



Government of Orissa

Public Grievances & Pension Administration

O.C.S.(PENSION) FORM 7

PARTICULARS FOR PREPARATING PENSION PAPERS

[(See rule 58 (1) & 61, 62(1), 62(2)(I) AND 64]

Schedule LIII-Form No.353 (New)

(To be sent in duplicate if payment is desired in a different circle of accounting unit)

PART-I

1. Name of the Government Servant
2. Father's name (and also husband's name in the case of female Government servant).
3. Date of birth (by Christian era)
4. Religion
5. Permanent Address
6. Present or last appointment including name of establishment
7. Class of Pension applicable
8. (i) Total period of Military Service for which pension or gratuity was sanctioned. From To
(ii) Amount and nature of any pension/gratuity received for the Military Services. Rs. /-
9. Amount and nature of any pension/gratuity received for previous civil service. Rs. /-
10. Government under which service has been rendered in order of employment.

11. Date of beginning of service	<input type="text"/>		
12. Date of ending of service	<input type="text"/>		
13. Length of gross services (12-11)	<input type="text"/>		
14. Periods of non-qualifying service (i+ii+iii+iv)			
(i) Interruption in service condoned.	<input type="text"/>		
(ii) Extraordinary leave not qualifying for pension.	<input type="text"/>		
(iii) Period of suspension not treated as qualifying service.	<input type="text"/>		
(iv) Any other service not treated on qualifying service.	<input type="text"/>		
15. Addition to qualifying service under rules 32, 41, 42.	<input type="text"/>		
16. Total qualifying service.(13 + 15 - 14)	<input type="text"/>		
17. Emoluments in terms of rule 48.	Rs.	<input type="text"/>	/-
18. (i) Proposed amount of Pension/service gratuity.	Rs.	<input type="text"/>	/-
(ii) Amount of Provisional Pension sanctioned from.	Rs.	<input type="text"/>	/- <input type="text"/>
19. (i) Proposed amount of retirement gratuity.	Rs.	<input type="text"/>	/-
(ii) Amount of Gratuity sanctioned previously, if any.	Rs.	<input type="text"/>	/-
20. Proposed amount of family pension.			
(i) Before attaining 65 years.	Rs.	<input type="text"/>	/-
(ii) After attaining 65 years.	Rs.	<input type="text"/>	/-
21. Outstanding Government dues for recovery from gratuity			
i. Licence fee for Government accommodation.	Rs.	<input type="text"/>	/-
ii. Balance of house building, conveyance or other advance with interest.	Rs.	<input type="text"/>	/- Rs. <input type="text"/> /-
iii. Over payment of pay and allowances including leave study.	Rs.	<input type="text"/>	/- Rs. <input type="text"/> /-
iv. Any other assessed dues and the nature thereof.	Rs.	<input type="text"/>	/-
	<input type="text"/>		

22. Amount held from gratuity pending assessment of any of the above Government dues.

Rs. /-

23. Date from which pension is to commence.

24. Place of payment (name of Treasury/ Special Treasury/Sub-Treasury)

25. Head of account to which pension and gratuity are debitale.

Signature of the Head of Office with designation

PART II

Sanction is hereby accorded in favour of Shri/Smt./Kumari

(Name with designation) in the Department/Office

for payment of pension/service gratuity/and in the

event of death, family pension as admissible under rules.

The amount of outstanding Government dues and the amount withheld as suggested in Part-I of this form shall be taken into account before authorizing pensionary benefits by the Accountant-General, Orissa.

Signature of the Pension Sanctioning Authority and designation.

PART-III

[ACCOUNT ENFORCEMENT BY THE ACCOUNTANT GENERAL, ORISSA]

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|-----|--|--------------------------|----|
| 1. | Name of Government Servant. | <input type="text"/> | |
| 2. | Class of Pension | <input type="text"/> | |
| 3. | Gross Service Admitted | <input type="text"/> | |
| 4. | Admitted non-qualifying Service | <input type="text"/> | |
| 5. | Admitted qualifying Service | <input type="text"/> | |
| 6. | Addition to qualifying service | <input type="text"/> | |
| 7. | Admitted amount of pension/service gratuity | Rs. <input type="text"/> | /- |
| 8. | Admitted amount of retirement gratuity | Rs. <input type="text"/> | /- |
| 9. | Admitted amount of family pension. | | |
| | (i) Before attaining 65 years | Rs. <input type="text"/> | /- |
| | (ii) After attaining 65 years | Rs. <input type="text"/> | /- |
| 10. | Amount of outstanding Government dues recovered from gratuity. | Rs. <input type="text"/> | /- |
| 11. | Amount withheld from gratuity pending assessment of Government dues. | Rs. <input type="text"/> | /- |
| 12. | Date of commencement of pension. | <input type="text"/> | |
| 13. | Head of account to which pensionary benefits are debitable. | <input type="text"/> | |

Accounts Officer