

O.C.S.(PENSION) FORM 9

[See rule 62 (2) read with F.D. Resolution No.29826, dated the 9th July, 1992]]
INFORMATION TO ACCOUNTANT-GENERAL FORWARDING THE PENSION PAPERS
OF RETIRING GOVERNMENT SERVANT

No. _____

GOVERNMENT OF ORISSA
Department/Office

Dated _____

To

The Accountant-General, Orissa, Bhubaneswar.

SUBJECT – Forwarding of Pension Papers

Sir,

I am directed to forward herewith the pension papers of Shri/Smt./Kumari
(Name and designation) in the Department/Office as per the
details given below for further necessary action.

2. The following outstanding Government dues are to be recovered from the retirement gratuity and adjusted:

(1) Licence fee for Government accommodation	Rs.
(2) Balance of house building, conveyance and other Advances with interest.	Rs.
(3) Over payment of pay and allowance including leave salary	Rs.
(4) Any other assessed Government dues	Rs.
3. Pending assessment any of the above outstanding Government dues, if any necessary amount as required under rule 65(4) shall be withheld from retirement gratuity.
4. The fact of authorization of pensionary benefits has to be intimated to this office/Department.

Yours faithfully,

Signature of the Pension Sanctioning
Authority with designation

Details of enclosures –

1. Form for assessing pension O.C.S. (Pension) Form 7 1 copy
(Two copies when payment is desired in another circle of accounting unit)
2. Calculation sheet in O.C.S. (Pension) Form 8. 3 copies
3. Original Medical Certificate in O.C.S.(Pension) Form 2 1 copy
(in case of invalid pension)

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| 4. | Nomination for gratuity in O.C.S.(Pension) Form 3 or 4
(as the case may be) | 1 copy |
| 5. | Details of family in O.C.S.(Pension) Form No.5 | 1 copy |
| 6. | Slip containing specimen signature of the retiring Government
servant duly attested. | 2 copies |
| 7. | Slip containing height, personal marks of identifications of the retiring
Government servant duly attested. | 2 copies |
| 8. | Passport size joint photograph duly attested by Head of Office | 2 copies |
| 9. | Original service book. | |

Memo No. _____/

Dated _____

Copy forwarded to Shri/Smt./Kumari (Name with designation)
for information and necessary action.

Signature of Pension Sanctioning
Authority/Authorised Authority
With designation

Memo No. _____/

Dated _____

Copy forwarded to the (Head of Office) for information and necessary action.

Signature of Pension Sanctioning
Authority/Authorised Authority
With designation