



FINANCE (PENSION) DEPARTMENT

G.O.No.211, Dated 27th May, 2009.

(Vaikasi 13, Thiruvalluvar Aandu 2040)

PENSION – Combined Application for General Provident Fund final withdrawal and Pension as suggested by the Accountant General – Orders – Issued.

Read :

1. From the Accountant General (A&E), Chennai-600 018, Letter No. AG (A&E)/PS/2008-09/29, dated 13-06-2008.
2. From the Director of Treasuries and Accounts, Chennai-600 015, Letter Rc.No.42811/2008/E2, dated 24-12-2008.
3. Government Letter No.39743/Pension/08, dated 02-02-2009 addressed to the Accountant General (A&E), Chennai-600 018.
4. From the Accountant General (A&E), Chennai-600 018, Letter No. Pension 30/IV/3-47/2009-2010/40, dated 17-04-2009.

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ORDER

In the reference first read above the Accountant General, has pointed out that the delay in receipt of pension proposals from the Heads of Departments is due to the cumbersome application form now existing, as it requires exhibition of calculation of pensionary benefits, furnishing of too many details and signing of forms at many places by the Departmental Officers and by the retiring Government employees.

2. The Accountant General has suggested a Combined Application Form for General Provident Fund Final Withdrawal and Pension in order to quicken the process of settling the terminal benefits to retired Government employees and to put in place a better internal control, so that existence of Drawing and Disbursing Officers and employees of State Government (other than staff of Non Government Educational Institutions, Panchayat Union, Corporation and Municipal Schools) would be ensured, on the basis of information available in the General Provident Fund Wing of his office.

3. The Government, after careful consideration, accept the suggestion of the Accountant General and accord approval for the Revised Combined Application Form for General Provident Fund Final Withdrawal and Pension, annexed to this order.

4. All Heads of Departments are directed to adopt this form for processing pension papers / final closure of General Provident Fund of their retiring employees in the department.

5. Necessary amendment to Tamil Nadu Pension Rules, 1978 will be issued separately.

(BY ORDER OF THE GOVERNOR)

**K. GNANADESIKAN,
Principal Secretary to Government.**

To

All Secretaries to Government, Chennai-600 009.
All Departments of Secretariat, Chennai-600 009.
The Legislative Assembly Secretariat, Chennai-600 009.
The Governor's Secretariat, Raj Bhavan, Chennai - 600 025.
All Heads of Departments.
The State Information Commission, 378, Anna Salai, Teynampet, Chennai-600 018.
The Accountant General (A&E), Chennai-600 018. (By name)
The Accountant General (A&E), Chennai-600 018
The Principal Accountant General (Audit-I), Chennai-600 018.
The Accountant General (Audit-II), Chennai-600 018.
The Accountant General (CAB), Chennai-600 009.
The Director of Pension, D.M.S. Complex, Chennai-600 006.
The Director of Treasuries and Accounts, Chennai-600 015.
The Director of Local Fund Audit, Chennai-600 108.
The Registrar, High Court, Chennai-600 104.
The Secretary, Tamil Nadu Public Service Commission, Chennai - 600 002.
The Commissioner, Corporation of Chennai / Madurai / Coimbatore / Tiruchirappalli / Salem / Tirunelveli.
All Municipal Commissioners.
All Panchayat Union Commissioners.
All District Collectors / District Judges / Chief Judicial Magistrates.
The Pension Pay Officer, Chennai-600 006.
All Treasury officers / Sub-Treasury Officers.
All State Government owned Boards / Corporations.

Copy to:

The Secretary to Chief Minister, Chennai-600 009.
The Finance ((OP.I)/(OP.II)/(OP.III)/(OP.Misc.)), Chennai - 600 009.
The Finance (PGC) Department, Chennai - 600 009.
The Finance (PC) Department, Chennai - 600 009.
Stock File / Spare Copies.

-/Forwarded : By Order/-


SECTION OFFICER.

[Annexures.]

COMBINED APPLICATION FORM FOR GENERAL PROVIDENT FUND FINAL CLOSURE AND PENSION

PART-I

FOR RETIREMENT / REVISION CASES ONLY

(To be sent in Duplicate)

1. Name of the Government :
Employee (IN CAPITAL LETTERS).
2. Father's Name / Husband's :
Name in the case of Female
Government Employee.
3. Designation with Selection :
Grade / Special Grade.
4. Religion :
5. P.P.O. No. allotted by A.G's. :
Office. [Applicable only for
Revision Cases].
6. G.P.F. No. with Departmental :
Suffix.

7. Date of Birth.

8. Date of Joining.

9. Date of Retirement.

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10. Present Residential Address :
with PIN Code.

MOBILE No. :

11. Residential Address after :
Retirement with PIN Code.

12. Place of Payment of Pension :
(a) Pension Pay Office
(b) District Treasury
(c) Sub-Treasury

13. Whether the Pension is :
proposed to be commuted. Yes No
(Tick in appropriate place)?

If Yes, fraction proposed to be : Fraction :
commuted

14. Are you in receipt of Military Pension? : Yes No

15. If Yes, P.P.O.No. and Treasury from which it is drawn may be furnished.

P.P.O.No.	
PPO / District Treasury / Sub-Treasury	

16. If you are in receipt of Military Pension, state whether you opt for Military Family Pension or Civil Family Pension. (Option once exercised is final.)

17. List of Family Members including Wife / Husband.

Sl. No.	Name (s)	Relationship	Marital Status	Date of Birth	Whether Handicapped/ Mentally Retarded *

* Medical Certificate to be enclosed.

18. Name of Guardian in case of mentally retarded children.

DECLARATIONS

I hereby declare that I have neither applied for nor received any Pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and gratuity are claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

I do hereby declare to refund the pension or gratuity authorized by the Accountant General, Chennai, if afterwards found to be in excess of the amount to which I am entitled under the Rules.

I hereby certify to make good any loss caused to the Government by way of any overdrawal of pay, allowances, leave salary or other admitted obvious dues as a result of negligence or fraud on my part in service in the department in a lumpsum or in suitable installments from my pension.

Place :

Date :

**Signature of Government
Employee with Date.**

PART-II

TO BE FILLED IN BY THE DEPARTMENTAL OFFICER

1. A.G's Office Reference No. in :
which the proposals were
returned with objections earlier.
2. Date of Beginning of Service. :
3. Date of Ending of Service. :
4. Gross Qualifying Service. :
5. Non-Qualifying Service. :
6. Additional Qualifying Service :
under Rule 27 / Due to
Voluntary Retirement /
Contingent Service / Military
Service.
7. Net Qualifying Service. :
8. Total Period of Military Service :
and Military Pension / Gratuity
received. (Details of remittance
to be furnished separately).
9. Scale of Pay :
10. Pay Last Drawn (Special Pay, :
Personal Pay drawn if any to be
shown separately)
11. Class of Pension applicable :
12. Whether any charges are :
pending against the Government
Employee? If so, furnish the
details thereof.
13. Office served in the last three :
years.
14. a. Drawing Officer for G.P.F. :
with Full Postal Address and
PIN Code.
b. Phone No. of the Office with :
STD Code.
c. e_mail ID / FAX :

15. Treasury / PAO for G.P.F. :
16. a. Drawing Officer for D.C.R.G. :
with Full Postal Address and
PIN Code.
- b. Phone No. of the Office with :
STD Code.
- c. e_mail ID / FAX :
17. Treasury / PAO for D.C.R.G. :
18. Particulars of Last G.P.F. :
Deduction [Last 12 Months
Details].

Pay for Month	GPF Sub- scription	Recovery / Refund	Total Amount of Cr. Schedule.	Date & Place of Payment.	Sub- Account of Account	Voucher No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

19. Details of Temporary Advance / :
Part Final Withdrawal
sanctioned in the last 12 months
(If no debit is drawn in last 12
months, the details of last debit
drawn should be specified).

Month	Amount	Voucher No.	Date of Payment
(1)	(2)	(3)	(4)

CERTIFICATE

It is certified that:

1. All the particulars furnished above have been fully verified with reference to office records and are found correct.
2. Advance / withdrawal from GPF was granted during the last 12 months as detailed in Column 18 above.
3. No Charges are pending / Charges are pending against the individual. (Details furnished separately)[@]
4. Provisional Pension not paid / Provisional Pension paid (Details furnished separately)[@]
5. Conditions laid down in Rule 11(2) and Rule 11(3) of the Tamil Nadu Pension Rules, 1978 have been satisfied and the same has been recorded in Service Book.

[@] Strike out whichever is not applicable.

CHECK LIST / LIST OF ENCLOSURES

1. Service Book(s). [No. of Volumes] : [Enclosed / Not Enclosed]
2. Recent Joint Passport size Photo :
with Spouse, Specimen Signature
/ left hand thumb impression (in
the case of illiterate) and
Descriptive Roll of the
Government Employee, all in
triplicate, duly attested [furnished
in the Annexure].
3. Sanction order in respect of :
Non-Government Aided Educa-
tional Institution cases and
Missing Employee.
4. In case of Teachers, :
Non-Employment/Re-employment
Certificate.
5. Copy of First Information Report :
in respect of Missing Employee.
6. Nomination for General Provident :
Fund (GPF).
7. Nomination for Death cum :
Retirement Gratuity (DCRG).
8. Nomination for Life Time Arrears :
of Pension
9. Nomination for Commutation of :
Pension (in duplicate).
10. Medical Certificate in original in :
Form 23 as prescribed in Rule 36
of TNPR for invalidation cases
issued by Medical Board.
11. Certificate of Medical Opinion of :
the Doctors for admitting
Commutated Value of Pension in
the cases of Invalidation and
Compulsory Retirement cases.
12. Ratification Order of Government :
for waiving any shortfall in notice
period due to sanction of
Extraordinary Leave with /
without Medical Certificate (in
respect of Voluntary Retirement
cases).
13. Military Verification Certificate. :

14. Copy of the Chalan for refund of :
Gratuity received with Interest for
Military Service.
15. Copy of Proceedings issued in the :
case of Compulsory Retirement /
Voluntary Retirement /
Invalidation cases.
16. Copy of Government Order :
imposing cut in Pension issued on
completion of Disciplinary
Proceedings / Dropping the
Charges.
17. Copy of Adoption Deed, in case of :
adopted children.
18. Copy of Medical Certificate in the :
case of Mentally Retarded
Children / Handicapped Children.

Place :

Date :

**Signature of the Head of Office
/ Department with Seal.**

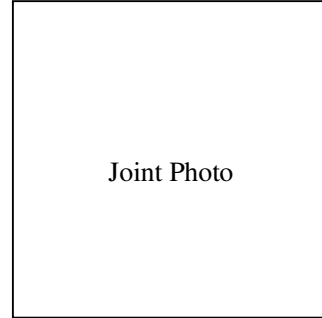
INSTRUCTIONS

1. Please send the application in **DUPLICATE**.
2. Please fill up all columns in capital letters.
3. Incomplete application will not be processed.
4. Annual Account Statement of GPF need not be sent.
5. Last Fund deduction particulars mean deduction to GPF before stopping recovery.
6. For arriving at the Commuted value of Pension, dated signature of the Government servant in Part I is compulsory.

ANNEXURE

(To be sent in Triplicate)

1. Joint Passport size Photo of the :
Government Employee with
spouse. (Name of the Government
servant and spouse should be
written).



Name of Government Employee :

Name of the Spouse :

**Counter Signature of the Head of
Office with Seal.**

2. Specimen Signature / Left Hand : 1.
Thumb impression in case of
illiterate. 2.
3.
3. Descriptive Roll of Government : 1.
Employee. [Personal Marks of
Identification]. 2.
3.

**COMBINED APPLICATION FORM FOR GENERAL PROVIDENT FUND
FINAL CLOSURE AND FAMILY PENSION**

PART-I

FOR DEATH WHILE IN SERVICE / EXTENSION OF FAMILY PENSION CASES
(To be sent in Duplicate)

1. Name of the Government :
Employee (IN CAPITAL LETTERS).
Designation and Department. :
2. Date of Death. :
3. Date of Retirement in case of :
death after retirement.
4. Name of the Applicant / :
Guardian in case of minor.
5. Relationship of Applicant / :
Minor with Government
Employee.
6. Religion. :
7. Date of Birth in case of Minor :
with proof.
8. P.P.O. No. allotted by A.G's. :
Office (applicable only for
revision cases)
9. G.P.F. No. with Departmental :
Suffix.
10. Residential Address with PIN :
Code.
MOBILE No. :
11. Place of Payment of Pension :
(a) Pension Pay Office.
(b) District Treasury.
(c) Sub-Treasury.
12. Are you in receipt of Family :
Pension from any other source? Yes No

13. If Yes, P.P.O. No. and Treasury :
from which it is drawn may be
furnished.

P.P.O.No.	
PPO / District Treasury / Sub-Treasury	

14. List of Family Members. :

Sl. No.	Name (s)	Relationship	Marital Status	Date of Birth	Whether Handicapped / Mentally Retarded*

* Medical Certificate to be enclosed.

15. Name of Guardian in case of :
mentally retarded children.

16. Death Certificate / :
Legal Heir ship Certificate / :
Proof of Date of Birth in case of :
minor children. (Enclose separately.)

17. If the applicant is second wife, :
Date of Marriage with proof and
Details of first wife and children
born through both wives may be
furnished. [Copy of Death
Certificate / Court Orders for
divorcing the first wife, as the
case may be, to be furnished]

Place :

Date :

**Signature of the Applicant /
Guardian.**

PART-II

TO BE FILLED IN BY THE DEPARTMENTAL OFFICER

1. A.G's Office Reference No. in :
which the proposals were
returned with objections earlier.
2. Date of Beginning of Service. :
3. Date of Ending of Service. :
4. Gross Qualifying Service. :
5. Additional Qualifying Service :
due to Contingent Service.
6. Non-Qualifying Service. :
7. Net Qualifying Service. :
8. Scale of Pay :
9. Pay Last Drawn (Special Pay, :
Personal Pay drawn if any to be
shown separately).
10. Office served in the last three :
years.

11. Has the Subscriber filed any : Yes No
nomination for G.P.F.?
- If YES, enclose the same in :
Original or Attested Copy.
12. a. Drawing Officer for G.P.F. :
with Full Postal Address and
PIN Code.
- b. Phone No. of the Office with :
STD Code.
- c. E_mail ID / FAX :
13. Treasury / PAO for G.P.F. :
14. a. Drawing Officer for D.C.R.G. :
with Full Postal Address and
PIN Code.

b. Phone No. of the Office with :
STD Code.

c. E_mail ID / FAX. :

15. Treasury / PAO for D.C.R.G. :

16. Details of Temporary Advance / :
Part Final Withdrawal
sanctioned in the last 12 months
(If no debit is drawn in last 12
months, the details of last debit
drawn should be specified.

Month	Amount	Voucher No.	Date of Payment

CERTIFICATE

It is certified that:

1. All the particulars furnished above have been fully verified with reference to office records and are found correct.
2. Advance / withdrawal from GPF was granted during the last 12 months as detailed in Column 16 above.
3. Provisional Pension has been / has not been paid (Details furnished separately) @
4. Conditions laid down in Rule 11(2) and Rule 11(3) of the Tamil Nadu Pension Rules, 1978 have been satisfied and the same has been recorded in Service Book.

@ Strike out whichever is not applicable.

CHECK LIST / LIST OF ENCLOSURES

1. Service Book(s). [No. of Volumes] : [Enclosed / Not Enclosed]
2. Recent Passport size Photo, :
Specimen Signature / left hand
thumb impression (in the case of
illiterate) and Descriptive Roll of
the claimant, all in triplicate, duly
attested. (furnished in the
Annexure).
3. Attested copy of Legal Heir :
Certificate and Death Certificate.
4. Proof of Date of Birth in the case :
of children.
5. Dependency Certificate from the :
claimant in case of parent.
6. Income Certificate issued by :
Revenue Authorities.
7. Non-remarriage Certificate duly :
countersigned by any Gazetted
Officer.
8. Sanction order in respect of Non- :
Government Aided Educational
Institution cases and Missing
Employee / Pensioner cases..
9. Guardianship Certificate issued :
by Court of Law, if payments is to
be authorized through Guardian
on behalf of minor / mentally
retarded children.
10. Medical Certificate issued by :
Senior Civil Surgeon of the same
discipline where payment is to be
authorized to physically
handicapped children.
11. Copy of First Information Report :
in respect of missing employee /
pensioner cases.
12. Nomination for GPF /DCRG :
13. Death Certificate of first wife or :
copy of Court Orders for divorce.
14. Copy of Adoption Deed in case of :
adopted children.

15. Copy of Medical Certificate in the :
case of Mentally Retarded
Children.

Place :

Date :

**Signature of the Head of Office
/ Department with Seal.**

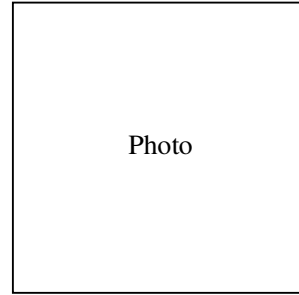
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2. Please fill up all items in capital letters.
3. Incomplete application will not be processed.
4. Annual Account Statement of GPF need not be sent.
5. Last Fund deduction particulars mean deduction to GPF before stopping recovery.

ANNEXURE

(To be sent in Triplicate)

1. Passport size Photo of the :
Applicant / Guardian in case of
minor with Name.



Name of Applicant. :

Name of Guardian in case of :
minor.

**Counter Signature of the Head of
Office with Seal.**

2. Specimen Signature / Left hand : 1.
thumb impression of the 2.
applicant / guardian. 3.

3. Descriptive Roll of Applicant / : 1.
Guardian. [Personal Marks of 2.
Identification]. 3.

NOMINATION FOR GENERAL PROVIDENT FUND

[FOR USE BY SUBSCRIBERS HAVING FAMILY]

GENERAL PROVIDENT FUND ACCOUNT NUMBER:

I,, hereby nominate the person(s) mentioned below who is/are member(s) of my family as defined in rule 2 of the General Provident Fund (Tamil Nadu) Rules, to receive the amount that may stand to my credit in the fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the nominee(s).	Relationship with Subscriber.	Age of the nominee(s).	Share payable to each nominee.	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person/persons if any, to whom the right of nominee shall pass in the event of his / her predeceasing the subscriber.
(1)	(2)	(3)	(4)	(5)	(6)

Place :
Date :

Signature of the Subscriber.

Signature of two witnesses with Name and Address:

- 1.
- 2.

-/ Countersigned /-

Signature of Head of Office.

Office Address:

NOMINATION FOR GENERAL PROVIDENT FUND

[FOR USE BY SUBSCRIBERS HAVING NO FAMILY]

GENERAL PROVIDENT FUND ACCOUNT NUMBER:

I,, having no family as defined in rule 2 of the General Provident Fund (Tamil Nadu) Rules hereby nominate the person/persons mentioned below to receive the amount that may stand to my credit in the fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the nominee(s).	Relationship with Subscriber.	Age of the nominee(s).	Share payable to each nominee.	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person/persons if any, to whom the right of nominee shall pass in the event of his / her predeceasing the subscriber.
(1)	(2)	(3)	(4)	(5)	(6)

Place :
Date :

Signature of the Subscriber.

Signature of two witnesses with Name and Address:

- 1.
- 2.

-/ Countersigned /-

Signature of Head of Office.

Office Address:

NOMINATION FOR COMMUTATION OF PENSION

I, (Name of the Pensioner in Capital Letters), hereby nominate the person / persons named below under Rule 12 of Tamil Nadu Civil Pensions (Commutation) Rules, 1944.

Name and address of the nominee(s).	Relationship with the pensioner.	Date of Birth / Age	Name and address of other nominee in case the nominee under column (1) predeceases the pensioner.	Relationship with pensioner	Date of Birth / Age	Contingency on happening of which nomination shall become invalid.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NOTE: If nominee / alternate nominee is minor, furnish the name and address of person who may receive the arrears of commutation of pension.

Place :
Date :

Signature of the Subscriber.

Signature of two witnesses with Name and Address:

- 1.
- 2.

-/ Countersigned /-

Signature of Head of Office.

Office Address:

NOMINATION FOR LIFE TIME ARREARS OF PENSION

I, (Name of the Pensioner in Capital Letters), hereby nominate the person / persons named below under Rule 48 of Tamil Nadu Pension Rules, 1978.

Name and address of the nominee(s).	Relationship with the pensioner.	Date of Birth / Age	Name and address of other nominee in case the nominee under column (1) predeceases the pensioner.	Relationship with pensioner	Date of Birth / Age	Contingency on happening of which nomination shall become invalid.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NOTE: If nominee / alternate nominee is minor, furnish the name and address of person who may receive the arrears of pension.

Place :
Date :

Signature of the Subscriber.

Signature of two witnesses with Name and Address:

- 1.
- 2.

-/ Countersigned /-

Signature of Head of Office.

Office Address:

NOMINATION FOR RETIREMENT / DEATH GRATUITY

When the Government servant has a family and wishes to nominate one person or more than one persons, thereof.

I,, hereby nominate the person/persons mentioned below who is/are member(s) of my family, and confer on him/them the right to receive, to the extent specified below, any gratuity, the payment of which may be authorised by the Government of Tamil Nadu in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Original Nominee(s)				Alternative Nominee(s)	
Name and address of the nominee(s).	Relationship with the Government servant.	Age	Amount or Share of Gratuity payable to each*	Name, address relationship and age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Government servant or the nominee dying after the death of the Government servant but before receiving payment of gratuity	Amount of share of gratuity payable to each**
(1)	(2)	(3)	(4)	(5)	(6)

Place :
Date :

Signature of the Subscriber.

Signature of two witnesses with Name and Address:

- 1.
- 2.

- / Countersigned / -

Signature of Head of Office.

Office Address:

Note: (i) The Government Employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

(iii) If the Original Nominee(s)/Alternate Nominee(s) is/are minor, furnish the name and address of the person with relationship to the Government Employee to receive the amount.

* This column should be filled in so as to receive the amount.

** The amount / share of the gratuity shown in this column should cover the whole amount / share payable to the original nominee(s).

NOMINATION FOR RETIREMENT / DEATH GRATUITY

When the Government servant has no family and wishes to nominate one person or more than one persons, thereof.

I,, having no family, hereby nominate the person/persons mentioned below and confer on him/them the right to receive, to the extent specified below, any gratuity the payment of which may be authorised by the State Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity, which having become admissible to me on retirement may remain unpaid on my death.

Original Nominee(s)				Alternative Nominee(s)	
Name and address of the nominee(s).	Relationship with the Government servant.	Age	Amount or Share of Gratuity payable to each*	Name, address relationship and age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Government servant or the nominee dying after the death of the Government servant but before receiving payment of gratuity	Amount of share of gratuity payable to each**
(1)	(2)	(3)	(4)	(5)	(6)

Place :
Date :

Signature of the Subscriber.

Signature of two witnesses with Name and Address:

- 1.
- 2.

-/ Countersigned /-

Signature of Head of Office.

Office Address:

Note: (i) The Government Employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

(iii) If the Original Nominee(s)/Alternate Nominee(s) is/are minor, furnish the name and address of the person with relationship to the Government Employee to receive the amount.

* This column should be filled in so as to receive the amount.

** The amount / share of the gratuity shown in this column should cover the whole amount / share payable to the original nominee(s).