



GOVERNMENT OF ORISSA

Department of Public Grievances & Pension Administration

APPLICATION FORM FOR O.C.S.(PENSION) FORM 9

INFORMATION TO ACCOUNTANT-GENERAL FORWARDING THE PENSION PAPERS OF
RETIRING GOVERNMENT SERVANT

[See rule 62 (2) read with F.D. Resolution No.29826, dated the 9th July, 1992]]

Schedule LIII-Form No.354 (New)

No.

Dated

To

The Accountant-General, Orissa, Bhubaneswar.

SUBJECT - Forwarding of Pension Papers

Sir,

I am directed to forward herewith the pension papers of Shri/Smt./Kumar

(Name and designation) in the

Department/Office

as per the details given below for further necessary action.

2. The following outstanding Government dues are to be recovered from the retirement gratuity and adjusted:

(1) Licence fee for Government accommodation Rs. /-

(2) Balance of house building, conveyance and other Advances with interest. Rs. /-

(3) Over payment of pay and allowance including leave salary Rs. /-

(4) Any other assessed Government dues Rs. /-

3. Pending assessment any of the above outstanding Government dues, if any necessary amount as required under rule 65(4) shall be withheld from retirement gratuity.

4. The fact of authorization of pensionary benefits has to be intimated to this office/Department.

Yours faithfully,

Signature of the Pension Sanctioning Authority with
designation

Details of enclosures -

1. Form for assessing pension O.C.S. (Pension) Form 7(Two copies when payment is desired in another circle of accounting unit) (1 copy)
2. Calculation sheet in O.C.S. (Pension) Form 8. (3 copy)
3. Original Medical Certificate in O.C.S.(Pension) Form 2(in case of invalid pension) (1 copy)
4. Nomination for gratuity in O.C.S.(Pension) Form 3 or 4 (as the case may be)(1 copy)
5. Details of family in O.C.S.(Pension) Form No.5 (1 copy)
6. Slip containing specimen signature of the retiring Government servant duly attested(2 copy)
7. Slip containing height, personal marks of identifications of the retiring Government servant duly attested(2 copy)
8. Passport size joint photograph duly attested by Head of Office (2 copy)
9. Original service book.

Memo No Dated

Copy forwarded to Shri/Smt./Kumari

(Name with designation)for information and necessary

action.

Signature of Pension Sanctioning
Authority/Authorised Authority With
designation

Memo No Dated

Copy forwarded to the (Head of Office) for information and necessary action.

Signature of Pension Sanctioning
Authority/Authorised Authority With
designation