

**FORM – 4**  
**FORM FOR ASSESSING PENSION AND GRATUITY**  
**(Rules 61,62,65,67 and 72)**

PART- I

1. Name of the Government servant :
2. Father's name ( and also husband's name :  
in the case of a female Government servant). :
3. Date of birth (By Christian Era) :
4. Religion and nationality :
5. Permanent residential address showing :  
village/town, District and State.
6. Present or last appointment including :  
name of establishment.
7. Date of beginning of service. :
8. Date of ending of service. :
9. (I) Total period of military service for :  
which pension/gratuity was sanctioned. :  
(ii) Amount and nature of any pension/gratuity :  
received for previous civil service.
10. Amount and nature of any pension/gratuity received :  
for previous civil service.
11. Government under which service has been rendered :  
– in order of employment.
12. Interruption and non-qualifying service :
13. Length of qualifying service. :
14. Class of pension or service gratuity applied for :  
the Government servant and cause of application,  
(in case of invalid pension, medical certificate to be  
attached).
15. Emoluments reckoning for gratuity. :
16. Average emoluments reckoning for pension. :
17. Proposed pension. :
18. Proposed death-cum-retirement gratuity. :
19. Proposed service gratuity, if any. :
20. Date from which pension is to commence. :
21. Whether nomination made for death-cum-retirement gratuity. :
22. Whether the Government servant has paid all the Government dues. :
23. At enhanced rate of .....from.....to.....  
at the normal rate of .....from.....to.....

(i) Complete and up-to-date details of family as given in form 17-

| SI No. | Name of the member of family | Date of birth | Relationship with Government Servant |
|--------|------------------------------|---------------|--------------------------------------|
| (1)    | (2)                          | (3)           | (4)                                  |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |
|        |                              |               |                                      |

- 24 Height :
- 25 Identification marks :
- 26 Place of payment of pension/gratuity (Treasury or Sub-Treasury) :
27. Head of Account to which pension and gratuity, are debitible. :

Place:

Dated the

Signature of Head of Office/  
Audit Officer