

**FORM 1B**

PROFORMA

**Particulars to be obtained by the Head of Office from the Retiring Government Servant one year before the date of his Retirement.**

1. Name
2. (a) Date of birth  
(b) Date of retirement
3. Two specimen signatures (to be furnished in two separate sheets) duly attested by a Gazetted Government Servant.
4. Three copies of passport size joint photograph with wife/husband (to be attested by a Gazetted Government Servant).
5. Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government Servant.
6. Present Address
7. Address after retirement
8. Name of the Treasury through which the pension is to be drawn
9. Details of family (in the form indicated below):

Sl. No.	Name in full	Relationship to Government Servant	Actual Date of birth	Married or Unmarried in respect of daughter

10. Declaration to commute a portion of pension:  
I.....(Name and Designation).....  
hereby declare my intention to commute.....(indicate the portion of pension).....of my pension in accordance with the provisions of Government Order No.FD(Spl) 26 PCP 83 dated 15th May, 1984.

I .....(Name and Designation).....  
hereby declare my intention not to commute any part of my pension.  
(Score out whichever is not applicable)

**Place:**  
**Date :**

**Signature**  
**Designation and Office**

**NOTE: ANNEXURES (I TO VI) TO FORM 1-B ARE GIVEN**  
**BELOW.**

## ANNEXURE-1

- a) The Head of office should work out correctly the balance of different kinds of leave admissible as on the date of sending the Pension Records (including the Service Register) to the Accountant General;
- b) The title to leave as worked out above should be kept in the personal file of the official in the form of the leave account duly attested by the Head of the office with dated initials;
- c) Entries of credits and debits to the leave account arising subsequent to the date of forwarding the pension records to the Accountant General may be made with the attestation of the Head of Office in the form referred to in (b) above;
- d) The form of leave account duly completed may be relied upon by the authority competent to sanction leave and encashment of leave benefits to the official till and as on the date of his retirement as the case may be.
- e) A copy of the leave account indicating the leave benefits enjoyed and paid subsequent to the date of forwarding the pension records to Audit Office, is furnished to the Audit along with the LPC.
- f) The entries in the leave account kept in the Service Register may be completed on it receipt back from the Accountant General on the basis of the leave account cited in(c) above. Particulars of encashment benefits etc., granted may also be recorded in the body of the Service Register;
- g) The Head of the office will be held personally responsible for the corrections of the leave account and the leave benefits paid to the retired official.

## ANNEXURE-II

Register of Anticipatory Pension/DCRG payments

Date of retirement:

Name and Designation of the retired official:

Sl. No.	Bill No. & Date	Month for which the amount pertains	Office	Amount of Pension/DCRG	Date of encashment	Stamped acknowledgement of the retired official	Initial of the Head of the Office (to be signed at the time of signing Form 46-B)

Note:- Entries relating to each official should be made in separate folio of the Register.

**ANNEXURE-III**

Statement showing the details of anticipatory pension/DCRG drawn and disbursed

**Anticipatory DCRG**

**Date of payment**

**Anticipatory Pension**

**Month**

**Amount of Pension & DA  
(to be separately shown)**

**Date of payment**

**Signature of the Head of Office**

**ANNEXURE-IV**

**FORM KTC 46-B**

Bill for drawal of anticipatory/provisional pension/DCRG  
by the Head of Office.

**Head of Account**

**“207. Pensions and other Retirement Benefits”**

**District**

**Voucher .....**

**For.....**

Received the amount of provisional pension/Family pension due to  
Sri/Smt..... for the months of.....  
.....and gratuity/DCRG.

**Less Deductions**

Income Tax.....

Total Deductions.....

Net Amount payable.....

(in words.....)

Certified that the amount drawn in the last month's bill has been duly disbursed  
and the receipt obtained from the pensioner gratuitent.

Certificate from the pensioner regarding non-employment/non-marriage is  
attached.

Station.....

Signature.....

Designation.....

Drawing Officers.....

Strikeout if not required

Examined and entered Pay..... .Rs.....

Treasury Accountant cash..... .Rs.....

@ 2 1 Taxes on income Rs.....  
..... Rs.....  
..... Rs.....

Dated..... Treasury Officer.....

**For use in Accountant General's Office**

Rs..... Admitted  
Rs..... Objected

Gazetted Officers

Auditor Superintendent

**ANNEXURE – V**

I hereby declare that I am aware that the payment of pension and DCRG made to me is purely provisional and subject to confirmation by the Audit Officer. In case the amount of anticipatory pension and DCRG paid to me is found to be more than the amount admissible under the rules, I hereby give my consent for recovery of the excess amount out of my future payments of pension.

Place:

Date:

(Signature of the Pensioner)

Witness:

Signed before Me:

1.

2.



**ANNEXURE – VI**

**Monthly Return for watching the Settlement of  
Pension claims (to be sent to Finance Department through  
Heads of Department on 20th of every month)**

**PART – 1**

**(Details of pending cases – retirement on superannuation pension)**

Particulars of Government servants who would retire within the next two months on superannuation pension or have already retired and whose pension claims are still pending.

Sl. No.	Name of the Government Servant	Designation/Office in which official was working	Date of Birth	Date of anticipated/Actual Retirement
(1)	(2)	(3)	(4)	(5)

Reasons for	Whether anticipatory pension/DCRG has been paid as per GO No.FD(Spl)59 CPP 80 dated 29.6.1981	If anticipatory pension/DCRG is paid, reasons for such payment
(6)	(7)	(8)

## PART II

**(Details of pending cases other than retirement on superannuation pension that is invalid, compulsory/ voluntary retirement and death cases)**

Sl. No.	Name of the Government Servant	Designation/Office in which official was working	Date of Birth	Date of retirement/ death	Reasons for pendency
(1)	(2)	(3)	(4)	(5)	(6)

## PART - III

Number of official who have completed 25 years of service and whose service has still to be got verified by the Accountant General as per Rule 329-A of KCSRs (Office wise numbers to be furnished.)