

FORM-6
FORM FOR ASSESSING PENSION AND GRATUITY
[RULE 57(1), 59,61(1), 63(1) AND (7)]

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 and nationality -----
- 5.Permanent residential address showing
Village/Town, District and State: -----
- 6.Present or last appointment including name of
Establishment -----
- 7.Date of beginning of Service: -----
- 8.Date of ending of Service: -----
9. (i) Total period of military service for which
pension/gratuity was sanctioned. -----
(ii) Amount and nature of any pension /gratuity
received for the military Service. -----
- 10.Amount and nature of any pension/gratuity
received for previous civil service. -----
- 11.Government under which service has been
rendered in order of employment . -----
- 12.Interruption and non-qualifying service. -----
- 13.Length of qualifying service. -----
- 14.Class of pension or service gratuity applied
for by The Government servant and cause
of application. -----
(In case of invalid pension, medical certificate
to be attached.)

15. Whether the Government servant is a pre 1933 -----

Entrant and Sub-rule (2) of rule 40 of M.P. Civil Services
(Pension) rule 1976 applies to him. (in respect of
Allocated employees of Former M.P. only) .

16. Emoluments reckoning for gratuity: -----

17. Average emoluments reckoning for pension: -----

18. Proposed Pension: -----

19. Proposed death-cum-retirement gratuity -----

20. Proposed service gratuity, if any. -----

21. Date from which Pension is to Commence. -----

22. Whether nomination made for: -----

(i) Death cum retirement gratuity.

(ii) Non-contributory family pension if applicable.

23. Whether Government Servant has paid all the

Government dues: -----

24. Whether the contributory family pension applies to

The government servant and if so: -----

(i) Emoluments reckoning for contributory family pension

(ii) The amount of contribution to be recovered out of gratuity.

(iii) The amount of contributory family pension becoming
payable to the wife/husband of the Government servant in
the event of his/her death after retirement-

at enhanced rate of ----- From ---- To -----

at normal rate of ----- From ---- To -----

(iv) Complete and up to date details of family as given in form 3: -

S.No	Name of the member of the family	Date of birth	Relationship with Govt. Servant.
1	2	3	4

1

2

3.

4.

25. Height: -----

26. Identification mark: - -----

27.Place of payment of pension/ gratuity -----
(Treasury or Sub Treasury).

27-A Name and place of branch of -----
Public sector bank if pension or
gratuity is desired to be drawn
through it.

28.Head of Account to which pension and gratuity.....are debetable.

Place:

Dated the :----- Signature of Head of Office

PART - II

SECTION - I

Emoluments drawn during the last 10 month of service

Post held	From	To	Pay	Personal Special Pay
1	2	3	4	5

Average Emoluments

SECTION – II

Details of non-qualifying Service

1.Interruption (s)	Y. M. D	From	To
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2. Any other services not treated as qualifying:

Total: -

Section – III

1.Period of services not verified with reference to_____

acquittance Rools.

2. Whether the above period has been verified

in Accordance with the provisions of rule 58

of M.P. Civil Service (Pension) Rule 1976.._____

Section IV

(To be used by the head of office for grant of anticipatory /provisional pension /gratuity)

Details of anticipatory or provisional pension and gratuity to be drawn and disbursed by the head of office in accordance with the provisions of rule 61 and 64.

Pension Rs.-----p.m.

Gratuity Rs. ----

(a).Contribution towards contributory family pension

If applicable

Rs. ----

[See item 24(ii) of part 1]

(b).Government dues which have been ascertained

And assessed.

Rs.----.

(c).Amount of gratuity held over for adjustment of

Government dues which have not been assessed so far

Rs.----.

(d).Total of (a) , (b) and (c)

Rs.-----

Net Amount of anticipatory / provisional gratuity payable

Rs.....

PART – III
Section – I

Audit enforcement

1. Total period of qualifying services which has been accepted for the grant of superannuation/ retiring/ invalid/compensations/Compulsory retirement pension/gratuity with reasons for disallowance if any.
NOTE: Service for the period commencing from----- --up to date of retirement has not yet been verified; this would be done before the pension payment order is issued.
2. Amount of superannuation/retiring/invalid /compensation/compulsory retirement pension/ gratuity that has been admitted.
3. Amount of superannuation/retiring/invalid/compensation/ compulsory retirement pension/gratuity , admissible after taking into account reduction, if any, in pension and gratuity made by the pension sanctioning authority.
4. The date from which superannuation /retiring /invalid /compensation/compulsory retirement pension/gratuity is admissible.
5. Head of account to which superannuation /retiring/invalid/compensation /compulsory retirement pension / gratuity is chargeable.
6. The amount contributory family pension becoming payable to the entitled members of the family in the event of death of Govt. Servant after retirement.

At enhanced rate of _____p.m. from----- to-----

At normal rate of _____ p.m. from-----to-----

Account Officer

Assistant Accountant General

(4)
SECTION – II

1. Name of the Government Servant. _____
2. Class of pension or gratuity. _____
3. Amount of pension sanctioned. _____
4. Amount of gratuity sanctioned. _____
5. Date of commencement of pension. _____
6. Amount of contributory family pension _____

admissible in the event of the death of the

Govt.Servent after retirement:

At enhanced rate_____.

at normal rate_____.

7. Amount recoverable from gratuity under sub
rule 2(b) of rule 65 of the M.P. Civil Services
(pension) rules ,1976. _____
8. The amount of cash deposit or the amount of
gratuity held over for adjustment of unassessed
Government dues. _____

PART – IV

INSTRUCTIONS:

1. AVERAGE EMOLUMENTS- The calculation of average emoluments mentioned in item 17, of Part-I Should be based on the actual number of days contained in each month.
 2. Compensation Pension Or Gratuity
 - (a) If the case is of a compensation pension or gratuity the particulars of the savings affected should be fully stated against item 14 of Part I of this Form.
 - (b) State why employment was not found elsewhere.
 3. Details Of Services-All period not reckoned, as service should be distinguished.
 4. Identification Marks-Specify a few conspicuous mark, not less then two, if possible.
 5. Name-When initials or name of the Government Servant are or is incorrectly given in the various records consulted, mention this fact in the letter forwarding the pension papers.
 6. Date of retirement-Date of retirement to be indicated in the service book and the last pay Certificate, if any .
 7. Reinstatement-In the case of a Government Servant who has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service, brief statement leading to his reinstatement should be appended.
 8. Alterations- Alterations to be made in red ink under dated initials of a gazetted Government Servant.
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