Family Pension - | | | |
| (a) Enhanced rate [Rule 54(3)] | ... | ... | ... |
| (b) Period for which family pension will be payable at enhanced rate | ... | ... | ... |
| (c) Ordinary rate [Rule 54(2)] | ... | ... | ... |
| (d) Date from which ordinary rate of family pension will be payable | ... | ... | |
| 23. Commutation of pension - | | | |
| (a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension) | ... | ... | ... |
| (b) The percentage of pension commuted | ... | ... | ... |
| (c) Amount of monthly pension commuted | | | |
| (d) Commuted value of pension | ... | ... | ... |
| (e) Amount of residuary pension after deducting Commuted portion | ... | ... | ... |
| (f) Date from which reduced pension is payable | ... | ... | ... |
| (g) Date from which commuted pension is to be restored | | | |
| 24 Post-retirement address of the retiree | | | |
| | ... | ... | ... |
| 25. e-mail ID, if any | | | |
| 26 Mobile number, if any | | | |

Signature of the
Head of Office

FORM 7 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1.	Whether retiring employee is an allottee of Government accommodation	
2.	If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office	
3.	The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57-	
4.	Date of receipt of 'No demand certificate' from Directorate of Estates	
5.	Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates	
6.	Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59	
7.	Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73 (1)	
8.	Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension.	
9.	Whether any objection received from the employee on the above certificate	
10.	Date on which the employee submitted his application for pension in Form 5	
11.	Whether nominations made in Common Nomination Forms for (i) death gratuity/retirement gratuity (ii) payment under CGEGIS (iii) amount of GPF, if applicable (iv) arrears of pension (v) commuted value of pension (if applicable)	
12.	(i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972 (ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record	
13.	Whether Details of family in Form 3 attached	
14.	Whether Medical certificate of incapacity (for invalid pension) attached.	
15.	Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).	
16.	Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record.	
17.	Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.	
18.	Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)	

PART II

1. Date of receipt of pension papers by the Accounts Officer from Head of Office
2. Entitlements admitted -	
A. Length of qualifying service
B. Pension -	
(i) Class of pension
(ii) Amount of monthly pension
(iii) Date of commencement
C. Commutation of Pension -	
(i) Portion of pension commuted, if any	...
(ii) Commuted value of portion of pension commuted, if any
(iii) Residuary pension after commutation
(iv) Date from which reduced pension is payable
(v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live
D. Retirement/Death Gratuity -	
(i) Total amount of gratuity

(ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 72(1) and 72(4) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 72(5))	
(iii)	
(iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 73)
(v) Net amount to be released immediately
E. Family Pension -	
(i) At enhanced rate
(ii) Period for which Family Pension at enhanced rate is payable

(iii) At normal rate
3. Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited

Accounts Officer

PENSION CALCULATION SHEET

1. Name
2. Designation
3. Scale of pay/Pay Band & Grade pay		
4. Date of birth
5. Date of entry in the Government service
6. Date of retirement
7. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)
8. Emoluments drawn during the last ten months
9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO)
(2) Pension admissible (if qualifying service is ten years or more)
Calculations to be shown as follows :— Emoluments or Average Emoluments/2		
10. (1) Emoluments for gratuity (as indicated in PPO)
(2) Retirement gratuity admissible
Calculation to be shown as follows :— Emoluments/4 × Qualifying Service (In completed six monthly period, not exceeding 66.)		
11. (1) Pay for Family Pension (as indicated in PPO)
(2) Family Pension admissible
Calculations to be shown as follows :—		
(a) Ordinary Family Pension :		
Pay × 30% subject to prescribed minimum and maximum		
(b) Enhanced Family Pension :		
Pay ÷ 2		
[Subject to prescribed minimum and maximum as per Rule 54].		

Head of Office

Countersigned by

PAO

Copy to:—Shri/Smt./Kumari.....,
retiring Govt. Servant