

OFFICE MEMORANDUM

Subject:- List of officers/officials of Department of Telecommunications due for retirement on superannuation for the period upto 31.12.2022- in terms of Rule 56 of CCS(Pension) Rules 1972 and instructions -regarding.

The undersigned is directed to enclose herewith draft lists of employees of Department of Telecommunications posted in DoT HQ/Circles/LSA offices, as under, who are due for retirement on attaining the age of superannuation for the period upto 31.12.2022:

- i. **List of Retirements during the year 2022 in respect of cadres under administrative control of Admn.I, II and III (except IRRS) at Annexure-I**
- ii. **Retirement List in respect of IRRS, P&TBW and IP&TAFS posted in DoT HQ for the period from September 2021 to December 2022, at Annexure-II**
- iii. **Retirement List in respect of ITS officers for the year 2022 at Annexure-III**

2. The concerned staff/Admn. Braches and retiring officers/officials may please note that:

- i. **Pension cases in respect of retirements at Annexure-I are being processed through online portal "BHAVISHYA" from 01.07.2021 onwards. Payment of Pension/DCRG/commutation in these case shall be finalized in DoT, HQ by Pension Section and PFP Section, DoT.**
- ii. **Pension in respect of retirements at Annexure-II and in respect of ITS officers at Annexure-III posted in DoT HQ only shall be sanctioned by HOO, Pension Section, DoT. PFP Section, DoT, will send these cases to the O/o Pr CCA Delhi for authorization and release of sanctions for payment of pensionary benefits i.e DCRG, Commutation and Pension through "SAMPANN" portal.**
- iii. **Pension in respect of ITS officers posted as Heads of LSA/Circle offices etc. shall be sanctioned by HOO, Pension Section, DoT and shall be sent through PFP Section, DoT, to the concerned CCA office for authorization and release of sanctions for payment of pensionary benefits i.e DCRG, Commutation and Pension through "SAMPANN" portal.**
- iv. **As per OM dated 23.08.2021 of PFP, as special case, payment of pensionary benefits in respect of regular officers of ITS, P&TBW, IP&TAFS and IRRS, on appointment as ACC approved Member(Services/Technical/Finance) in DoT, shall be processed/authorized at the O/o Pr CCA Delhi after sanction by US(STP).**

3. The concerned Administration Sections, maintaining the Service Books of employees, are requested to follow the **procedure as given in Rule 57 and Rule 59** of CCS(pension) Rules, 1972 for timely settlement of the pensionary benefits of the retiring employees. The instructions regarding timely initiation of pension process, **one year before retirement**, have recently been issued vide OM No.36-03/2019-Pen(T)(ii) dated 01st June 2021, available on website of DoT. **Further, the Vigilance/Disciplinary clearance status in respect of retiring officers/officials for settlement of Pension will be provided by the concerned Administration to Pension Section.**

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16/9/21

4. It is further requested that the intimation regarding any changes in the List due to transfer/death/technical resignation/VRS may please be furnished for updating the records.
5. The retiring employees of this Department whose names have been left out inadvertently, are requested to inform Pension Section through their concerned Administration Section for inclusion of their names in the lists.
6. The Officers/Officials who are due to retire should submit the following documents so that their pension/DCRG could be finalized in time:
- The officers and officials whose names exist in **Annexure-I** are required to fill and submit their pension forms to HOO i.e US(STP) online on BHAVISHYA portal at least 06 months before retirement. Duly signed prints of all the forms, submitted online, along with duly filled up '**Updated Superannuation Pension Papers Set with common nomination form**' are to be submitted to US(STP). Copies of physical forms enclosed at **Annex-IV and V**
 - The officers and officials whose names exist in **Annexure-II** are required to submit duly filled physical pension papers (two sets in original) at least six months prior to retirement for timely settlement of their pensionary benefits. Complete set of '**Updated Superannuation Pension Papers Set**' is also available at Download link under the DoT Website i.e. <https://dot.gov.in>. **Pension Paper set and Common nomination Form-I** are enclosed at **Annex-IV and V**
 - The ITS officers (posted in DoT HQ/Heads of LSAs & Circles) as per Annexure-III, are required to submit documents as mentioned at (b) above.**
 - All retiring officers/officials, who are in occupation of Government Accommodation, shall invariably submit **No demand certificate from Directorate of Estates**. They have to apply online for obtaining the "No Demand Certificate" from the Directorate of Estates. G-I Section may be approached for the purpose.
 - Copies of **Aadhar Card of self and spouse (self attested)**
 - Copies of **PAN Card of self and spouse (self attested)**

Encl: as above


(Neha Singh)
Under Secretary (STP)
Tele No: 23036123
अवर सचिव (एस.टी.पी.)
Under Secretary (STP)
दूरसंचार विभाग, भारत सरकार
Govt. of India
नई दिल्ली / New Delhi

To all the concerned offices and officers/officials of DoT through e office and DoT website.

- DDG(A/cs), DDG(C&A)/DDG(Pers)/DDG(E&T), DoT
- Dir(A/cs)/Dir(SEA)/Dir(Staff)/Dir(Civil)/Dir(Arch.)/Dir(Elect), DS(Admn.I)/DS(Admn.II), DoT
- US(Admn.I)/US(Admn.II)/US(Admn.III)/US(SGT)/US(SNG)/US(SEA)/ ADG(SEA-I)/ ADG(SEA-II).
- Sr.DDG(TEC) Khurshid Lal Bhavan, New Delhi. WMO/NCCS
- All the officers of Pr.CCAs/CCAs/LSAs/Heads of BSNL circles.
- E-office Notice Board.
- ADG(E&C) for uploading the OM on website of DoT with Enclosures.

Copy in respect of DoT employees working on deputation to:

- CMD, BSNL/MTNL/BBNL/TCIL, Registrar TDSAT, Secretary TRAI, Chairman C.DoT

Annexure-I

**List of Retirement during the year 2022 in respect of cadres under administrative control of Admn-I, II and III
except IRRS**

Sl. No.	Name of the retiree	Designation	Date of Birth	Date of Retirement	Mobile Number	Service which he belongs to
January, 2022						
1.	Smt. Nidhi Seth	Assistant Section Officer	04.01.1962	31.01.2022	9891430592	CSS
2.	Shri Panchanand Singh	MTS	16.01.1962	31.01.2022	9013709085	GCS Group 'C'
February, 2022						
3.	Shri Mohit Raj	Section Officer	02.02.1962	28.02.2022	9013138091	CSS
4.	Shri. M.R. Kondle	Section Officer	26.02.1962	28.02.2022	9818655338	CSS
5.	Shri Narender Kumar	Section Officer	15.02.1962	28.02.2022	7206334968	CSS
March, 2022						
6.	Smt. Anjana Singh	Section Officer	13.03.1962	31.03.2022	9013367596	CSS
7.	Shri Upendra Prasad	MTS	05.03.1962	31.03.2022	9971149356	GCS Group 'C'
April, 2022						
8.	Shri. Nandan Singh	Section Officer	05.04.1962	30.04.2022	8447174630	CSS
9.	Shri Sunil Dutt	Staff Car Driver-Grade I	04.04.1962	30.04.2022	9868136001	GCS Group 'C'
May, 2022						
10.	Shri Mahesh Kumar	MTS	04.05.1962	31.05.2022	9999279263	GCS Group 'C'
11.	Shri Om Singh	MTS	02.05.1962	31.05.2022	9910128026	GCS Group 'C'
12.	Shri. Rajender	MTS	10.05.1962	31.05.2022	9868113513	GCS Group 'C'

Sl. No.	Name of the retiree	Designation	Date of Birth	Date of Retirement	Mobile Number	Service which he belongs to
June, 2022						
13.	Shri. P Krishna Babu	Section Officer	28.06.1962	30.06.2022	9013335653	CSS
July, 2022						
14.	Smt. Santosh Kanojia	Senior Secretariat Assistant	29.07.1962	31.07.2022	9999306692	CSCS
15.	Shri Singh Raj Singh	Senior Secretariat Assistant	22.07.1962	31.17.2022	8595407288	CSCS
August, 2022						
16.	Shri V Giridharan	Section Officer	31.08.1962	31.08.2022	9868303904	CSS
17.	Shri Narender Singh	Clerk	01.09.1962	31.08.2022	8396843455	GCS Group 'C'
September, 2022						
18.	Shri Jasbir Singh Dheer	Principal Private Secretary	02.09.1962	31.09.2022		CSSS
October, 2022						
19.	Shri Naval Kishore Rai	MTS	05.10.1962	31.10.2022	9667825367	GCS Group 'C'
20.	Shri Randhir	MTS	13.10.1962	31.10.2022	8447015630	GCS Group 'C'
November, 2022						
21.	Shri Madan Ram	MTS	10.11.1962	30.11.2022	9868132409	GCS Group 'C'
22.	Shri Mom Raj Singh	Staff Car Driver Grade-II	15.11.1962	30.11.2022	9868132492	GCS Group 'C'

Sl. No.	Name of the retiree	Designation	Date of Birth	Date of Retirement	Mobile Number	Service which he belongs to
23.	Smt.Perveen Chandhoke	Principal Private Secretary	01.12.1962	30.11.2022		CSSS
December,2022						
24.	Shri Veer Paul	Assistant Section Officer	20.12.1962	31.12.2022	9990878158	CSS
25.	Smt. Subhadra Pathar	Principal Private Secretary	20.12.1962	31.12.2022		CSSS

Annexure - II

Retirement list in respect of IRRS, P&TBW, IP &TAFS Cadres posted in DoT Hq.

From September, 2021 to December, 2022

Sl. No.	Name of the retiree	Designation	Date of Birth	Date of Retirement	Mobile Number	Service which he belongs to
September, 2021						
			Nil			
October, 2021						
1.	Shri R.K.Paliwal	Sr.AO/Officiating ACAO(SEA-II)	05.10.1961	31.10.2021	9451307810	IP & TAFS Group'B'
November, 2021						
2.	Shri Vijay Kumar	ACAO(Vigilance)	04.11.1961	30.11.2021	9999248426	IP & TAFS Group'A'
3.	Shri G. Manoharan	ACAO(PSF+Budget)	30.11.1961	30.11.2021	9150362454	IP & TAFS Group'A'
December, 2021						
4.	Smt. Magdalena Marandi	AO(PFP)	01.01.1962	31.12.2021	9871845466	IP & TAFS Group 'B'
5.	Shri Chhtrapal Singh	Junior Wireless Officer	01.01.1962	31.12.2021	9868883341	IRRS

Sl. No.	Name of the retiree	Designation	Date of Birth	Date of Retirement	Mobile Number	Service which he belongs to
January, 2022						
6.	Smt. Kavita Singh	DDG	25.01.1962	31.01.2022	9810013803	IP & TAFS Group 'A'
7.	Shri Satbir Singh	Sr.AO/Officiating ACAO(LFA)	30.01.1962	31.01.2022	9013615567	IP & TAFS Group 'B'
February, 2022						
8.	Shri Maheshwar Ohdar	AO(USOF)	15.02.1962	28.02.2022	8721824658	IP & TAFS Group 'B'
March, 2022						
9.	Shri Sukhpal Singh	Joint Wireless Adviser	23.03.1962	31.03.2022	9444461164	IRRS
10.	Shri. Lokesh Mehta	Director/Superintending Engineer(Civil)	27.03.1962	31.03.2022		P & T BWS
April, 2022 to September, 2022						
			Nil			
October, 2022						
11.	Shri Surander Singh	Junior Wireless Officer	20.10.1962	31.10.2022	9868276144	IRRS
November, 2022 to December, 2022						
			Nil			

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Retirement List - ITS Cadre
Year - 2022

Annexure - III

Retirement list for the year 2022								
S.No.	Staff No.	Name	DOB	Allotment Year	DOJ	DOP to Grade	Post held	Place of posting
January								
1	8414	KARTICK CH.GHOSH	03/01/1962	1986	22/06/1987	28/12/2007		
2	8375	JYOTI BHUSHAN PRASAD	18/01/1962	1986	22/06/1987	28/12/2007		
3	8222	ARUN KUMAR	20/01/1962	1985	21/07/1986	30/12/2004		
4	8284	SANJAY K MITTAL	22/01/1962	1985	02/03/1987	30/12/2004		
5	8438	RANJAN GHOSH	22/01/1962	1987	02/03/1988	28/12/2007		
6	8244	AVINASH K. SRIVASTAV	25/01/1962	1985	22/07/1986	20/03/2009		
February								
7	8417	SHARWAN K. AGGARWAL	03/02/1962	1986	22/06/1987	28/12/2007		
8	8556	SUDEEP KUMAR	06/02/1962	1988	20/02/1989	12/08/2008		
9	8231	RAJENDRA KUMAR CHOUHAN	08/02/1962	1985	21/07/1986	30/12/2004		
March								
10	8315	TARUN KUMAR	03/03/1962	1985	21/07/1986	28/12/2007		
11	8648	MANI RAM	09/03/1962	1988	10/03/1989	30/09/2011		
12	8138	DEEPA TYAGI	30/03/1962	1984	27/05/1985	21/07/2003		
April								
13	8508	TAMAL MAITRA	03/04/1962	1987	20/02/1989	19/06/2008		
14	8589	KRISHNA BABU GUPTA	03/04/1962	1988	21/02/1989	07/12/2009		
15	8099	ASHOK KUMAR MITTAL	04/04/1962	1984	27/05/1985	30/12/2019		
16	8613	VENKATASUBRAMANIAN K	04/04/1962	1988	20/02/1989	19/04/2011		
17	8383	V.K. SANJEEVI	12/04/1962	1986	22/06/1987	28/12/2007		
18	8651	HAUSHILA PRASAD	20/04/1962	1988	20/02/1989	26/12/2002		
19	8390	ARUN KUMAR SINHA	24/04/1962	1986	29/06/1987	28/12/2007		
20	9671	JAVED EQBAL	24/04/1962	1988	23/10/1989	19/04/2011		
21	8468	H.C. MOHANTY	01/05/1962	1987	24/02/1989	19/04/2011		
May								
22	20249	RAMACHANDRAN C	05/05/1962	1991	06/01/1992	26/12/2002		
23	35147	KAMLA PARGAI	09/05/1962	2009	12/06/2009	11/06/2011		
24	8228	MATHEW P. T.	13/05/1962	1985	21/07/1986	30/12/2004		

25	8499	HANUMATHA RAO A.	20/05/1962	1987	20/02/1989	23/05/2008		
26	34466	OMVIR SINGH	01/06/1962	2009	12/06/2009	14/03/2014		
June								
27	8505	SUDHIR BHANDARI	06/06/1962	1987	07/03/1988	11/06/2010		
28	8280	ASHWANI SALWAN	10/06/1962	1985	21/07/1986	30/12/2004		
29	8328	SIVAKAMY T. S.	19/06/1962	1986	25/06/1987	07/08/2006		
30	8344	BALARAM PAL	25/06/1962	1986	01/03/1988	07/08/2006		
31	8480	KESHAW DASS LAKHMANI	25/06/1962	1987	20/02/1989	23/05/2008		
32	8158	PRRAMOD KUMAR JAIN	30/06/1962	1984	28/05/1985	21/07/2003		
33	8164	UDAI K. SRIVASTAVA	30/06/1962	1984	28/05/1985	21/07/2003		
34	8118	NIZAMUL HAQ	01/07/1962	1985	13/01/1986	30/12/2019		
July								
35	8486	ANUPAM VARSHNEYA	03/07/1962	1987	01/03/1988	23/05/2008		
36	106082	A G BIDBAG	06/07/1962	2009	30/12/2011	30/12/2013		
37	8242	ARUN KUMAR SHARMA	11/07/1962	1985	21/07/1986	30/12/2004		
38	8470	MURALEEDHARAN G.	20/07/1962	1987	01/03/1988	23/05/2008		
39	8347	ASHUTOSH PANDEY	28/07/1962	1986	01/03/1988	28/12/2007		
40	8143	HARWESH BHATIYA	30/07/1962	1984	27/05/1985	21/07/2003		
August								
41	8432	PRADEEP KUMAR	04/08/1962	1986	22/06/1987	27/11/2008		
42	20250	BABOO LALLAN	05/08/1962	1991	06/01/1992	26/12/2002		
43	9683	SAFIA EQBAL	13/08/1962	1988	23/10/1989	30/09/2011		
44	8253	ASHOK K. SRIVASTAVA	15/08/1962	1985	22/07/1986	30/12/2004		
45	8388	P. V. V. V. PRASAD RAO	15/08/1962	1986	01/03/1988	28/12/2007		
46	8422	RADHA S. K.	01/09/1962	1986	22/06/1987	28/12/2007		
September								
47	8510	ADESH KUMAR GUPTA	05/09/1962	1987	20/02/1989	19/06/2008		
48	8359	RAJESH KUMAR SINGH	09/09/1962	1986	22/06/1987	28/12/2007		
49	8455	HANUMANTH RAO K.	09/09/1962	1987	01/03/1988	23/05/2008		

50	112358	RAJVLOCHAN SURESHANAND MADHWAL	09/09/1962	2014	07/05/2015	01/01/2020		
51	8248	DEEPAK TAYAL	12/09/1962	1985	21/07/1986	30/12/2004		
52	8617	BHIM SINGH	14/09/1962	1988	20/02/1989	23/06/2011		
53	8618	BISWANATH DHAR	19/09/1962	1988	20/02/1989	23/06/2011		
54	8197	SUBHASH CHAND	20/09/1962	1984	21/07/1986	21/07/2003		
55	8370	SANJAY K. AGARWAL	25/09/1962	1986	22/06/1987	28/12/2007		
	8243	RAJNI TANEJA	01/10/1962	1985	03/03/1987	30/12/2004		
October								
57	8098	ASHOK KUMAR TIWARI	08/10/1962	1984	28/05/1985	30/12/2019		
58	8345	KALYAN KISHORE SINGH	09/10/1962	1986	29/06/1987	07/08/2006		
November								
59	8532	C P SINGH	14/11/1962	1987	20/02/1989	26/12/2002		
60	8269	MOHD. AKEEL KHAN	25/11/1962	1985	21/07/1986	17/01/1990		
61	20159	SASTRY Y V	30/11/1962	1990	04/02/1991	28/08/2017		
December								
62	20054	POORAN MAL	23/12/1962	1989	12/03/1990	28/08/2017		

भारत सरकार
GOVERNMENT OF INDIA
दूरसंचार विभाग
DEPARTMENT OF TELECOMMUNICATIONS
संचार भवन
SANCHAR BHAVAN

सेवा-निवृत्ति पेंशन-प्रपत्र
SUPERANNUATION PENSION PAPER SET

नाम (NAME):

पदनाम (DESIGNATION)

सेवानिवृत्ति की तारीख (DATE OF RETIREMENT)

कार्यालय का पता (OFFICE ADDRESS)

Tel No./ Mobile No.

Note : To be submitted eight months prior to the date of superannuation.

फॉर्म - 5 (FORM - 5)

{देखें नियम 59(1) (ग) & 61(1)}{See rule 59 (I)(c) and 61(I)}

{केंद्रीय सिविल सेवा (पेंशन का सारांशीकरण) नियम 1981 का नियम 5(2), 12, 13 (3), 14(1) और 15(3) और देखें}
{Also see rules 5(2), 12, 13(3), 14(1) and 15(3) of Central Civil Services (Commutation of Pension)

Rules, 1981}

निवर्तमान सरकारी कर्मचारी से उसकी सेवा-निवृत्ति के तारीख से आठ माह पूर्व कार्यालय अध्यक्ष द्वारा प्राप्त किया जाने वाला विवरण:-{Particulars to be obtained by the Head of Office from the retiring Government Servant eight months before the date of his retirement}.

1	नाम (Name)	
2	(a) आयकर के लिए स्थायी लेखा संख्यांक (पैन) { Permanent Account Number for Income Tax (PAN)} (b) आधार संख्या, यदि उपलब्ध है {Aadhaar No, if available}	
3	पहचान के कुछ चिन्ह विनिर्दिष्ट करें जो दो से कम न हों, यदि संभव हो- {Specify a few marks of identification, not less than two (if possible)}-	i) ii)
4	ऊंचाई {Height}	
5	वर्तमान पता {Present Address}: सेवा-निवृत्ति के पश्चात्य पता {Address after retirement}:	
6	बैंक खाता संख्यांक जिसमें पेंशन जमा की जानी है (संयुक्त खाता, या तो उत्तरजीवी या पति या पत्नी के साथ){यदि कार्यालय अध्यक्ष का यह समाधान हो जाता है की किसी निरवर्त होने वाले सरकारी सेवक का उसके नियंत्रण से परे कारणों से संयुक्त खाता खोला जाना संभव नहीं है तो इस अपेक्षा को शिथिल किया जा सकेगा) {Bank Account No. to which pension is to be credited: (Joint Account, either or survivor, with the Spouse)(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed)}	
7	शाखा का नाम जिसके माध्यम से पेंशन ली जानी है {Name of the Branch of Bank through which Pension is to be drawn}. (a) शाखा का बी एस आर कोड {BSR Code of the Branch} (b) शाखा का आई एफ एस सी कोड {IFSC Code of the Branch}	a). b).

<p>8 उपदर्शित करे की कुटुंब पेंशन किसी अन्य स्रोत से भी अनुज्ञेय है- सेना या राज्य सरकार और/या केन्द्रीय सरकार या किसी राज्य सरकार के अधीन लोक उधम उपकर्म/स्वायत निकाय/स्थानीय निधि। {Indicate whether family pension is also admissible from any other source- Military or State Government and/or a Public Sector Undertaking/Autonomous Body/Local Fund under the Central or a State Government}.</p>	
<p>9 मैं केन्द्रीय सिविल सेवा (पेंशन का सारांशीकरण) नियम 1981 के उपबंधों अनुसार अपनी अधिवर्षिता पेंशन का.....प्रतिशत (40 प्रतिशत तक) के सारांशीकरण की वांछा करता हूँ। {I desire to commute..... % (up to 40% of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981}</p>	

मैं अवगत हूँ की पेंशनभोगी/कुटुंब पेंशनभोगी का भावी अच्छा आचरण पेंशन/कुटुंब पेंशन की प्रत्येक मंजूरी और इसके जारी रहने के लिए विवक्षित शर्त होगी।

{I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance}.

जांच सूची के अनुसार संलग्नक संलग्न हैं।

{Enclosures as per check-list are enclosed}.

हस्ताक्षर (Signature) _____

स्थान (Place):

पदनाम (Designation): _____

दिनांक (Dated):

मंत्रालय / विभाग / कार्यालय _____

(Ministry/Department/Office): _____

दूरभाष/मोबाइल संख्या (Tel/Mobile No) _____

ई-मेल आईडी (E-mail ID): _____

टिप्पणी 1: पेंशन का संशिकरण वैकल्पिक है। मद 9 हटा दी जाए यदि निवृत्त होने वाला सरकारी सेवक, पेंशन की प्रतिशत को सारांशीत करने के लिए इच्छुक नहीं है।

{Note 1: Commutation of pension is optional. Item 9 may be stuck off if the retiring Government servant does not desire to commute a percentage of pension}.

टिप्पणी 2: केन्द्रीय सिविल सेवा (पेंशन का सारांशीकरण) नियम 1981 के प्ररूप 1 का मे अधिवर्षिता पेंशन के सारांशीकरण के लिए पृथक आवेदन प्रस्तुत करने की अपेक्षा होगी यदि निवृत्त होने वाला सरकारी सेवक इस प्ररूप के प्रस्तुत करने के पश्चात किन्तु सेवानिवृत्त के तीन मास पूर्व पेंशन के सारांशीकरण के लिए वांछा करता है।

{Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government Servant desires to apply for Commutation of Pension after submission of this form but three months before retirement}.

टिप्पणी 3: यह सरकारी सेवक के हित मे है कि वह ई मेल आई डी और मोबाइल नंबर दे उनमें भावी पत्र व्यावहार को सुकर बनाएगा।

{Note 3: It is in the interest of the Government servant to provide E Mail ID and mobile number, which facilitates future correspondence}

स्वास्थ्य परीक्षा के बिना पेंशन के भाग के सारांशीकरण हेतु आवेदन का प्रारूप जबकि आवेदक यह चाहता है कि पेंशन के सारांशीकरण मूल्य का भुगतान पेंशन भुगतान आदेश के माध्यम से प्राधिकृत किया जाए। (FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF COMMUTED VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDERS.)

(देखे नियम (see Rule)- 5(2), 12, 13(3), 14(1), 15(3))

सेवा-निवृत्ति के तीन माह पूर्व ही दो प्रतियों में कार्यालय में प्रस्तुत किया जाना चाहिए

To be submitted in duplicate at least three months before the date of retirement

भाग -1(PART-I)

सेवा में,(To)

.....
.....
.....
.....

(उपर्युक्त रिक्त स्थान में कार्यालय प्रमुख का पद एवं कार्यालय का पूरा पता लिखें /Indicate the designation and full address of the Head of Office)

विषय (Subject)- स्वास्थ्य परीक्षा के बिना पेंशन का सारांशीकरण।

(Commutation of pension without medical examination)

महोदय/महोदया(Sir/Madam),

.

में केन्द्रीय सिविल सेवा पेंशन का सारांशीकरण नियम-1981 के प्रावधान के अंतर्गत मेरी पेंशन के एक अंश के सारांशीकरण की इच्छा रखता हूँ / रखती हूँ / इस संदर्भ में आवश्यक विवरण निम्नलिखित हैं। (I desire to commute a fraction of my pension in accordance with the provisions of the Central Civil Services (Commutation of pension) Rules, 1981. Necessary particulars are furnished below): -

1	स्पष्ट शब्दों में पूरा नाम (Name in Block letters)	
2	पिता का नाम/ महिला कर्मचारी होने की स्थिति में पति का नाम (Fathers name/ husband's name in the case of female Govt. Servant)	
3	पदनाम (Designation)	
4	मंत्रालय / विभाग /कार्यालय का नाम (Name of Office/ Deptt./ Ministry)	
5	जन्म तिथि{Date of birth (in Christian era)}	
6	सेवा-निवृत्ति की तारीख अथवा सेवा विस्तार की अवधि समाप्त होने की तारीख{Date of retirement on superannuation, or on the expiry of extension granted under FR-56(d)}	

		-5-
7	सेवा-निवृत्ति पेंशन का वह अंश जिसे सारांशीकृत करने का प्रस्ताव है। (Fraction of superannuation pension proposed to be commuted)	
8	संवितरण अधिकारी जहाँ से सेवा-निवृत्ति के पश्चात्य पेंशन निकाली जानी है। (Disbursing authority from which pension is to be drawn after retirement)	
(a)	डाक घर / बैंक का नाम एवं पता (Name & address of Post Office/Bank)	
(b)	बचत खाता संख्या (Savings Account Number)	
(c)	मंत्रालय / विभाग / कार्यालय का लेखा कार्यालय (Accounts office of the Ministry/ Department/ Office)	

स्थान (Place):

दिनांक (Dated) :

हस्ताक्षर (Signature) _____

वर्तमान डाक का पता _____

(Present Postal address):- _____

सेवा-निवृत्ति के पश्चात्य डाक का पता _____

(Postal address after retirement) _____

(सेवा-निवृत्ति के पश्चात्य डाक का पता) _____

परिवार का विवरण (Details of family)

1. सरकारी कर्मचारी का नाम
(Name of the Government servant)
2. पदनाम (Designation) :
3. जन्म तिथि (Date of birth) :
4. नियुक्ति की तारीख (Date of appointment) :
5. परिवार के सदस्यों का विस्तृत विवरण (Details of the members of the family):-

क्र. सं. Sl. No	परिवार के सदस्यों के नाम (Name of the member of the family)	जन्म- तिथि (Date of birth)	कर्मचारी से संबंध (Relationship with the Officer)	वैवाहिक परिस्थिति (Marital Status)	टिप्पणी (Remarks)	कार्यालय प्रमुख के हस्ताक्षर (Initials of the Head of Office)
1	2	3	4	5	6	7

मैं वचन देता हूँ / देती हूँ कि उपर्युक्त विवरण को नामितों द्वारा अद्यतन रखने के लिए किसी परिवर्धन अथवा परिवर्तन से ऑडिट अधिकारी / कार्यालय प्रमुख को अधिसूचित करता रहूँगा / करती रहूँगी।
(I hereby undertake to keep the above particulars up-to date by notifying to the Head of Office any addition or alteration).

स्थान (Place):

दिनांक (Dated):

सरकारी कर्मचारी के हस्ताक्षर

(Signature of Government Servant)

टिप्पणी 1: सरकारी सेवक द्वारा प्रस्तुत मूल प्ररूप को प्रतिधारित किया जाए। स्तंभ 7 में कार्यालय अध्यक्ष के हस्ताक्षर से सभी परिवर्धन/परिवर्तन इस प्ररूप में अभिलिखित किए जाए तथा नया प्ररूप भरा जाए। सेवा निवृत्त होने वाले सरकारी सेवक को कुटुंब के ब्यौरों को प्ररूप 5 के साथ दोबारा प्रस्तुत करना चाहिए।

{Note 1: The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col.7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5}.

टिप्पणी 2: पति या पत्नी के ब्यौरों, सभी बालक और माता-पिता (चाहे कुटुंब पेंशन के लिए पात्र हो या नहीं) तथा नि-शक्त सहोदरों (भाइयों और बहनों) के ब्यौरों दिए जा सकेंगे।

{Note 2: The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given}.

टिप्पणी 3: कार्यालय अध्यक्ष "टिप्पणियाँ" स्तंभ में कुटुंब के परिवर्धन या परिवर्तन के विषय में संसूचना की प्राप्ति की तारीख उपदर्शित करेगा। नि-शक्तता के बारे में तथ्य या कुटुंब के वैवाहिक प्रास्थिति में परिवर्तन भी "टिप्पणियाँ" स्तंभ में उपदर्शित किया जाना चाहिए।

{Note 3: The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the "Remarks" column. The fact regarding disability or change of marital status of a family member should also be indicated in the "Remarks" column}.

टिप्पणी 4: पति और पत्नी में न्यायिक रूप से पृथक् पति और पत्नी सम्मिलित होंगे।

{Note 4: Wife and Husband shall include judicially separated Wife and Husband}

सामान्य नामांकन प्ररूप 'क'

पेंशन की बकाया राशि और पेंशन सारांशिकरण के लिए।

{Common Nomination Form A}

{For Arrears of Pension and Commutation of Pension}

पेंशन की बकाया राशि के भुगतान हेतु (नामांकन) नियम 1983 के नियम -5 और केन्द्रीय सिविल सेवा (पेंशन सारांशिकरण) नियम 1981 के नियम 7 को देखें {See Rule 5 of Payment of Arrears of Pension (Nomination) rules, 1983 and Rule 7 of CCS(Commutation of Pension) Rules, 1981}

पेंशन वितरण प्राधिकारी कार्यालय प्रमुख (Pension disbursing authority/Head of Office)

{बैंक /लेखाधिकारी इत्यादी का नाम (Name of Bank/Accounts Officer etc)}

मैं _____ नीचे वर्णित व्यक्ति/व्यक्तियों को नाम निर्दिष्ट करता हूँ और उस/उन पर अपनी मृत्यु की स्थिति में नीचे विनिर्दिष्ट सीमा तक निम्नलिखित व्यक्ति/व्यक्तियों के लेखे रकम प्राप्त करने का अधिकार प्रदान करता हूँ।:-

- पेंशन का बकाया।
- केन्द्रीय सिविल सेवा (पेंशन सारांशिकरण) नियम 1981 के अधीन संदये पेंशन का संराशीकृत मूल्य।

{Ihereby nominate the person/persons mentioned below, and confer on him/her/them the right to receive in the event of my death, to the extent specified below, an amount on account of the following:-

- Arrears of Pension.
- Commutated Value of Pension payable under Central Civil Services (Commutation of Pension) Rules, 1981.}

नाम निर्देशिती का नाम, जन्म की तारीख & पता (Name, Date of birth & Address).	पेंशन प्राप्तकर्ता के साथ संबंध (Relationship with pensioner)	प्रत्येक को संदत किया जाने वाला भाग (Share to be paid to each)	यदि नाम निर्देशिती अवयस्क है तो उस व्यक्ति का नाम, जन्म तिथि व पता, जो अवयस्क के निमित्त रकम प्राप्त करेगा।(If the nominee is minor name, DOB and address of person who may receive the said pension during the nominee's minority)	यदि निर्देशिती का पेंशनर से पहले निधन हो जाए तो उस दशा में अन्य नामांकित व्यक्ति का नाम, जन्म तिथि व पता।(Name, DOB and address of other nominees in case the nominee under column (1) predeceases the pensioner)
1	2	3	4	5

पेंशनर के साथ उसके संबंध (Relationship with pensioner)	उस व्यक्ति का नाम, जन्म तिथि व पता जो दूसरे नामांकित की अवस्यकता के दौरान उक्त पेंशन प्राप्त करेगा ।(Name, DOB and address of the person who may receive the amount, if alternate nominee in Col 5 is a minor)	यह आकस्मिकता जिसके घटित होने पर नाम निर्देशन अर्थात् जाएगा । (Contingency on happening of which no shall become invalid)
6	7	8

यह नाम निर्देशन पूर्व में मेरे द्वारा किए गए किन्हीं नाम निर्देशनों को अधिकांत करेंगे।

These nominations supersede any nominations made by me earlier.

स्थान(Place):

दिनांक (Dated):

गवाह (Witness)

हस्ताक्षर(Signature) &

नाम व पता (Name and address).

हस्ताक्षर या निरक्षर व्यक्ति के अंगूठे का निशान

(Signature (or thumb impression if illiterate)

पेंशनर का नाम (Name of the pensioner):.

पता (Address):

टिप्पण 1:उन फायदों को पूरी तरह काट दें जिसके लिए नाम निर्देशन आशयित नहीं हैं। पूर्वोक्त फायदा (i) और (ii) के लिए विभिन्न व्यक्तियों को नाम निर्देशित किए जाने इस नाम निर्देशन प्ररूप की पृथक प्रतियों का उपयोग किया जा सकेगा।

Note 1 : Completely strike out the benefit for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different pe for benefits (i) and (ii) above.

टिप्पण 2: सरकारी सेवक अंतिम प्रविष्टि के नीचे खाली स्थान पर तिरछी रेखाएं खींचेगा ताकि उसके हस्ताक्षर करने के पश्चात किसी नाम को अंतःस्थापित करने से निवा जा सके। नाम निर्देशिती/वेकल्पिक नाम निर्देशिती के भाग मिलकर संपूर्ण रकम को कवर करेंगे।

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/a nominee(s)' shares together should cover the whole amount.

Contd....

कार्यालय अध्यक्ष/प्राधिकृत राजपत्रित अधिकारी द्वारा भरा जाएगा
To be filled in by the Head of Office/ authorised Gazetted Officer

निम्नलिखित नियमों के अधीन श्री/श्रीमति/कुमारी _____ पदनाम _____

कार्यालय _____ द्वारा किए गए निम्नलिखित नाम निर्देशन, तारीख _____ प्राप्त किए,-

1. पेंशन का बकाया संदाय (नाम निर्देशन) नियम, 1983
 2. केन्द्रीय सिविल सेवा (पेंशन सारांशिकरण) नियम 1981
- (अप्राप्त नाम निर्देशन को काट दें)

Received the nominations, dated _____, under the following Rules:-

1. Payment of Arrears of Pension (Nomination) Rules, 1983
2. Central Civil Services (Commutation of Pension) Rules, 1981

made by Shri/Smt./Kumari _____

Designation _____

Office _____

(Strike out which nomination is not received)

कार्यालय अध्यक्ष/प्राधिकृत राजपत्रित अधिकारी का नाम, हस्ताक्षर और पदनाम।
Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

प्राप्ति की तारीख.....

Date of receipt.....

प्राप्त करने वाला अधिकारी, पूर्वोक्त सूचना को भरेगा और सम्यक रूप से पूर्ण प्ररूप की एक हस्ताक्षरित प्रति सरकारी सेवक को लौटाएगा जो उसे सुरक्षित अभिरक्षा में रखेगा ताकि वह उसकी मृत्युकी दशा में लाभार्थियों के कब्जे में आ सके।

प्राप्त करने वाला अधिकारी तारीख सहित अपने हस्ताक्षर, इस प्ररूप के दोनों पृष्ठों पर करेगा।

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form."

-11-
DESCRIPTIVE ROLL

श्री _____ के ऊँचाई व पहचान चिन्ह का विस्तृत
विवरण।

PARTICULARS OF HEIGHT AND IDENTIFICATION MARKS IN RESPECT OF SHRI _____

ऊँचाई (HEIGHT): फीट (Feet)..... इंच (INCHES).....

पहचान चिन्ह (IDENTIFICATION MARK):-

1.....

2.....

अभिप्रमाणित (ATTESTED)

श्री _____ के हस्ताक्षर नमूना) _____

SPECIMEN SIGNATURE OF SHRI.....

अभिप्रमाणित (ATTESTED)

श्री _____ के ऊँचाई व पहचान चिन्ह का विस्तृत विवरण।
PARTICULARS OF HEIGHT AND IDENTIFICATION MARKS IN RESPECT OF SHRI.....

ऊँचाई (HEIGHT): फीट (Feet)..... इंच (INCHES).....

पहचान चिन्ह (IDENTIFICATION MARKS):-

1.....

2.....

अभिप्रमाणित (ATTESTED)

श्री _____ के हस्ताक्षर नमूना) _____

SPECIMEN SIGNATURE OF SHRI.....

अभिप्रमाणित (ATTESTED)

मंहगाई भत्ता से वसूली हेतु घोषणा पत्र

में _____ पुत्र _____ पद _____
यह शपथ लेता हूँ / लेती हूँ कि यदि विभाग का मेरे ऊपर कोई भी बकाया भविष्य में पाया जाता है तो उसे मेरी पेंशन / पारिवारिक पेंशन पर मिलने वाली मंहगाई भत्ता के भुगतान से वसूल कर लिया जाए, इसके लिए मुझे किसी प्रकार की कोई आपत्ति नहीं है।

स्थान :

दिनांक :

हस्ताक्षर

OR

UNDERTAKING FOR RECOVERY FROM DEARNESS RELIEF

I _____ s/o _____
designation _____ hereby undertake to credit in cash, the amount found outstanding, in future, from the department, failing which the same may be recovered from the payment of Dearness relief on my pension/family pension, for which I have no objection.

Place: _____

Dated: _____

Signature of the retiree

गवाह (WITNESS)

क्र सं _____ हस्ताक्षर _____
(Sl. No.) (Signature)

नाम व पता _____
(Name & Address)

SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER

Date _____

To
The Branch Manager

_____ (Bank)

_____ (Branch & Address)

Dear Sir,

Payment of pension under A/C No. _____ through your Bank.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/ deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name:

Address:

Witnesses:

(1) Signature:

Name:

Address:

Date:

(2) Signature:

Name:

Address:

Date:

स्व घोषणा

पेंशन/कुटुंब पेंशन के लिए कथन

SELF DECLARATION

Statement for Pension/Family Pension

*क मैं श्री/श्रीमति/कुमारी _____ पदनाम _____ दिनांक _____ को सेवानिवृत्त/तकनीकी इस्तीफा/स्वैच्छिक निवृत्ति हो रहा/रही हूँ, यह प्रमाणित करता/करती हूँ की मैं किसी और स्रोत से किसी और अन्य प्रकार की पेंशन/कुटुंब पेंशन नहीं प्राप्त कर रहा/रही हूँ।

*A. This is to certify that I, _____, retiring as _____ on attaining the age of Superannuation/ Technical Resignation/ VRS on _____ am not drawing any kind of pension or family pension from any other source.

OR

*ख मैं श्री/श्रीमति/कुमारी _____ पदनाम _____ दिनांक _____ को सेवानिवृत्त/तकनीकी इस्तीफा/स्वैच्छिक रूप से सेवानिवृत्त हो रहा/रही हूँ, यह प्रमाणित करता/करती हूँ की मैं पेंशन/कुटुंब पेंशन प्राप्त कर रहा/रही हूँ। जिसका विवरण इस प्रकार है:

*B. This is to certify that I, _____, retiring as _____ on attaining the age of Superannuation/ Technical Resignation/ VRS on _____ am drawing pension/family pension. The details of the same are:

जो लागू नहीं उसको काट दें

(*Strike out which ever is not applicable)

हस्ताक्षर Signature _____

नाम Name _____

पदनाम Designation _____

तारीख Date: _____

स्व घोषणा

विकल्प सी.जी.एच.एस सुविधा/तय चिकित्सा भत्ता के लिए

SELF DECLARATION

Option for availing CGHS facilities/Fixed Medical Allowance

*क मैं निम्नलिखित आवासीय पते पर मेरी सेवानिवृत्ति/तकनीकी इस्तीफा/स्वैच्छिक निवृत्ति सीजीएचएस सुविधाओं का लाभ लेना चाहता/चाहती हूँ:-

*A. I wish to avail CGHS facilities after retirement at the following residential address:

OR

ख क्योंकि मेरा आवासीय पता सी.जी.एच.एस क्षेत्र में नहीं आता हे इसलिए मैं सेवानिवृत्ति/तकनीकी इस्तीफा/स्वैच्छिक निवृत्ति के बाद प्रति माह "तय चिकित्सा भत्ता" लेना चाहता/चाहती हूँ।

*B. As my residential address does not fall under the CGHS covered area, I wish to avail "Fixed Medical Allowance" every month.

हस्ताक्षर Signature _____

नाम Name _____

पदनाम Designation _____

तारीख Date: _____

जो लागू नहीं उसको काट दें

(*Strike out which ever is not applicable)

Check List of Documents to be submitted along with Form 5

S.No.	Description of documents to be enclosed	Whether enclosed	Remarks
1.(a)	Two specimen signatures (to be furnished in a separate sheet)		
	<p>(b) Additional information (Only in case of an illiterate or disabled Government servant):- Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his/her name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.</p>		
2.	<p>Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by</p>		
3.	Details of the family in Form 3.		
4.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organizations referred to in rule 8 of the CCS (Pension) Rules, 1972		If applicable then duly filled in Form 26 as per proforma available at page 19 is to be submitted.
5.	Written statement for counting of period of service under Rule 59(I) (a), if any.		If issued then the same may be submitted.
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank		
7.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form		
8.	Form for submitting details under 'Anubhav' (Optional)		

MANDATE FORM

BENEFICIARY/CUSTOMER'S OPTION TO RECEIVE PAYMENT THROUGH E-PAYMENT

1.	Beneficiary Name	
2.	Beneficiary Address & Telephone No.	
3.	Beneficiary Account No.	
4.	Account No. Type (Saving/Current for Cash Credit) with Code 10/11/13	
5.	Nine Digit Code Number of the Bank & Branch appearing on the MICR Cheque issued by the Bank (if available)	
6.	Bank Name	
7.	Branch Name & Address with Telephone Number	
8.	IFSC (Indian Financial Services Code)	
9.	Photocopy of the cancelled Cheque to confirm correctness of IFC Code and Account No given in C & H	

I, hereby declare that the particulars given above are correct and complete, if the transaction is delayed or not effected at all for reasons of incompleteness or incorrectness of information given by me as above, I would not hold the user institution responsible.

(_____)
Signature of the Beneficiary

Dated _____

Certified that the particulars furnished above are correct as per the record.

Bank Stamp

(_____)

Dated _____

Signature of the Authorized Officer

Government of India
Ministry of Communications & IT
Department of Telecommunications

Application Form for PENSIONER'S IDENTITY CARD

Name :

Res. Address :

Stamp size
Colour Photo

Telephone No. :

Blood Group :

Date of Birth :

Date of Appointment:

Date of Retirement :

Office Address from which retired :

Post held on Retirement/Pay-scale:

Last Pay / Average Emolument :

Qualifying Service :

Pension Originally Sanctioned :

P.P.O. No. and date :

Signature of card holder : (i)

(ii)

Signature of issuing Authority with seal :

FORM 26
[see Rule 8 (3-A)]

UNDERTAKING

I, _____, who
have worked in _____ (Name of
the Organization, [Organizations as included in the Second Schedule to the Right to Information
Act, 2005]), in the post of _____ for the period

from _____ to _____ hereby solemnly declare that,
save with prior approval of the Competent Authority, I shall not publish in any manner, while in
service or after my retirement from service, any information which I have obtained by virtue of
my working in the aforesaid Organization and which is likely to prejudicially affect the (i)
sovereignty and integrity of India, (ii) the security, (iii) strategic, (iv) scientific, or (v) economic
interests of the State, or (vi) in relation with a foreign State, or (vii) which would lead to
incitement of an offence. This declaration is notwithstanding my responsibilities and liability, in
terms of the relevant Conduct Rules, Pension Rules, Laws dealing with offences relating to
officials secrets or national security and the Intelligence Organization (Restriction of Right) Act,
as the case may be. I further agree that in the event of any failure of the above undertaking by
me, the decision of the Government as to whether it was likely to prejudicially affect any of the
seven aspects stated above shall be binding on me.

2. I am aware that the pension which may be granted to me after retirement, in terms of the
relevant Pension Rules, can be withheld or withdrawn, in full or part, for any failure of this
undertaking given.

Signature of the Government Servant

Place _____

Date _____

"Anubhav"

**Form for submitting details of outstanding work done to be uploaded on
Departmental website**

[May be submitted by a retiring employees six months before the date of superannuation or after the competent authority has approved his retirement or his retirement has become effective, as the case may be]

PART I - Personal Details:

Photo

1. Name:
2. Designation :
3. Aadhaar No.
4. PAN No.
5. Ministry/ department & office address:
5. Date of birth:
6. Date of retirement:
7. Mobile number & Email id:
8. Correspondence Address:
9. Head of Office:
10. Cadre Controlling Authority
State allotted (For AIS only)

PART II - Commendable Work :

11. Work to be highlighted (Work may relate to previous assignments as well. Inputs up to 5000 words including outcome, suggestions and names of team members. In case additional information is required to be attached, the same may be uploaded as a PDF document):
12. Documents, if any, to be attached:
13. Suggestions, if any:

14. Work in (11) above is / are in the category:
 - (a) Good Governance
 - (b) Government process re-engineering
 - (c) Simplification of procedures
 - (d) Administration
 - (e) Accounts
 - (f) IT
 - (g) Research
 - (h) Others
15. Whether willing to volunteer for social work post-retirement:
16. Would you like to receive feedback through e-mail. If so, e-mail ID may be provided.
17. Declaration : -
 - a) The information is true & correct to the best of my knowledge.
 - b) The information is not sensitive and is not such as to compromise national security or integrity.
 - c) The comments are not against any gender, caste or religion.
 - d) The comments are not political in nature.
 - e) Government will not be responsible for any misuse of this information.

(Signature)

Remarks of the Head of Office:

(Signature and stamp of Head of Office)

Administrative Head/designated Authority

Form 1

Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I,, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i. any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules
- ii. amount that may stand to my credit in the General Provident Fund
- iii. any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant
Telephone No.

Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated, under the following Rules :—

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page Volume.....of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

No. 36-03/2019-Pen(T) (ii)
Government of India
Ministry of Communications
Department of Telecommunications
(Pension Section)

516, Sanchar Bhawan
20, Ashoka Road, New Delhi
Dated: 01st June 2021

OFFICE MEMORANDUM

Subject: Timely processing of superannuation pension cases as per the procedure and time frame provided by CCS (Pension) Rules 1972-reg

Pension Section, DoT, has already issued instructions regarding the procedure for timely settlement of superannuation pension cases as per CCS Pension Rules 1972, vide OM No.40-19/2019-Pen(T) dated 29th September 2020.

2. However, it has been observed that timelines as stipulated in CCS (Pension) Rules 1972 are not being followed by various staff/Admn. Section of DoT and other offices, who are maintaining Service Books of the officers/officials due for retirement on superannuation, resulting in delay in settlement of pension cases in violation of the provisions of Pension Rules. It is also seen that the Pension papers in respect of retiring employees are also being received very late.

3. Therefore, following instructions are reiterated as per Rule 56 to 59 of CCS Pension Rules 1972:

- i. **Process regarding scrutiny of Service Books, checking of service verification entries and determination of qualifying service & average emoluments to be initiated one year before the date of retirement. The HOO of staff/Admn. Branches should take necessary action accordingly. Service Books must be forwarded to the concerned Pension Section one year before the date of retirement.**
- ii. **Concerned Staff/Admn. Branches must complete necessary action to make good omissions/imperfections/deficiencies in Service Books 08 months prior to the date of retirement.**
- iii. **Officers/officials due for retirement should submit their pension papers 6 months prior to retirement.**
- iv. **The above time limits should be adhered to so that Form 7 , Form-8 and Pension papers could be forwarded to concerned Accounts branch 04 months before the date of retirement for further processing and releasing of pensionary benefits on retirement without delay.**

4. In case, submission of Service Books or Pension papers get delayed due to reasons of corona pandemic, same may be informed to concerned Pension Sections for taking necessary action in terms of DoP&PW OM No.12/9/2020-6450-P&PW(C)

....contd/-

dated 17th July 2020 as circulated vide this Section's OM of even number dated 29th Sept 2020.

5. The above instructions are brought to the notice of all concerned for compliance.

This issues with the approval of competent authority.

Neha Singh
17/6/21

(Neha Singh)
Under Secretary to the Govt. of India
Ph. 011 2303 6213

To:

1. DDG(A/cs), DDG(C&A), DDG(Pers.), DDG(E&T), DoT, HQ
2. Dir(Accounts-I), Dir(Accounts-II), Dir(Staff), Dir(SEA), Dir(Civil), Dir(Arch.), Dir(Elect.), DS(Admn.I), DS(Admn.II), DoT, HQ.
3. US(Admn.I), US(Admn.II), US(Admn.III), US(SGT), US(SNG), ADG(SEA-I), ADG(SEA-II), DoT
4. Sr. DDG(TEC), Khurshid Lal Bhawan, Janpath, New Delhi, WMO/NCCS
5. All the office of Pr. CCAs/ CCAs/LSAs/Heads of BSNL circles.
6. ADG(E&C), DoT for uploading this OM on DoT website.
7. All concerned employees through DoT wesite.

Copy, in respect of DoT employees working on deputation, to:

8. CMD, BSNL/MTNL/BBNL/TCIL/ITI.
9. Registrar, TDSAT, Secretary TRAI, Chairman C.DoT