

**FORM 7**  
**[See Rules 58, 60, 61, (1) and (3) and 65 (1)]**

**Form for assessing Pension / Family pension and Gratuity.**

**PART 1**

1. Name of the retiring Government employee:
2. Father's/ Husband's name:
3. Height:
4. Marks of Identification:
5. Date of Birth:
6. Service to which belongs:
7. Particulars of post held at the time of retirement:
  - (a) Name of the office:
  - (b) Post held:
  - (c) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms?
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-----
  - (a) Voluntary retirement on being declared Surplus (Rule 29)
  - (b) Permanent absorption in Public Sector Undertaking / Autonomous body
  - (c) Due to abolition of post
  - (d) Superannuation
  - (e) Invalidment on medical grounds
  - (f) Voluntary / premature retirement at the Initiative of the Government servant
  - (g) Premature retirement at the initiative of the Government servant
  - (h) Compulsory retirement
  - (i) Removal / dismissal from service
  - (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
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
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?
  - (d) If answer to (c ) above is in the affirmative whether the terminal benefits have been refunded.
  - (e) In case of ex-servicemen who are eligible for Family pension under the Armed Forces Rules Whether opted to retain family pension under the Armed Forces Rules or to draw family pension Under the Civil rules.
15. Particulars relating to service in Autonomous body if any
- (a) Whether the above service is to be counted for pension
  - (b) Whether the Autonomous organisation has Discharged its pensionary liability to the Central Government?
16. Whether any departmental or judicial proceedings are pending against the retiring employee
17. Qualifying service-----
- (a) Period not counted as qualifying service
  - (b) Additions to qualifying service----
    - (1) Military service
    - (2) War service
    - (3) Weightage on voluntary retirement on being declared surplus
    - (4) Weightage under Rule 30
    - (5) Benefit of service in an Autonomous Body
    - (6) Weightage under Rule 48-B
  - (c) Net Qualifying service
  - (d) Qualifying service expressed in terms of Completed six monthly periods
18. Emoluments---
- (a) Emoluments drawn during 10 months preceding retirement –
  - (b) 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
  - (c) Average emoluments reckoned for pension
  - (d) Emoluments reckoned for retirement gratuity/ death gratuity
  - (e) Emoluments reckoned for family pension
19. Date on which the retiring employee submitted his application for pension in Form 5.
20. Complete and up to date details of the family as given in Form 3

Sl.	Name of family member	Date of Birth	Relation with the Government servant
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21. Whether nomination made for death gratuity/ retirement gratuity?
22. The date on which action initiated to -----
  - (a) Obtain the 'No demand' certificate from the Directorate of Estates as provided in Rule 57.
  - (b) Assess the service and emoluments qualifying for pension as provided in Rule 59
  - (c) Assess the Government dues other than the dues relating to the allotment of Government accommodation as provided in Rule 73(1)
23. Details of Government dues recoverable out of Gratuity---
  - (a) Licence fee for Government accommodation
  - (b) Dues referred to in Rule 73
24. Proposed pension / service gratuity
  - (a) Proposed dearness relief on pension (as on date of retirement)
  - (b) Date from which pension is to commence
25. Rate of Family pension
  - (a) Enhanced rate
  - (b) Period for which family pension will be payable at enhance rate
  - (c) Ordinary rate
  - (d) Date from which ordinary rate of family pension will be payable
26. Amount of retirement gratuity / death gratuity
27. 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 portion of pension commuted
  - (c) Commuted value of pension
  - (d) Amount of residuary pension after deducting commuted portion.
  - (e) Date from which reduced pension is payable.
28. Name and address of Bank/ Pension accounting office from where pension is to be drawn
29. Head of account to which pension and gratuity are debitable
30. Post retirement address of the retiree

**Signature of Head of Office**

## PART-II

1. Date of receipt of pension papers by the Accounts

Officer from Head of Office

2. Entitlements admitted

**A. Length of Qualifying service**

**B. Pension**

(i) Class of pension

(ii) Amount of monthly pension

(iii) Date of commencement

**C. Commutation of pension**

(i) Commuted value of portion of pension  
commuted, if any

(ii) Residuary pension after commutation

(iii) Date from which reduced pension  
is payable

(iv) Date of restoration of commuted portion  
of pension subject to the pensioner continuing  
to live

**D. Retirement / Death gratuity**

(i) Total amount payable

(ii) Amount to be adjusted towards Government  
dues

(iii) Amount to be withheld for adjustment of  
unassessed dues

(iv) Net amount to be released

**E. Family pension**

(i) At enhanced rates

(ii) Period for which family pension at enhanced  
rate is payable

(iii) At normal rates

3. Head of account to which the amount of pension,

retirement/death gratuity and family pension are to be debited

**Accounts Officer**

**Pension Calculation sheet  
(Revised format)**

1. Name
2. Designation
3. Date of birth
4. Date of entry in Govt. service
5. Date of retirement
6. Length of qualifying service reckoned for pension / gratuity (as indicated in PPO)
7. Emoluments drawn during the last 10 months
8. (i) Average emoluments for pension

(ii) Pension admissible

Calculations to be shown as follows: -

$$\frac{\text{Average emoluments}}{2} \times \frac{\text{Qualifying service}}{66}$$

9. (i) Emoluments for gratuity
- (ii) Retirement gratuity admissible

Calculations to be shown as follows: -

$$\frac{\text{Emoluments}}{4} \times \text{Qualifying service}$$

10. (i) Emoluments for Family pension
- (ii) Family Pension admissible

Calculations to be shown as follows: -

(a) Ordinary family pension:

Last pay drawn x Prescribed % subject to prescribed  
Minimum and maximum

(b) Enhanced Family Pension

Family pension at ordinary rates as at (a) above x 2,  
Subject to prescribed minimum and maximum as per  
Rule 54.

**Countersigned**

**Head of Office  
PAO**

