

FORM 7

[See rules 58, 60, 61 (1) & (3) and rule 65(I)J

Form for assessing Pension/Family Pension and Gratuity

[To be sent six months before the Date of Retirement to the PAO]

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 Organization	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) : _____

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

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

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 574.
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 (I)
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 organizations 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.)

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