

**PENSION FORM TO BE USED IN CASE OF RETIREMENT ON SUPERANNUATION OR RETIRING PENSION****[To be issued by the Appointing Authority 90 days before superannuation / retirement of the retiring Government servant].****Subject:- SPECIMEN OF NOTIFICATION / ORDERS OF RETIREMENT ON SUPERANNUATION PENSION OR RETIRING PENSION AND SANCTION OF PENSIONERY BENEFITS.****Notification / Order No:\_\_\_\_\_ Dated:\_\_\_\_\_**

- (1) On attaining the age of superannuation / or having applied for retiring pension vide application no\_\_\_\_ dated\_\_\_\_\_ Mr.\_\_\_\_\_ s/o \_\_\_\_\_ residing at\_\_\_\_\_ having contact No.\_\_\_\_\_ Designation\_\_\_\_\_ drawing pay\_\_\_\_\_ (reckonable for pension), as under, in BS\*\_\_\_\_\_ Personnel No \_\_\_\_\_ CNIC No\*\*\_\_\_\_\_ presently posted at (office)\_\_\_\_\_ place of posting\_\_\_\_\_ shall stand retired from Government service on superannuation / retiring pension (*score out whichever is not applicable*)\_\_\_\_\_ A/N.

Basic pay-----  
 Special pay-----  
 Personal pay-----  
 Qualification pay-----  
 Technical pay-----  
 Senior post allowance-----  
 Notional increment----- (*where applicable*)  
 Total pay Rs.-----

- (2) The retiring government servant has availed LPR for \_\_\_\_ days / or availed encashment of LPR for days\_\_\_\_\_.
- (3) Orderly allowance (if any) Rs \_\_\_\_\_
- (4) His Date of Birth is \_\_\_\_\_ Date of 1<sup>st</sup> entry into government service is \_\_\_\_\_ and EOL availed is \_\_\_\_\_. Total length of qualifying service for pension is \_\_\_\_ years \_\_\_\_ months \_\_\_\_ days. His deputation period is days \_\_\_\_\_ months \_\_\_\_\_ years \_\_\_\_\_. (Enclose an attested copy of last month pay slip, service book and paid challans of pension contributions). **Also enclose original service book in case of non-gazetted government servant and posting profile of gazetted government servant.**
- (5) No inquiry is pending against him.
- (6) No Demand /Recovery is due against him.
- (7) Advances drawn (if any) stand repaid in full, alongwith interest.
- (8) Descriptive Roll, undertaking to make good Government losses and option for commutation is enclosed as **Annex-A**.
- (9) Administrative and financial sanction for grant of pension without commutation\*\*\* / or pension with commutation @ ( %)\*\*\*\*, to be determined by the Accountant General, Punjab/DAO is hereby accorded in favour of Mr. \_\_\_\_\_ as admissible under the rules.

\*(Please indicate kind of appointment i.e Regular/Officiating or Acting charge/Current charge and from what date \_\_\_\_\_.)

\*\* (Attested copy of CNIC attached)

\*\*\* (subject to option of retiring Government servant)

\*\*\*\* (subject to a maximum of 35% of gross pension)

\*\*\*\*\* (to be allocated by AG, Punjab)

Signature [By NAME] with stamp  
 Pension Sanctioning Authority

\*\*\*\*\*Pension Cost Center Code No\_\_\_\_\_

**Note 1:-** The sanction accorded, as above, is subject to change on account of any additional information / facts reported subsequently.

**Note 2:-** Pay reckonable for pension includes basic pay, special pay, personal pay, qualification pay, technical pay and senior post allowance or any other emolument reckonable for pension.

**CC:**

- Accountant General, Punjab Lahore/DAO with the request to endorse a copy of the PPO to this department/office. The original service book after recording necessary entries regarding issuance of PPO may also be returned to this department/office.
- Mr. \_\_\_\_\_, You are hereby informed that your commutation (if opted) and first (Retiring government servant) monthly pension shall be transfer-credited by Accountant General, Punjab/DAO in the same bank account in which your last payment of salary was credited. However, if you, subsequently want to receive your pension in any other bank account, you may inform the Accountant General, Punjab/DAO in writing, in the prescribed option form and indemnity bond, duly attested by a gazetted officer.