

## FORM 19

### DEPARTMENT DATA SHEET

1. Name of Government Servants –
2. Designation –
3. Department – .
  
4. Present Postal Address –
  
5. Father's Name –
6. Class of Pension –
7. Date of Birth –
8. Date of Appointment –
9. Date of Death –
10. Date of Retirement –
11. Qualifying Service –
12. Last Pay Drawn –
13. Average Emoluments –
14. Treasury –
15. Sub Treasury –
16. Scale of Pay –
17. GPF A/c No –
18. Recoveries :
  - i. Provisional Pension Paid -
  - ii. Provisional DCRG Paid -
  - iii. Outstanding HBA (P) -
  - iv. Outstanding MCA (P) -
  - v. Outstanding interest on HBA -
  - vi. Outstanding interest on MCA -
  - vii. Overdrawal of pay & allowances -
  - viii. Other recoveries, if any -

Under Secretary to the Govt. of Meghalaya  
Personnel & A R (A) Department

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## PENSION CALCULATION SHEET

1. Name —
2. Designation -
- 
3. Scale of Pay/Pay Band & Grade Pay —
4. Date of Birth —
5. Date of entry in 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 of 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 x 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 x 30%  
Subject to prescribed minimum and maximum  
(b) Enhanced Family Pension: Pay 2  
(Subject to prescribed minimum and maximum  
as per Rule 54).

Copy to

Shri/Smt

Deputy Secretary to the Government of Meghalaya  
Personnel & A.R.(A) Department.

Countersigned by :

PAO

