

FORM-7,

FORM FOR ASSESSING PENSION AND GRATUITY

[see rule 58,60, 61 (1) and (3) and 65 (1)]

- 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: _____
- 5 Permanent residential address showing Village: town, District and State.
- 6 Present or last appointment i/c name of establishment
Substantive:
Officiating if any:
- 7 Date of beginning of Service:- _____
- 8 Date of ending of Service:- _____
- 9 Total period of Military Service for which pension or gratuity was sanctioned _____
- 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 Class of Pension applicable:- _
- 13 The date of which action initiated to :-
 - (i) Obtain the No Demand Certificate from the Directorate of Estates as Provided in Rule 57.
 - (ii) Assess the Government dues other than the dues retaining to the allotment of Government accommodation.
 - (iii) Assess the service and emoluments qualifying for pension as provided in rule 59.
 - (iv) Assess the Government dues other than the dues relating to the allotment of Government accommodation as provided in Rule 73 (1)
- 14 Details of omission, imperfections or deficiencies in the service book which have been ignored under Rule 59 (1) (b) (ii)
- 15 Total length of qualifying service for the purpose of adding service broken periods, months is reckoned as thirty days.
- 16 Period of non qualifying service
 - (i) Interruption in service condoned under Rule 28:- _____
 - (ii) Extraordinary leave non-qualifying for pension:- _____
 - (iii) Period of suspension not treated as qualifying:- _____
 - (iv) Any other service not treated as qualifying service.:- _____
- 17 Emoluments reckoning for gratuity:- _____
- 18 Average emoluments _____
 - (i) in a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments.:- _
 - (ii) the calculation of average emoluments should be based on actual number of days contained in each month.
- 19 Date on which form has been obtained from the Government:-
- 20 (i) Proposed Pension:- _____
(ii) proposed gratuity relief _____
- 21 Proposed gratuity (DCRG):- _____
- 22 Date from pension which Pension is to commence:- _____
- 23 Proposed amount of provisional pension if departmental or judicial proceeding is instituted against the Government servant before retirement. _____
- 24 Details of Government dues recoverable out of the gratuity:- _____
 - (i) License fee for the allotment of Government accommodation (see sub-rule (2), (3) and (4) of Rule 1972 _____
 - (ii) Dues referred to in Rule 73 _____
- 25 Whether nomination made for :
 - (i) Death- cum- Retirement Gratuity :- _____
 - (ii) Family Pension 1950 , if applicable _____

- 26 Whether Family pension 1964 applied to the Government servant if so :-
 (i) Emoluments reckoning for the family pension:- _____
 (ii) The amount of the Family Pension becoming payable to the family of the Government servant, if death takes place after retirement.
 (a) before attaining the age of 65 years :- _____
 (b) after the attaining the age of 65 years:- _____
 (iii) Complete and up to date details of the family members as given in Form-3

Sl No	Name of the member of the family	date of birth	relationship with the government servant
1	2	3	4
1			
2			
3			
4			

- 27 Height:- _____
 28 Identification Marks:- _____
 29 Place of payment of pension (Treasury, sub-Treasury or Branch of Public Sector bank).
 30 Head of account to which pension and DCRG are debitible _____

Signature of Heads of office/Pension Sanctioning Authority
with Office seal