

**F O R M – 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 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-

<b>Sl. No.</b>	<b>Name of the member of family</b>	<b>Date of birth</b>	<b>Relationship with Government Servant</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>

24. Height :

25. Identification marks :

26. Place of payment of pension/gratuity :  
(Treasury of Sub-Treasury).

27. Head of Account to which pension and gratuity, are debitale. :

Place:

Dated the

Signature of Head of Office/  
Audit Officer  
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**PART-II  
SECTION-I**

Emoluments drawn during the last 6 months of service

Sl. No. (1)	Post held (2)	From (3)	To (4)	Pay	Personal/	Special Pay

Average emoluments

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In a case where the last 6 months include same period not to be reckoned for calculating average emoluments of a equal period backwards has be to taken for calculating the average emoluments.

**Section – II**

Details of non-qualifying service

- |  |       |      |    |
|--|-------|------|----|
|  | Y.M.D | From | To |
| 1. Interruption (S)                            |       |      |    |
| 2. Any other service not treated as qualifying |       |      | :  |

**Section – III**

- |   |   |
|---|---|
| 1. Period of service not verified with reference to acquaintance Rolls.   | : |
| 2. Whether the above period has been verified in accordance with The provisions of Rule 61 of the Meghalaya Civil Services (Pension) Rules, 1982. | : |

**PART-III  
Section-I**

Audit enfacement

- |  |   |
|--|---|
| 1. Total period of qualifying service which has been accepted for the grant of superannuation/retiring/invalid/compensation/compulsory retirement pension/gratuity with reasons for disallowances, if any. | : |
| Note:- Service for the period commencing from... and upto the date of retirement has not yet been verified: this would be done before the pension payment order is issued.                                 | : |
| 2. Amount of superannuation/retiring/invalid/compensation/compulsory/ retirement pension/Gratuity: that has been admitted.   | : |
| 3. Amount of superannuation/retiring invalid/compensation/ compulsory Retirement pension/gratuity, admissible After taking into account made by the pension sanctioning authority.                         | : |
| 4. The date from which superannuation/retiring/invalid/compensation/ compulsory retirement pension/gratuity is admissible.   | : |
| 5. Head of account to which superannuation/retiring/invalid/ compensation/compulsory/retirement pension/gratuity is chargeable.  | : |

6. The amount of family pension becoming payable to the entitled members of the family in the event of death of the Government servant after retirement. :

At enhanced rate of	P.M	From	To
At normal rate of	P.M	From	To

Accounts Officer/  
Assistant Accountant General  
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### SECTION – II

1. Name of the Government servant :
2. Class of pension or gratuity :
3. Amount of pension sanctioned :
4. Amount of gratuity sanctioned :
5. Date of commencement of pension :
6. Amount of family pension or admissible in the event of death of the Government servant after retirement. :  
  
At enhance rate :  
  
At normal rate :
7. Amount recoverable from gratuity under Sub-rule 2(b) of Rule 73 of the Meghalaya Civil Service (Pension) rules, 1983. :
8. The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed Govt. dues. :

### Instructions:

1. Average emoluments – The calculation of average emolument mentioned in item 17 of Part-I should be based on the actual number of days contained in each month.
2. Compensation pension or gratuity –
  - (a) If the case is of a compensation pension or gratuity the particulars of the savings affected should be fully stated against item 15 of part I of this Form.
  - (b) State why employment was not found elsewhere.
3. Details of Service – All periods not reckoned as service should be distinguished.
4. Identification marks-specify a few conspicuous marks not less than two, if possible.
5. Name- What initials or name of the Government servant are or is incorrectly given in the various record consulted, mention this fact in the letter forwarding the pension papers.
6. Date of Retirement- Date of retirement to be indicated in the service book and the Last Pay Certificate, if any.
7. Reinstatement – In the case of the Government servant who has been reinstated after having been suspended, compulsory retired, removed or dismissed from service, brief statement leading to his reinstatement should be appended.
8. Alteration-Alterations to be made in red ink under dated initials of a Gazetted Government servant.