

O.H.P.C. PENSION FUND

PENSION PROPOSAL FORM

(Particulars for Sanction & Payment of Pension, Retirement Gratuity & Commuted Value of Pension)

PART—I

(Particulars to be submitted by the Retired Employee—please follow the instructions while filling up the form)

1. Name in full (in Block letter)
2. Father's Name
3. Husband's Name (in case of female) :
4. Religion :
5. Date of Retirement :
6. Designation and the Office/Deptt. where worked at the time of Retirement:
7. Fraction of pension proposed to be commuted :
8. Full address for correspondence :
9. Bank A/c No. and complete postal address of the bank where payment is desired (Ref. Notification No. 51 dtd. 14-01-2000)
10. Particulars of Military Service if any and amount and nature of any pension or gratuity received.
11. Particulars of previous civil service if any and Amount and nature of any pension or gratuity received.
12. Particulars of family pension if any received/admissible from any other source to the retired employee and any members of his family.

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13. (a) Details of Family as on the date of application :-
(Please carefully read the instructions before filling in)

Sl No.	Full Name of the family member	Date of Birth	Relationship with the retired employee	Other remarks if any
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
6.				
7.				

(b. Additional information regarding the members of family, who figure in the format in item (a) above :-

- Whether any of the family members indicated in the format at item (a) above is employed/self employed/capable of earning his/her own livelihood. If so specify the name(s) of such family member(s) and details of his/her employment.
- Whether any of the family members indicated in item a) above is receiving or entitled to pension/family pension from any other source. If so, specify the name(s) of such family member(s) and details of his/her source of pension/family pension.
- Whether any of the children indicated in the format at item (a) above suffers from any disorder/disability of mind or physically crippled or disabled and as such unable to earn his/her own livelihood if so specify the name(s) of such son/daughter with detail particulars of the disability.

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14. Particulars of nominee (any one or more than one member of the family, if the retired employee has a family and any one or more than one person, if the retired employee has no family), who shall receive the gratuity commutation amounts (if becomes absolute) and arrears of pension in case of death of the retired employee before the amounts become payable or having become payable have not been paid :

Full Name and Address	Relationship with the Retd. Employee	Date of Birth	Amount/ Share payable to each	Name relationship, age & address of the person, who shall receive the amounts during nominee's minority
1	2	3	4	5

15. Particulars of alternate nominee(s), if any, to whom the right conferred on the nominee shall pass in the event of the nominee(s) predeceasing the retired employee or the nominee dying after the death of the retired employee but before receiving payment of the gratuity, commutation amounts and arrears of pension :

Full Name & Address	Relationship with the Retd. Employee	Date of Birth	Amount/ Share payable to each	Name, relationship, age & address of the person, who shall receive the amount during the minority of the alternate nominee(s)
1	2	3	4	5

16. Contingencies on the happening of which the above stated nominations shall become invalid.

17. Enclosure.

- (i) Three recent passport size joint photograph with wife or husband. (if married) or single photograph if unmarried, widow or widower) duly attested by the head of office.
- (ii) Three descriptive roll slips each bearing three specimen signature (L.T.I. if illiterate). particulars of height and identification marks (at least 2 conspicuous marks) and left hand thumb and finger impression of the retired employee duly attested by the head of office.

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(iii) Attested copies of date of birth certificates of all family members (a) also nominee(s) if the nominee(s) is not a member of the family).

(iv) Undertaking/Declaration for refund/recovery of outstanding dues/excess payment.

(v)

(vi)

(vii)

I do hereby declare that the particulars furnished above are true in all respects. I also undertake to keep the particulars of family, nominee and postal address of self upto to date by notifying all changes therein to the Secretary, OHPC Pension Fund, OHPC Corporate Office at Bhubaneswar,

Place :

Date :

Signature of the Retired Employee

Signature	Full Name	Designation & Office address
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Witness (i)

Witness (ii)

(To be filled in by the Head of Office)

Date on which the application in part-I has been acknowledged to the retired employee.

Signature of the Head of Office

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PART-II
ACKNOWLEDGEMENT

Received from Sri _____ Retired _____

the application in part--I alongwith all relevant enclosures on dt. _____
I am to state that the details of the family and nominee as furnished in the
application has been taken note of

Place :

Date :

Signature of the Head of Office

NOTE:

This acknowledgement is to be signed, stamped and dated and is to be detached from the Form and handed over to the applicant. If the form has been received by the post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover.

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PART-III

(To be completed by the Head of Office)

1. Name in full and present or last appointment including name of establishment.
2. permanent address.
3. OHPC PF A/c. No.
(also specify the previous EPF/CPF/GPF A/c. No. held under OSEB/Stat Govt. :
- 4 If Ex-OSEB employee, whether opted or deemed to have opted to OSEB Pension Scheme :
- 5 Class of pension applicable.
6. Particulars of Military Service if any and amount and nature of any pension or gratuity received.
7. Particulars of previous civil service if any and Amount and nature of any pension or gratuity received.
8. Particulars of family pension if any received/admissible from any other source to the retired employee and any members of his family.
9. Service rendered in order of employment.

State Govt./ OSEB/OHPC	Type of Establishment	Post held	Officiating substantive	Period of Service				
				From	To	Y	M	D

Bshy

10. Whether the entire service period is duly covered by service verification certificate.

11. Whether all absence periods due to participation in strike etc have been regularised by grant of leave or otherwise :

12. Explanation regarding other discrepancies/infringements/deficiencies in the service records which have been ignored.

13. Determination of non-qualifying service.

(i) Interruption in service condoned

(ii) Extraordinary leave not qualifying for pension.

(iii) Period of suspension not treated as qualifying service.

(iv) Workcharged service period not treated as qualifying service.

(v) Boy service period if not treated as qualifying service

(vi) Any other service not treated as qualifying service.

TOTAL :

14. Date of birth by Christian era.

15. Date of beginning of service.

16. Date of ending of service.

17. Length of gross services.

18. Length of non qualifyin

(as determined in Item-13)

19. Addition to qualifying service.

20. Total qualifying service.

12/4/11

21. Total qualifying service
(expressed in 6 monthly periods)
22. Emoluments
23. Proposed amount of pension/service gratuity
24. i) Amount of pension proposed to be commuted

(ii) Commutation factor applicable

(iii) Amount of commuted value of pension :
25. Residuary pension after commutation
26. Proposed amount of retirement gratuity
27. Proposed amount of family pension
(i) Before attaining 65 years.
(ii) After attaining 65 years
28. Provisional pensionary benefits whether sanctioned (amount nature thereof and date from which paid)
29. Outstanding dues for recovery from gratuity :
 - (i) Balance of House Building, conveyance or other advance with interest
 - ii) Over payment of pay & allowances including leave salary :
 - (iii) Licence fee for accommodation
 - (a) Type and number of the quarters allotted to the retired employee :
 - (b) Date of vacation :
 - (c) Period in respect of which the licence fee is outstanding and the rate thereof :
 - (d. Amount of licence fee outstanding :
 - (iv) Any other assessed dues and the nature thereof :

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30. Whether clearance report in respect of energy charges etc up to the date of vacation of the quarters have been received.
31. Whether outstanding dues from previous stations has been cleared.
32. Status of departmental or judicial proceedings instituted/contemplated to be instituted against retired employee if any.
33. Amount suggested to be withheld from gratuity pending assessment of any of the above dues.
34. If liable to refund employer's share etc., present position thereof
35. Date from which pension is to commence.

Signature of the Head of Office with designation

PART--IV

Sanction is hereby accorded in favour of Sri/Smt./Kumari _____
_____ (Name & Designation) in the _____
(Division/Circle Office/Office) for payment of pension/service gratuity, commuted value of pension and in the event of death family pension as admissible under rules.

The amount of outstanding dues and the amount to be withheld as suggested in Part-III of this form and as may be determined eventually shall be taken into account before payment of pensionary benefits by the Secretary, OHPC Pension Fund. Any outstanding due that may come to notice subsequently due to delay in receipt of any material information or any bonafide error shall be recovered from the pensionary benefits payable in this case.

*Signature of the unit Head
(where the Unit Head is the
Appointing Authority)*

*Signature of the
Appointing Authority:*

22/11/11

**APPLICATION FORM FOR RELEASE OF
SERVICE GRATUITY/RETIREMENT GRATUITY**

(Strikout whichever is not applicable)

To be filed up by the employee and send through his Head of Office.

1. Name :
2. Designation :
3. Office where worked at the time of Retirement :
4. Date of Birth :
5. Date of beginning of service in Govt./ OSEB. :
6. Date of Retirement from Govt. Service. :
7. Date of superannuation in OHPC :
- 8 Length of Qualifying service in OHPC
9. Last Emoluments :
10. Total amount of gratuity proposed to receive/received for Govt. Service (copy of GPO may be enclosed)
11. SBI Bank A/c No. & complete postal address of the Bank where payment is desired.
12. Address for correspondence :

Certified that the particulars mentioned above are correct to the best of my knowledge and belief.

Place :

Date :

Full Signature of Applicant

Verified and checked the information indicates in the application with reference to the record.

Signature of Head of Office.

Encl : 1) Last pay certificate.

2) NDC

3) An undertaking for recovery of excess payment

4) Copy of Retirement order.

Rajya