

SECRETARIAT OFFICE MANUAL FORMS

ANNEXURE II.

**INDIVIDUAL CHECK SLIP FOR PREPARING PANEL FOR ADVANCEMENT TO
SELECTION GRADE/SPECIAL GRADE WITH REFERENCE TO GUIDELINES
ISSUED IN G.O.MS.NO.88, PERSONNEL AND ADMINISTRATIVE REFORMS
(PER.M) DEPARTMENT, DATED 23RD JANUARY 1986.**

1. Name of the Service

2. Category

3. Year of Panel

4. Name of the individual

5. Designation

6. Basic Pay drawn and scale of pay

7. Date of regularization in the category
(ordinary grade post).

8. Duty period in the ordinary grade Y. M. D.

(i) Total service in ordinary grade
regular service only).

(ii) Service rendered in higher equal
grade posts carrying higher identical
scale of pay, which has been included
while calculating qualifying service.—

(a) Gross qualifying service

(i) + (ii)

Periods to be excluded while calculating
qualifying service.— Y. M. D.

(i) Extraordinary leave without allowances
without Medical Certificate.

(ii) Period of reversion, if any, to a
lower grade.

(iii) Period of service on other duty to posts carrying lesser scale of pay than the ordinary grade.

(b) Total period to be excluded

(c) Net qualifying service ----

(a) — (b)

(d) The tentative date on which the individual will be moving to selection/special grade.

9. Details of punishments, if any, awarded to the individual.

Major: Nature of punishments imposed

Reference number and date.

Minor: Nature of punishments imposed

Reference number and date.

10. Details of Disciplinary action pending.

(i) Enquiry by D.V.A.C.

(ii) Pending disposal by C.D.P.

(iii) Pending disposal by Disciplinary Authority

11. Any adverse remarks noticed in the Personal Files/Record Sheets of the individual and if so, give the details of adverse remarks.

12. Recommendations of the Head of Office/ Superior Officer.

13. Orders of the Heads of Departments/ Appointing Authority.

APPENDIX XXVI

(Vide paragraph 489, Chapter XX.)

Tamil Nadu Pension Rules, 1978.

FORM 5.

Particulars to be obtained by the Head of Office from the retiring Government servant one year before the date of his retirement.

PART- I

1. Name
2. (a) Date of birth.....
(b) Date of retirement.....
(c) Designation at the time of retirement.....
- * 3. Two specimen signatures duly attested
(to be furnished in a separate sheet)
- + 4. Three copies of the passport size
photograph with wife or husband
(to be attested by the head office)
- @ 5. Two slips showing the particulars
of heights and personal identification
marks duly attested.
6. Present Address

- ** 7. Address of retirement

8. Name of the Treasury

++ 9. Details of the family in Form 3

10. Class of Pension

To be filled up in Accountant
General Office later.

11. Amount of pension authorized

12. Whether pension is proposed to
be commuted.

@@ 13. If so, fraction of pension to
be commuted.

Place: Signature:

Date: Designation:

* Two slips each bearing the left hand thumb and finger impression duly attested by the Head of office may be furnished by a person who is not literate enough to sign his name, If such a Government servant on account of physical disability is unable to give left and thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impression. Impression should be duly attested, by the competent authority.

+ Two copies of passport size photos of self only need be furnished.—

- (i) If the Government servants governed by rule 49 of the Tamil Nadu Pension Rules, 1978 and is unmarried or a widower/widow.
- (ii) If the Government servant is governed by rule 50 of the Tamil Nadu Pension Rules, 1978.
- (iii) Where it is not possible for a Government servant to submit a photo with his wife or husband he or she may submit separate photographs. The photos shall be attested by the Head of Office.

@ Specify a few conspicuous marks, not less than two, if possible.

** Any subsequent change of address should be notified to the Head of Office and Audit Officer.

++ Applicable only where rule 49 of the Tamil Nadu Pension Rules, 1978 applied to the Government servant.

@@ The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of one-third thereof) which he desires to commute and note the amount in rupees.

Note: The first file called as "msom" in that file I had corrected the matter with reference to 1st proof received from the Govt. Press. This is the second file as "msom3". The third file called as "msom4". Now the last file called as "msom5" for Secretariat Office Manual (master copy). The correction work started on 2.7.1996 w.r.t. 1st proof.

PART - II

Forwarded to the Accountant-General, Tamil Nadu, with the remarks that.-

- (i) The particulars furnished by the applicant in Part I have been verified and are correct;
- (ii) the applicant is eligible to get a fraction of his pension commuted without medical examination;
- (iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.....
- (iv) the amount of residuary pension after commutation will be Rs.....

2.It is requested that further action to authorize the payment of the amount of commuted value of pension may be taken as in rule 15 of the Tamil Nadu (Commutation of Pension Rules).

3.The commuted value of pension is debit able to Head of Account.

Place: Signature:

Date: Head of Office:

A slip containing the 3 specimen signatures of-

1.

2.

3.

ATTESTED.-

A slip containing passport size photograph of Thiru

A slip containing the details of family members of Thiru

Serial Number	Name of the family members	Relationship	Age	Married or unmarried
(1)	(2)	(3)	(4)	(5)

APPENDIX – XXVII

(Vide paragraph 486, Chapter XX.)

FORM 17

(See rules 72(5),74(4) and 76(3))

FORM OF APPLICATION FOR THE GRANT OF NON-CONTRIBUTORY FAMILY PENSION ON THE DEATH OF A GOVERNMENT SERVANT/PENSIONER

1. Name of the applicant.
2. (i) Name of the guardian in case the applicant is a minor.
(ii) Relationship of the guardian with the applicant.
3. Name of the deceased Government Servant/Pensioner.
4. Relationship of the applicant with the deceased Government Servant/ Pensioner.
5. Date of death of the Government Servant/Pensioner.
6. Office/Department in which the deceased served last.
7. (i) Date of birth of the applicant.
(ii) Date of birth of the guardian in case the applicant is a minor.
8. Full address of the applicant/guardian.
9. Name of the Treasury or Sub-Treasury at which payment is desired.
10. Enclosures-
 - (i) Two specimen signatures of the applicant, duly attested (to be furnished on two separate sheets).
 - (ii) Two copies of a passport size photograph of the applicant, duly attested.
 - (iii) Two slips each bearing left hand thumb and finger impressions of the applicant, duly attested.
 - (iv) Descriptive roll of the applicant duly attested indicating (a) height and (b) personal marks, if any, on the hand, face, etc. (To be furnished in duplicate).
 - (v) If the applicant belongs to a category mentioned at (b) of item 11, he/she should produce reasonable proof of his/her dependence on the deceased Government Servant/Pensioner for support.