ANDHRA PRADESH REVISED PENSION RULES, 1980

(As corrected upto 07-10-2004)

PART - I

1. Short title and commencement :

1) These rules shall be called the Andhra Pradesh Revised Pension Rules, 1980.
2) They shall be deemed to have come into force with effect from the 29th October, 1979.

2. Application :

They shall apply to all Government servants who were governed on the 29th October, 1979 by

(a) the Old pension Rules in the Hyderabad Civil Service Rules;

or

(b) the Revised Pension Rules, 1951 of the Ex-Hyderabad State;

or

(c) the pension rules in the Civil Service Regulations; or

(d) the Andhra Pradesh Liberalised Pension Rules, 1961 ([1])

[2](e) the All India Services (Death-cum-Retirement benefits) Rules1958 insofar as the members of the State Higher judicial service are concerned

[3](f) all workers of Government Distillery, Narayanaguda, Hyderabad and Government Distillery, Kamareddy, Nizamabad District who have retired from service on or after 12th September, 1983 except the following, namely :-

(1) Government servants who are employed in Government Industrial Undertakings (i.e., Government servants to whom the Factories Act, 1948 is applicable)

(2) Government servants who belong to non-pensionable service

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1. The words "except the following namely" were deleted by G.O.Ms.No. 105, Fin. & Plg., (FW: Pen-I) Dept., dt, 19-3-83 w.e.f. 1.4.78.
2. Inserted by G.O.Ms.No. 105. Fin & Plg. (FW : Pen-I) Dept. dt. 19-3-83 w.e.f. 1-4-78
3. Inserted by G.O.Ms. No. 101 Fin & Plg. (FW : Pen : I) Dept. dt. 6-4-88

(3) Copyists of the Revenue Department

(4) Government servants who elect to continue under the existing Pension Rules in accordance with the provisions in Rule 3;

(5) [1]

(6) Employees of the former estates abolished under the Andhra Pradesh (Andhra Area) Estates (Abolition and conversion into Ryotwari) Act, 1948 (Act XXVI of 1948) except those to whom the Andhra Pradesh Liberalised Pension Rules are applicable.

[2](7) Any of the Organisations/Societies/Companies/Boards/Bodies, admitted in to Grant- in-aid, or where Government money is invested

[3]"(g) (i) These rules shall not apply to all Government Servants appointed on or after 1-9-2004, to services and posts in connection with the affairs of the State which are borne on pensionable establishment, whether temporary, or permanent.

(ii) These rules shall not apply to all appointments, whether temporary or permanent, made on or after 01-09-2004 in all the State Public Sector Undertakings, whose pay and allowances are drawn from the Consolidated Fund of the State or not.

(iii) These rules shall not apply to all appointments, whether temporary or permanent, made on or after 01-09-2004 of all the tiers of the Rural and Urban Local Bodies such as the Gram Panchayats, Mandal Parishads, Zilla Parishads, Municipalities, Municipal Corporations, Urban Development Authorities, Co-operative and Urban Local Bodies, Zilla Grandhalaya Samsthas, Agriculture Marketing Committees, including all the Universities in the State, including all the Institutions functioning under the Universities, whose pay and allowances are drawn from

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1. The words "Government servants who belong to the State Higher Judicial service" were omited by G.O.Ms.No.105, Fin & Plg. (FW : Pen-I) Department, dt. 19-3-83 w.e.f 1-4-78.
2. Sub rule (7) was inserted by G.O.Ms.No. 171, Fin & Plg (FW : Pen-I) Dept, dt 3-10-97 w.e.f 3-10-97.
3. These provisions were added by G.O.Ms.No.653, Fin (Pen-I) Dept, dt 22-09-2004. New pension scheme - Contributory pension scheme w.e.f. 01-09-2004.

the Consolidated Fund of the State or not.

(iv) These Rules shall not apply to appointments, whether temporary or permanent made on or after 01-09-2004 into all the Institutions receiving Grant-in-Aid from the Government.

(v) These rules shall not apply to appointments, whether temporary or permanent, made on or after 01-09-2004 to all Co-operative Institutions, Autonomous Corporations, whose pay and allowances are drawn from the Consolidated Fund of the State or not."

Executive Instructions

Eligibility of Family Pension in certain cases :

The widows/ eligible members of the families of District and Sessions Judges governed by the All India Services (Death-cum-Retirement Benefits) Rules, 1958 and retired/died before 1-4-1978, be allowed Family Pension under Andhra Pradesh Government servants Family Pension Rules 1964.

(G.O. Ms. No.506, GA (SC-F) Dept., dated 11-9-1989)

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[1]**[3]. Option :-** A Government servant who holds a post under the Government on the 29th October 1979, on regular basis and who is governed by the Civil Service Regulations, Hyderabad Civil Service Rules, Revised Pension Rules 1951, Andhra Pradesh Liberalised Pension Rules 1961 or the benefits of drawing pension under the Old Pension Rules under Civil Service Regulations/ Hyderabad Civil Service Rules reduced by Pension equivalent of the retirement gratuity under the Andhra Pradesh Liberalised Pension Rules 1961, as the case may be, and the Andhra Pradesh Family Pension Rules 1964, and to whom these rules apply shall be entitled to exercise an option to continue under the Pension Rules by which he is governed on the 28th October, 1979, or to elect to come to the Andhra Pradesh Revised Pension Rules 1980;

(a) at any time six months prior to the date of retirement on superannuation; or

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1. Substituted by G.O.Ms.No. 16, Fin & Plg. (FW : Pen-I) Dept. dt. 10-1-85. w.e.f. 29-10-79; for the original rule as amended in G.O.Ms.No. 268, Fin & Plg (FW : Pen-I) Dept., dt 19-10-82 and G.O.Ms.No. 12, Fin & Plg. (FW : Pen-I) Department, dt 12-1-84.

(b) in cases of invalidation from service or voluntary retirement or compulsory retirement, within fifteen days of the said event occurring; or

(c) in the case of those who have already retired subsequent to the 28th October, 1979, within three months from the date of issue of these rules, failing which he shall be deemed to have elected to be governed by these rules.

The option shall be exercised in the appended form.(*)

(d) [1][x x x]

4. Government servants transferred from services and posts to which these rules do not apply :

1) A Government servant who is transferred permanently to a service or post to which these rules apply from a service or post to which these rules do not apply shall become subject to these rules :

Provided that it shall be open to him, within six months of the date of issue of the order of his permanent transfer or, if he is on leave on that day, then, within six months of his return from leave, whichever is later, to elect to be governed by the pension rules to which he was subject immediately before the date of his transfer.

2) The option under the provision to sub-rule (1) shall be exercised in writing and communicated to the authority making such order of transfer.

3) The option, once exercised, shall be final.

5. Regulation of claims to pension or family pension :-

1) (a) Any claim to pension or family pension shall be regulated by the provisions of these rules in force at the time when a Government servant

(*) Vide Annexure - I to these rules.

1. Rule 3(d) was omitted by G.O.Ms.No. 284 Fin & Pig (FW - Pen.I) Deptartment dt. 22-12-98. The earlier sub rule was as follows :-

" In the case of Government servants who died while in service / after retirement subsequent to 28th October 1979, the pensionary benfits which may be most beneficial to the heirs under the pension rules applicable to the Government servants on the date of death / retirement shall be applied and pensionay benfits sanctioned accordingly."

retires or is retired or is discharged or is allowed to resign from service or dies, as the case may be.

b) The day on which a Government servant retires or is retired or is discharged or is allowed to resign or voluntarily retire from service, as the case may be, shall be treated as a non-working day but the date of death shall be treated as a working day.

[1][c] Any type of pension sanctioned under these rules, except Family pension, shall be subject to rule 45.]

6. [[2]xxx]

1. Rule 5[c] was inserted by the G.O.Ms.No. 178, Fin & Plg (FW : Pen-I) Dept, dt 22-10-97 w.e.f. 29-10-79
2. Rule 6 was deleted w.e.f 25-5-98 through G.O.Ms.No. 90 Fin & Plg (FW : Pen-I) Dept. dt 25-5-98. The earlier rule was as follows : -

Full pension subject to approved service :- (1) Except for family pension admissible under Rule 50, full pension admissible under these rules shall not be sanctioned to a Government servant unless the service rendered by that Government servant has been satisfactory :

Provided that full pension and retirement gratuity admissible under these rules may be released by Audit Officer/Pension Issuing Authority presuming the service to be satisfactory, unless the said officer/Authority hears from the competent authority either to withhold the pension in full or to effect any cut in the pension before the employee actually retires.

(2) If the service rendered by the Government servant referred to in sub-rule (1) has not been satisfactory, the pension sanctioning authority may by order make such reduction in the amount of pension or gratuity, or both, as that authority may think proper:

Provided that no order regarding reduction in the amount of pension or gratuity or both shall be made unless the Government servant has been given a reasonable opportunity for making a representation in the matter:

Provided further that in case where the pension sanctioning authority is subordinate to the appointing authority, no order regarding reduction in the amount of pension or gratuity or both shall be made unless the approval of the appointing authority has been obtained;

Provided also that the amount of pension shall not be reduced below the limit specified in sub-rule (5) of Rule 45.

(3) For the purpose of sub-rule (2), the expression "appointing authority" shall mean the authority which is competent to make appointments to the service or post from which the Government servant retires.

Note :- Until Government specifically delegate the powers of reduction in pension to the appointing authorities, this power shall rest in Government for the time being.

(4) (a) The reduction referred to in sub-rule (2) shall be of a permanent character, and

(b) the measure of reduction in the amount of pension shall be to the extent by which the Government servant's service as a whole failed to reach a satisfactory standard and no attempt shall be made to equate the amount of reduction with the amount of loss caused to the Government.

(5) The pension sanctioned under these rules shall not be reduced although proof of the service having been not satisfactory may come to the notice of the pension sanctioning authority subsequent to the sanction of pension.

(6) Whenever in the case of a Government servant the State Government passes an order (whether original or appellate) awarding a pension including gratuity less than the maximum admissible under these rules, the Andhra Pradesh Public Service Commission shall be consulted before the order is passed.

(7) Nothing in this rule shall apply:- (a) where pension or a part of pension has been withheld or ordered to be recovered under Rule 9; or

(b) where a part of pension has been reduced under Rule 39; or

(c) to effect any recovery which has the result of punishment.

7. Limitation on number of pensions:

(1) A Government servant shall not earn two pensions in the same service or post at the same time or by the same continuous service.

(2) Except as provided in Rule 19, a Government servant who having retired on a superannuation pension or retiring pension, is subsequently re-employed shall not be entitled to a separate pension or gratuity for the period of his re-employment.

8. Pension subject to future good conduct :

(1)(a) Future good conduct shall be an implied condition of every grant of pension and its continuance under these rules.

(b) The pension sanctioning authority may, by order in writing, withhold or withdraw a pension or part thereof, whether permanently or for a specified period, if the pensioner is convicted of a serious crime or is found guilty of grave misconduct:

Provided that no such order shall be passed by an authority subordinate to the authority competent to make an appointment to the post held by the pensioner immediately before his retirement from service:

Provided further that where a part of pension is withheld or withdrawn, the amount of such pension shall not be reduced below the limit specified in sub-rule (5) of Rule 45.

(2) Where a pensioner is convicted of a serious crime by a Court of law, action under sub-rule (1) shall be taken in the light of the judgment of the Court relating to such conviction.

(3) In a case not falling under sub-rule (2), if the authority referred to in sub-rule (1) considers that the pensioner is prima facie guilty of grave misconduct, it shall before passing an order under sub-rule (1):-

(a) serve upon the pensioner a notice specifying the action proposed to be taken against him and the ground on which it is proposed to be taken and calling upon him to submit, within fifteen days of the receipt of the notice or such further time not exceeding fifteen days as may be allowed by the pension sanctioning authority, such representation as he may wish to make against the proposal, and

(b) take into consideration the representation, if any, submitted by the pensioner under clause (a).

(4) Where the authority competent to pass an order under sub-rule (1) is the Government, Andhra Pradesh Public Service Commission shall be consulted before the order is passed.

(5) An appeal against an order under sub-rule (1), passed by any authority other than the Government shall lie to the Government and the Government shall, in consultation with the Andhra Pradesh Public Service Commission, pass such orders on the appeal as it deems fit.

Explanation :- (a) The expression "serious crime" includes a crime involving an offence under the Official Secrets Act, 1923 (Central Act 19 of 1923).

(b) The expression 'grave misconduct' includes the communication or disclosure of any secret official code or password or any sketch, plan, model, articles, note, document or information, such as is mentioned in Section 5 of the Official Secrets Act, 1923 (Central Act 19 of 1923) which was obtained while holding office under the Government so as to prejudicially effect the interests of the general public or the security of the State.

Executive Instructions

Cases of convicted pensioners prompt intimation :-

The prosecuting officers and Treasury officers shall intimate promptly about the cases, where pensioners are convicted to the concerned administrative authorities/pension sanctioning authorities of the State Government and Government of India in case of Central Pensioners to take necessary further action.

(G.O.Ms.No.84, Fin & Plg (FW : Pen-I) Dept. dt 12-7-1999)

9. Right of Government to withhold or withdraw pension :-

[[1](1) The Government reserves to themselves the right of withholding a pension or gratuity, or both, either in full or in part, or withdrawing a pension in full or in part, whether permanently or for a specific period and of ordering recovery from a pension or gratuity of the whole or part of any pecuniary loss caused, to the Government and to the local authority if, in any departmental or judicial proceedings the pensioner is found guilty of grave misconduct or negligence during the period of his service, including service rendered upon re-employment after retirement :

1. Sub rule (1) was substituted by G.O.Ms.No. 302, Fin & Plg (FW : Pen-I) Dept, dt. 30-8-1994.

Provided that the Andhra Pradesh Public Service Commission shall be consulted before any final orders are passed. [1]["However, consultation with Andhra Pradesh Public Service Commission is not necessary, when the pensioner is found guilty in any judicial proceedings".]

Provided further that a part of pension is withheld or withdrawn, the amount of such pension shall not be reduced below the limit specified in sub-rule (5) of Rule 45]

[2]"Provided also that the penalty of withholding of entire pension or gratuity or both may be imposed against the retired Government servant upon being found guilty or upon conviction in a court of law for the offences of grave charges namely proved cases of misappropriation, bribery, bigamy, corruption, moral turpitude, forgery, outraging the modesty of women and misconduct."

(2)(a) The departmental proceedings referred to in sub-rule (1), if instituted while the Government servant was in service whether before his retirement or during his re-employment, shall, after the final retirement of the Government servant, be deemed to be proceedings under this rule and shall be continued and concluded by the authority by which they were commenced in the same manner as if the Government servant had continued in service.

Provided that where the departmental proceedings are instituted by an authority subordinate to the State Government, that authority shall submit a report recording its findings to the State Government.

Note :- The function of the disciplinary authority is only to reach a finding on the charges and to submit a report recording its findings to the Government. It is then for the Government to consider the findings and take a final decision under this rule. In case Government decide to take action under this rule in the light of the findings of the disciplinary authority, the Government will serve the person concerned with a show-cause notice specifying the action proposed to be taken under this rule and the person concerned will be required to submit his reply to the show-cause notice within such time as may be specified by the Government. The Government will consider the reply and consult the Andhra Pradesh Public Service Commission. If as a result of such consideration in consultation with the Commission, it is decided to pass an order under the rule, necessary orders will be issued in the name of the Government.

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1. The words were added through G.O.Ms.No. 442, Fin (FW : Pen-I) Department dt. 25-9-2003.
2. The provision was added by G.O.Ms.No.664, Finance (Pen-I) Dept., dt. 7-10-2004

(b) The Departmental proceedings, if not instituted while the Government servant was in service, whether before his retirement or during his re-employment:

(i) shall not be instituted save with the sanction of the Government;

(ii) shall not be in respect of any event which took place more than four years before such institution; and

(iii) shall be conducted by such authority and in such place as the State Government may direct and in accordance with the procedure applicable to departmental proceedings in which an order of dismissal from service could be made in relation to the Government servant during his service.

(3) [1][x x x]

(4) In the case of a Government servant who has retired on attaining the age of superannuation or otherwise and against whom any departmental or judicial proceedings are instituted or where departmental proceedings are continued under sub-rule (2), a provisional pension as provided in Rule 52 shall be sanctioned.

(5) Where the State Government decides not to withhold or withdraw pension but orders recovery of pecuniary loss from pension, the recovery shall not ordinarily be made at a rate exceeding one-third of the pension admissible on the date of retirement of a Government servant.

(6) For the purpose of this rule-

(a) departmental proceedings shall be deemed to be instituted on the date on which the statement of charges is issued to the Government servant or pensioner of if the Government servant has been placed under suspension from an earlier date; on such date; and

(b) Judicial proceedings shall be deemed to be instituted-

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1. Sub rule (3) was omitted by G.O.Ms.No.302, Fin & Plg (FW : Pen-I) Department., dt.30-8-1994.

(i) in the case of criminal proceedings, on the date on which the complaint or report of a police officer, of which the Magistrate takes cognisance, is made; and

(ii) in the case of Civil proceedings, on the date the plaint is presented in the Court.

[1][7. Even though a Government servant has retired from service and was not before his retirement chargesheeted or called upon to explain why a pecuniary loss caused to the Government (or a local authority) due to his negligence, while he was in service, should not be recovered from him, the Government if they are satisfied that the loss is due to him, shall recoup the pecuniary loss besides all Government dues (or local authority dues) from the Retirement Gratuity. For this purpose, it shall not be neccessary to get the consent of the Government servant or the consent of the members of his family in the case of a deceased Government servant, as the case may be. In such cases, it shall be indicated in the sanction clearly the amount of Retirement Gratuity admissible, a stated amount which shall be deducted from the Retirement Gratutiy on account of Government dues or local authority dues or loss sustained by the Government servant due to negligence and the net amount of Retirement Gratuity payable to the retired Government servant.][1]

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1. Sub rule (7) was substituted by G.O.Ms.No. 995, Fin. (Pension-I) Department., dt. 21-12-2002. The earlier sub-rule (7) added by G.O.Ms.No.85, F&P (FW.Pen.I) Dept., dt 12-7-99 was as follows :-

7(a) When a Government servant dies before conclusion of the disciplinary proceedings, generally death abates all further proceedings. As such, when Government servant dies before conclusion of the disciplinary proceedings, the proceedings under rule 9 of the Andhra Pradesh Revised Pension Rules 1980 also abates. If any loss caused or misappropriated the Government amount by the deceased Government servant is established, in such cases, the disciplinary proceedings will not automatically abate and it is open to the Government to bring the legal representatives on record and conclude disciplinary proceedings for the purpose of recovery of the same.

b) When disciplinary proceedings are concluded as per the procedure and Government servant/ pensioner dies before receiving punishment order and any loss caused or misappropriated the Government amount

due to his negligence or misconduct while he was in service, is established, the same can be recovered from terminal benefits admissible to the legal heirs. The recovery in such cases shall be from the terminal benefits i.e. Retirement Gratuity, Commuted Value of Pension, Encashment of leave.

c) In cases of punishment of stoppage of increment without cumulative effect, which could not be implemented due to lack of service, or otherwise, the amount equal to the increments stopped, shall be recovered from the Retirement Gratuity of the employee.

Provided that the Consultation with the Andhra Pradesh Public Service Commission shall not be necessary for taking action under this sub-rule.

Executive Instructions

(i) Procedure to be followed to withhold or withdraw Pension:

According to Rule 9 of Revised Pension Rules, 1980, the State Government reserves to themselves the right of withholding or withdrawing a pension or part thereof, whether permanently or for a specified period, and of ordering recovery from a pension of the whole or part of any pecuniary loss caused, to the Government and to the local authority if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of his service, including service rendered upon re-employment after retirement.

2. If departmental proceedings had been initiated against a Government servant under the Andhra Pradesh Civil Service (Control, Classification and Appeal) Rules while he was in service, including re-employment, the proceedings will be deemed to be proceedings under Rule 9 of Revised Pension Rules, 1980 and will be continued and concluded by the authority by which they were commenced in the same manner as if the Government servant had continued in service. In case, where departmental proceedings had been initiated by an authority subordinate to Government, that authority will submit a report recording its findings to the Government, as the power to pass orders in such cases vests only with the Government under Rule 9 of Revised Pension Rules, 1980.

3. If departmental proceedings had not been instituted while a Government servant was in service including the period of his re-employment, if any, proceedings can be instituted under Rule 9(2)(b) of Revised Pension Rules, 1980 subject to the following:

(a) shall be with the sanction of Government;

(b) for a misconduct or misbehaviour in respect of any event which took place not earlier than four years before the institution of such proceedings; and

(c) proceedings shall be conducted by such authority and at such place as the Government may direct and in accordance with the procedure applicable to the departmental proceedings in which an order of dismissal from service could be made in relation to the Government servant during his service.

4. To ensure that uniform procedure is followed and also to avoid procedural irregularities which may vitiate the proceedings initiated, it is considered that standardised form which are annexed to this Memo are adopted for dealing with such cases.

[Govt. Memo.No. 17757-A/216/A2/Pen.I/94, dt 24-5-94 of F&P (FW.PenI) Department]

(1) Order conveying sanction of the Government for taking departmental action against a pensioner under Rule 9 of Revised Pension Rules 1980.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public services - Departmental Proceedings against Sri/Smt./Kum ..... formerly ..... Department - Sanction under Rule 9 of Revised Pension Rules, 1980 - Issued.

(DEPARTMENT)

G.O.Ms.No..... Date .....
Order: Read the following :-

Whereas it has been made to appear that Shri/Smt/Kum..... while serving as .....in the Department .....from .....to.....was (here specify briefly the imputations of misconduct or misbehaviour in respect of which it is proposed to institute departmental proceedings).

Now, therefore, sanction is accorded under sub-clause (i) of clause (b) of sub-rule (2) of Rule 9 of the Revised Pension Rules, 1980 to initiate departmental proceedings against the said Shri/Smt./Kum.....

It is further directed that the said departmental proceedings shall be conducted in accordance with the procedure laid down in Rule 20 of the APCS (CCA) Rules, 1991 by .....(here specify the authority by whom the departmental proceedings should be conducted) at .....(here specify the place or places at which the departmental proceedings including oral inquiry, might be conducted).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

(2) Memorandum of charges to be communicated to the pensioner concerned in departmental action under Rule 9 of Revised Pension Rules, 1980.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public services - Sri ..... Department - Departmental Proceedings under Rule 9 of Revised Pension Rules, 1980 - Articles of Charges - Issued

(DEPARTMENT)

G.O.Rt.No. Date :
Read the following:-

Order :

In pursuance of the sanction accorded by the Government under sub-clause (i) of clause (b) of sub-rule (2) of Rule 9 of the RP Rules, 1980 for instituting departmental proceedings against Sri .....vide G.O. Ms. No.....(department) dated .....it is proposed to hold an inquiry against the said Sri .....in accordance with the procedure laid down in Rule 20 of the APCS (CCA) Rules, 1991. The enquiry shall be conducted by .....hereby specify the authority by whom the departmental proceedings are to be conducted in accordance with the sanction, at .....(here specify the name of the place where the proceedings are to be conducted).

2. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexure-III and IV).

3. Sri .....is directed to submit within 10 days of the receipt of this Memorandum a written statement of his defence and also to state whether he desires to be heard in person.

4. He is informed that an inquiry will be held only in respect of those articles of charges as are not admitted. He should, therefore specifically admit or deny each article of charge.

5. Sri....is further informed that if he does not submit his written statement of defence on or before the date specified in para 3 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rules 20 of the APCS (CCA) Rules, 1991, or the orders/directions issued in pursuance of the said rules, the inquiring authority may hold the inquiry against him exparte.

6. The receipt of this GO may be acknowledged.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

To

Sri...

Annexure-I

Statement of articles of charge framed against.....(name of the retired Government servant), formerly.....

Article I

That the said Sri.....while functioning as .....during the period.....

Article II

That during the aforesaid period and while functioning in the aforesaid office, the said Sri.....

Article III

That during the aforesaid period and while functioning in the aforesaid office, the said Sri.....

Annexure-II

Statement of imputations of misconduct or misbehaviour in support of the articles of charge framed against Sri .....(name of the retired Government servant) formerly.....

Article I
Article II
Article III
Annexure-III

List of documents by which the articles of charge framed against Sri .....(name of the retired Government servant), formerly .....are proposed to be sustained.

Annexure-IV

List of witnesses by whom the articles of charge framed against Sri .....(name of the retired Government servant) formerly .....are proposed to be sustained.

ii) Institution "Departmental Proceedings" - After retirement :-

"Deparmental Proceedings" shall be deemed to be instituted on the date on which the statement of charges is issued to the Government servant in accordance with rule 20(3) of A.P. Civil Services (CCA) Rules 1991. In cases where only a preliminary inquiry into the allegations or where it is contemplated to initiate departmental proceedings, it can not be presumed that the departemental proceedings have been instituted under Rule 9(2) of A.P. Revised Pension Rules 1980. In cases where charges have not been framed and issued before the retirement of the employee concerned, further action has to be taken in accordance with rule 9(2) of the A.P. Revised Pension Rules 1980 read with G.M.No. 17757 / A2 / 216 / Pen. I / 94 Dated 24.5.94 of finance Dept., - vide executive instruciton No. (1) above. If action has to be taken after forwarding the pension papers to Accountant General, the instructions issued in G.M.No. 33764-A / 55 / PSC / 93 dated 15-10-93 of finance Dept., vide instruction No. (iv) of the Executive instructions contained under Rule 52 have to be followed.

In cases where disciplinary or judicial proceedings are pending, provisional pension has to be sancitoned under rule 52 (1) (a) of A.P. Revised Pension Rules, 1980 keeping in view the instructions contained in circular memo No. 979-B / 5 / A2 / Pen.I / 94 dated 2-2-94 of Finance Department i.e. Minimum of 75% of Pension admissible-vide instruction No. (iii) of the executive instrucitons under Rule 52.

[Cir. memo.No.37254/361/A2/Pen.I/98, dt. 4-7-98 of Fin & Plg (FW : Pen.I) Department]

iii) Effect of deletion of Rule 6 on Rule 9 :-

It is clarified that Rule 6 and Rule 9 of the APRPRs, 1980 are two distinctive provisions and deletion of Rule 6 has no effect on Rule 9. As such the cases of the pensioners against whom any disciplinary or judicial proceeding are pending have to be dealt with under Rule 9 of the APRPRs, 1980

[Cir.Memo.No.1305-A/499/A2/Pen.I/98, dt.12-11.98 of the Fin & Plg (FW : Pen.I) Departement.]

iv) Review of punishment :

As there is a need for evolving a uniform procedure to review the punishment imposed under Rule 9 of the APRPRs, 1980. A retired employee can prefer an appeal against an order reducing or with holding maximum. Pension including an additional pension admissible to him under the rules.

[G.O.Ms.No.53, Fin & Plg (Pen.I) dt. 12-4-99 of Fin & Plg (Pen.I) Department.]

v) (a) Where Court directed to dispose of the disciplinary case within a specified time period :

The disciplinary cases against the retired Government servant shall be concluded as quickly as possible. If court directs to the conclude the same within a specified period, it should be concluded with in the said period only. If not, time may be obtained from the court to conculde same in such case, final orders issued after the period is specified by the courts and the court dismisses such final order due to non conculsion of the same within time specified by them, action against the concerned persons shall be taken for not taking prompt action within the time and the loss caused if any, there to the Government in such cases shall be recovered from the concerned.

b) Where charges are dropped and interest on pensionary benefits is claimed :

If the department decides to drop the charges, they shall take a decision as quickly as possible and they should draft the order carefully, the following lines are prescribed for guidance, duly indicating that the individual shall be eligible for interest subject to the conditions specified under sub-rule [1A] of RULE 46 of the A.P.R.P.R.S, 1980 from the date of final orders only.

In the circumstances stated above the Government have taken lenient view and further action is here by dropped. The individual is eligible for terminal benefits due to him from the date of issue of orders.

[G.O.Rt.No. 1034, Fin & Plg (FW : Pen-I) Dept. dt., 9-6-2000]

vi) Recovery of Government dues from dearness relief on pension :

Any Government dues, due from the pensioner can be recoverable from the Dearness Relief on pension after issuing a show cause notice to the concenred person and after considering the explanation, if any submitted by the pensioner within the stipulated time.

[G.O.Ms.No. 227, Fin (Pen-I) Dept. dt., 29-5-2001]

vii) Payment of Pensionary benefits to the Government servants retired from service pending disciplinary action-Action against the retired person for their lapses-Consolidated-Orders :

1. A retired Government employee is entitled for the, following terminal benefits to be got sanctioned.

1) Family Benefit Fund

2) Andhra Pradesh Group Insurance Amount

3) General Provident Fund Amount

4) Andhra Pradesh Government Life Insurance amount.

5) Encashment of Earned Leave

6) Retirement Gratuity

7) Pension/Provisional pension

8) Commuted Value of Pension

2. In case of Government Employee against whom the departmental proceedings or criminal proceedings are pending at the time of retirement, all the above terminal benefits need not be released. Proceedings pending means, there must be proceedings already initiated and pending within the meaning of rule 9 of the A.P.R.P.Rs, 1980. A Government servant who attains the age

of superannuation while under suspension should be allowed to retire on the due date of superannuation. But pensionary benefits can not be settled until the conclusion of the enquiry or disposal of charges. In such cases, the payment of terminal benefits shall be regulated as follows :-

a) The following amounts shall be paid to the retired employee since no recoveries can be made from these amounts,

1) Family Benefit Fund

2) Andhra Pradesh Group Insurance Scheme

3) General Provident Fund

4) Andhra Pradesh Government Life Insurance

b) Encashment of Earned Leave :

As per the orders issued in G.O.Ms.No. 11, Fin & Plg (FW : F.R-I) Dept., dt. 15-01-1997 the authority competent to grant leave, in the above mentioned cases may with hold whole or part of cash equivalent of earned leave, if in the view of the comepetent authority there is a possibility of the some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion, the retired employee will become eligible to the amount so withheld after adjustment of the Government dues, if any. As such, Encashment of Earned Leave can be regulated accordingly.

c) Retirement Gratuity :

According to clause [c] of sub-rule (1) of rule 52 of the A.P.R.P.Rs, 1980, no gratuity shall be paid until the conclusion of the departmental or judicial proceedings and issue of final orders.

According to the proviso to the above said rule, where departmental proceedings have been instituted under rule 9 of the Andhra Pradesh Civil Services [Classification, Control and Appeal] Rules, 1991, for imposing any of the penalties specified in clauses (i), (ii) and (iv) of rule 9 of the said rules, except the cases falling under sub-rule (2) of rule 22 of the said rules, the payment of gratuity shall be authorised to be paid to the Government servant. It is also further provided in the said rule that where a conclusion has been reached that a portion of pension only should be withheld or withdrawn and the retirement gratuity remains unaffected in the contemplated final orders, the retirement gratuity can be released upto 80% of the eligible retirement gratuity.

d) Provisional Pension :

1. As per sub-rule (4) of rule 9 of the Andhra Pradesh Revised Pension Rules, 1980, the retired employees mentioned in the above cases shall be sanctioned provisional pension as provided in rule 52 of the said rules. According to rule 52 of the said rules, the Audit Officer/head of office shall pay the provisional pension not exceeding the eligible pension. The provisional pension shall be paid from the date of retirement to the date on which final orders are passed by the comptent authority on conclusion of the departemental or judicial proceedings pending against the retired employee. The provisional pension shall not be less than 75% of the normal pension entitlement.

2. Pension sanctioning authorities are competent to sanction provisional pension to the Non-Gazetted Officers. It shall be sanctioned by the Government in the case of Gazetted Officers.

3. In the above mentioned cases the departement shall send pension papers to the Accountant General and it should be mentioned in the forwarding letter that departmental/judicial proceedings are pending and with a request to indicate only the quantum of pension that would be admissible which should not be released till further orders as only provisional pension has to be released. The Accountant General may then verify the peniosary benefits admissible and indicate the quantum of pension, where upon, the Head of the departement may intimate the quantum of provisional pension for payment in case of Gazetted Officers, so that Government will sanction the same. The Accountant General, AP, Hyderabad will straight way authorise the minimum provisional pension i.e.75% of the quantum of pension verified by his office, pending sanction by the pension sanctioning authority and that if the appropriate authority sanctions more than 75% of the eligible pension as provisional pension, the Accountant General will issue an amendment accordingly.

e) Commuted value of Pension :

No Commutation of pension shall be allowed in the above mentioned cases since sub-rule 3 of Rule 3 of the AP Commutation Rules, do not permit a Government servant against whom judicial or departmental proceedings has been instituted or pending, to commute any part of his pension during the pendency of such proceedings. Further, in the case of those to whom only provisional pension is granted, if after conclusion, entire pension is withheld, the question of commutation does not arise. In the case of others to whom

pension was allowed either in full or in part, the period of one year for commutation without medical examination has to be reckoned from the date of issue of orders on conclusion of the proceedings.

4. Action against the retired officer who commits irregularities can be taken on three counts :

1) Criminal Prosecution

2) Disciplinary action and

3) Recovery of the amount.

In case of the death of the retired officer, action on first two counts will abate but as per the orders issued in the G.O.Ms.No.85 Fin & Plg [FW : Pen-I] Dept. dt, 12-7-1999, the loss or mis-appropriated amounts can be recovered from the terminal benefits of the retired officer.

5. If any irregularity of a retired employee is noticed after his retirement and no departemental proceedings can be instituted under sub-rule 2 [b] of Rule 9 of A.P.R.P.Rs. 1980, the department can initiate criminal action against the retired officer or action under the Andhra Pradesh Revenue Recovery Act, 1864 to recover the loss if any caused to the Government by him.

[G.O.Rt.No. 1097, Fin (FW : Pen-I) Dept., dt. 22-6-2000]

viii) Continuence of disciplinary proceedings after retirement even no peuniary loss caused to the government :

The disciplinary proceedings pertaining to a serious or grave act of misconduct or negligence committed by a government servant can be continued or instituted in terms of rule 9 of A.P.R.P.Rs. 1980, or other corresponding rules, even if no pecuniary loss was caused to the Government.

[Circular Memo.No. 3026/18/A2/ Pension .I / 1999 Fin & Plg (FW : Pen -I) Dept., dt. 1-6-1999]

10. Commercial employment after retirement:-

(1) If a pensioner who, immediately before his retirement was a Gazetted Government servant, wishes to accept any commercial employment before the expiry of two years from the date of his retirement, he shall obtain

the previous sanction of the Government to such acceptance [1](by submitting an (*) application in the prescribed proforma appended to part II of these rules) and no pension shall be payable to a pensioner who accepts a commercial employment without such sanction in respect of any period for which he is so employed or such longer period as the Government may direct :

Provided that a Government servant who was permitted by the Government to take up a particular form of commercial employment during his leave preparatory to retirement or during refused leave shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

(2) For the purpose of this rule-

(a) the expression commercial employment means :-

(i) an employment in any capacity including that of an agent under a company, co-operative society, firm or individual engaged in trading, commercial, industrial, financial or professional business and includes also a directorship or such company and partnership of such firm and includes employment under a body corporate, wholly or substantially owned or controlled by the Government,

(ii) setting up practice, either independently or as a partner of a firm, as adviser or consultant in matters in respect of which the pensioner-

(a) has no professional qualification and the matters in respect of which the practice is to be set up or is carried on are relatable to his official knowledge or experience, or

(b) has professional qualifications but the matters in respect of which such practice is to be set up are such as are likely to give his clients an unfair advantage by reason of his previous official position, or

(iii) has to undertake work involving liaison or contact with the offices or officers of the Government.

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1. These words were inserted by G.O.Ms.No.372, Finance and Planning (FW.Pen.I) Department, dt 2.12.85.

(*) Vide Annexure II to these rules.

Explanation:-

(a) For the purpose of sub-rule (1) of this rule, "the date of retirement" in relation to a Government servant re-employed after retirement, without any break, either in the same or in another Gazetted post under the State Government or in any other equivalent post under the Central Government, shall mean the date on which such Government servant finally ceases to be so re-employed in Government service,

(b) For the purpose of this rule, employment under a Co-operative Society includes the holding of any office whether elective or otherwise, such as President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such a society.

11. Restriction on practice in Commercial Tax and other cases after retirement:-

(1) No Deputy Commissioner of Commercial Taxes, Commercial Tax Officer Deputy Commercial Tax Officer or Assistant Commercial Tax Officer shall, during a period of five years from the date of his retirement from service, act as a Sales Tax Adviser or Consultant or accept any engagement to appear on behalf of any dealer in any sales tax proceedings any where in the State, without the previous sanction of the Government in the case of the Deputy Commissioner of Commercial Taxes or the Commercial Tax Officer and of the Commissioner of Commercial Taxes in the case of the Deputy Commercial Tax Officer or the Assistant Commercial Tax Officer.

(2) No retired officer of the Commercial Taxes Department shall accept any engagement to appear on behalf of any dealer in any sales tax proceedings anywhere in the State if;-

(i) the officer or authority before whom the retired officer is to appear was his official subordinate while in service; or

(ii) the sales tax proceedings relates to an order passed by him or to a case with which he was in any way connected in his official capacity.

(3) No pension shall be payable for such period as the Government may, by order, direct to any retired officer of the Commercial Taxes Department if he contravenes the provisions contained in clauses (i) and (ii) of sub-rule (2).

Note :-

(a) A condition should be incorporated in the terms of contracts executed on account of public works to the effect that it is liable for cancellation if either the contractor himself or any of his employee is found to be a Gazetted Officer who retired from service and had not obtained permission from the Government for accepting the contract or employment within a period of two years from the date of his retirement;

(b) At the time of sanctioning pension of Engineers and other Gazetted Officers of the Public Works Department including Electricity Department, they should be required to sign an undertaking that they would not seek such employment (and set up or engage in a business or a Commercial undertaking as a principal) within a period of two years from the date of their retirement, without the prior permission of Government, and that in case of non-pensionable officers they should be required to sign a similar undertaking at the time they are paid the gratuity or other retiring benefits by Government.

12. Employment under a Government outside India after retirement :-

(1)(a) If a pensioner, to whom these rules are applicable wishes to accept any employment under any Government outside India, he should obtain the previous sanction of the Government of India for such acceptance. No pension shall be payable to a pensioner who accepts such employment without proper permission, in respect of any period for which he is so employed or such longer period as the Government of India may direct;

Provided that a Government servant permitted by the appropriate authority to take up a particular form of employment under a Government outside India during his leave preparatory to retirement shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

(b) for the purposes of this rule, “employment under any Government outside India” shall include employment under a local authority or corporation or any other institution or organisation which functions under the supervision or control of a Government outside India, or an employment under an International Organisation of which the Government of India is not a member.

(2)(a) If a pensioner, to whom these rules are applicable wishes to accept any employment whether commercial or private, before the expiry of two years from the date of his retirement or any employment under any Government outside India at any time, he should obtain the previous sanction of the State Government for such acceptance. No pension shall be payable to a pensioner who accepts any such employment without such sanction, in respect of any period for which he is so employed or such longer period as the State Government may direct.

(b) This sub-rule shall apply to all pensioners who immediately before retirement were Gazetted Officers under the rule making control of the State Government or were on leave preparatory to retirement and would have held gazetted posts but for proceeding on such leave.

(c) For the purposes of this sub-rule, "employment under any Government outside India" shall include employment under a local authority or corporation or any other institution or organization which functions under the supervision or control of a Government outside India.

Note:- No officer on leave preparatory to retirement should be permitted except for very special reasons to accept any employment until such leave expires and he enters on pension.

13. Commencement of qualifying service:-

Subject to the provisions of these rules, qualifying service of a Government servant shall commence from the date he takes charge of the post to which he is first appointed either substantively or in an officiating or temporary capacity;

Provided that -

(a) in the case of a Government servant in a Class-IV service or post who held a lien or a suspended lien on a permanent pensionable post prior to the 17th November, 1960, service rendered before attaining the age of sixteen years shall not count for any purpose, and

(b) in the case of a Government servant not covered by clause (a), service rendered before attaining the age of eighteen years shall not count, except for compensation gratuity.

14. Conditions subject to which service qualifies:-

(1) The service of a Government servant shall not qualify unless his duties and pay are regulated by the Government or under conditions determined by the Government.

(2) For the purposes of sub-rule (1), the expression service means service under the Government and paid by the Government from the consolidated fund of the State but does not include service in a non-pensionable establishment unless such service is treated as qualifying service by the Government.

[1][*Note :-* [2][(1)] The service of a Government servant in an establishment paid from the house hold allowance of the Governor including the service rendered prior to 2nd June, 1960, shall qualify for pension provided the retirement of such Government servant is on or after 2nd June, 1960.]

[3]*[Note :-* (2) The service rendered by an employee for unaided periods in a teaching or non-teaching post in Aided Educational Institutions shall not qualify for pension.]

Executive Instructions

(i) Counting of full time contingent service:

(a) All full time contingent posts which were in existence for a period of 10 years or more and are required to be retained on a permanent basis, should be converted into regular Government posts in the last grade service w.e.f. 1-2-1980.

(G.O. Ms. No.38, Fin. & Plg. (FW:PRC-IV) Dept., dated 1-2-1980)

(b) All full time contingent posts which were in existence for a period of 5 years or more as on 1-4-1981, and which are required to be continued on permanent basis, have to be converted into regular Government posts in the last grade service w.e.f. 1-4-1981.

(G.O. Ms. No.9, Fin. & Plg. (FW:PRC.VI) Dept., dated 8-1-1981)

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1. Note added by G.O.Ms.No. 218. Fin & Plg (FW : Pen-I) Dept., dt. 20-6-84 w.e.f 29-10-79.
2. This note was numbered as (1) as per G.O.Ms.No. 242 Fin & Plg (FW.Pen.I) Dept. dt 3-11-98.
3. The note added by G.O.Ms.No.242, Fin & Plg (FW : Pen-I) Department, dt 3-11-1998.

(c) (i) No separate orders need be issued by the Government in General Administration Department relaxing any rule of A.P. Last Grade Service Rules and that the Heads of the Departments may themselves issue orders by virtue of the powers vested in them under Rule 27 of A.P. Last Grade Service Rules relaxing relevant rules relating to age etc., wherever necessary for absorption of contingent staff in the posts converted into Class IV posts as per G.O. Ms. No.38, Fin. & Plg. (FW:PRC-IV) Dept., dated 1-2-1980 and G.O. Ms. No.9, Fin. & Plg. (FW-PRC.VI) Dept., dated 8-1-1981.

(ii) It is also not necessary to intimate, the vacancies caused consequent on such conversion of contingent posts, to the Employment Exchange.

(GMNo.422/SM/80-9, dated 8-5-1991 of Genl. Admn. Dept.)

(d) The pre-absorption service of all full time contingent employees converted as last grade servants in accordance with G.O. Ms. No.38, Fin.& Plg. (FW:PRC.IV) Dept., dated 1-2-1980 and G.O. Ms. No.9, Fin. & Plg. (FW: PRC.VI) Dept., dated 8-1-1981 will also count as qualifying service for pensionary benefits in relaxation of Article 361 of Civil Service Regulations - w.e.f. 1-4-1981.

(G.O. Ms. No.156, Fin.& Plg. (FW:Pen.I) Dept., dated 29-4-1983)

(ii) Counting of service of Work charged employees :-

(a) All work charged employees who have completed 10 years of total service will be regarded as Government servants w.e.f. 29-3-1979 or from the date as and when they complete ten years of total service, excluding breaks, provided the breaks in any spell does not exceed six months. All the work charged employees have to exercise option either to become Government servants or to continue as work charged employees.

(G.O. Ms. No.130, I & P (Ser.V) Dept., dated 18-3-1981)

(b) The work charged employees who have completed 10 years of service and opted to become Government servants are eligible for pensionary benefits under A.P. Revised Pension Rules, 1980.

(G.M. No.1464/Ser-V/2/87-1, I & P Dept., dated 23-11-1982)

(c) The pre-absorption service of all work charged employees who have become Government servants on or after 29-3-1979, be counted as qualifying service for purposes of pensionary benefits in relaxation of Article 361 of Civil Service Regulations.

(G.O. Ms. No.168, Irrigation (Ser.V) Dept., dated 3-4-1984)

(iii) Pensionary liability of the employees of former District Boards taken over by Government :

The pensionary liability on account of the former District Board employees taken over to the erstwhile Highways Department, including the share relatable to their service under the former District Board be borne in full by Government.

(G.O. Ms. No.29, TR&B (S II) Dept., dated 24-1-1985)

(iv) Counting of service prior to regularisation of services in terms of G.O.Ms.No. 212 Fin & Plg (FW-P.C III) Dept dt. 22-4-94

In G.O.Ms.No. 212 Fin & Plg (FW P.C.III) Department., dt 22-4-1994 conditions for regularising of services of Daily wage emlployees /N.M.Rs employees have been prescribed by the government including issue of orders of regularisation of services in such cases only from date of the issue of such order making with prospective. Hence counting of services for pension and any other purposes rendered prior to the effecitive date of regularisation can not be entertained.

[Govt.Memo.No. 573/225/A3/PC. III/97 dated 1-9-97 of F&P Department.]

v) Condition for Counting of pre-absorbed service of work charged employees for the purpose of pension :

The work charged employees who opted to became Government employees on completion of 10 years of total service and on permission shall exercise their option to enable the pension sanctioning authority to count the pre-absorption period as qualified service for purpose of pensionary benefits by authorising the head of the department to remit the accured amount of the employer's share under E.P.F scheme to the government account pertaining to the pre-absorption period.

Therefore it is incumbant on the part of the head of the department to append a certificate in the S.R to the effect that the individual has excerised

an option in terms of the G.O.Ms.No.212, I&P Department, dt. 29-3-79 and G.O.Ms.No.130, I&P Department. dt. 18-3-81 that his preworkcharged establishment service is permissible to be counted for purpose of pension.

The Regional provident fund commissioner shall be requested for refund of the employer's share in E.P.F if it has been remitted by the head of the department and to credit the same to government account. Where no refund of the E.P.F has been made, there is no question of counting the pre-work charged establishment service.

From the date of such remitance only, regularisation will be considered and come to effect.

[Govt.Cir.Memo.No. 1941-A/31/A2/Pen.I/97 dt. 3-10-97 of Fin & Plg (FW-Pen.I) Dept.]

15. Counting of service rendered under Central Government:

In the case of a Government servant belonging to Central Government, who is permanently transferred to a service or post to which these rules apply, the continuous service rendered under the Central Government in an officiating or temporary capacity, if any, followed without interruption by substantive appointment, or the continuous service rendered under that Government in an officiating or temporary capacity, as the case may be, shall qualify:

Provided that nothing contained in this sub-rule shall apply to any such Government servant who is appointed otherwise than by deputation to a service or post to which these rules apply.

16. Counting of service as apprentice:-

Service as an apprentice shall not qualify.

17. Counting of service on contract: -

(1) A person who is initially engaged by the Government on a contract for a specified period and is subsequently appointed to the same or another post in a regular capacity in a pensionable establishment without interruption of duty, may opt either -

(a) to retain the Government contribution in the contributory Provident Fund with interest thereon including any other compensation for that service; or

(b) to agree to refund to the Government the monetary benefits referred to in clause (a) or to forgo the same if they have not been paid to him and count in lieu thereof the service for which the aforesaid monetary benefits may have been payable.

(2) The option under sub-rule (1) shall be communicated to the Head of Office or to the Audit Officer within a period of three months from the date of issue of the order of permanent transfer to pensionable service, or if the Government servant is on leave on that day, within three months of his return from leave, whichever is later.

(3) If no communication is received by the Head of Office within the period referred to in sub-rule (2), the Government servant shall be deemed to have opted for the retention of the monetary benefits payable or paid to him on account of service rendered on contract.

18. Counting of pre-retirement civil service in the case of re-employed Government servants:-

(1) A Government servant who, having retired on compensation pension or invalid pension or compensation gratuity or invalid gratuity, is re-employed and appointed regularly to a service or post to which these rules apply, may exercise option either-

(a) to continue to draw the pension or retain the gratuity sanctioned for his earlier service, in which case his former service shall not count as qualifying service, or

(b) to cease to draw his pension or refund gratuity, including the retirement gratuity, if any, as the case may be, and count his previous service as qualifying service in which case the pension intermediately drawn shall not be required to be refunded.

(2) (a) The option under sub-rule (1) shall be exercised within three months of the date of issue of the order of regular appointment to a service or post on re-employment or if the Government servant is on leave on that day, within three months of his return from leave, whichever is later.

(b) If no option is exercised within the period referred to in clause (a), the Government servant shall be deemed to have opted

for clause (a) of sub-rule (1).

(3) In the case of a Government servant who opts for clause (a) of sub-rule (1) the pension or gratuity admissible for his subsequent service is subject to the limitation that service gratuity or the capital value of the pension and retirement gratuity, if any, shall not be greater than the difference between the value of the pension and retirement gratuity, if any, that would be admissible at the time of the Government servant's final retirement if the two periods of service were combined and the value of retirement benefits already granted to him for the previous service.

Note:- The capital value of pension shall be calculated in accordance with the table prescribed by the State Government under the Civil Pension (Commutation) Rules applicable at the time of the second or final retirement.

(4) (a) A Government servant who opts for clause (b) of sub-rule (1) shall be required to refund the gratuity received in respect of his earlier service, in monthly instalments not exceeding thirty-six in number, the first instalment beginning from the month following the month in which he exercised the option.

(b) The right to count previous service as qualifying service shall not revive until the whole amount has been refunded.

(5) In the case of a Government servant, who, having elected to refund the gratuity, dies before the entire amount is refunded, the amount of unrefunded gratuity shall be adjusted against the retirement gratuity which may become payable to his family.

19. Counting of military service rendered before civil employment:

(1) A Government servant who is re-employed in a civil service or post before attaining the age of superannuation and who, before such re-employment, had rendered regular military service after attaining the age of eighteen years, may, on his regular appointment to a civil service or post, opt either-

(a) to continue to draw the military pension or retain gratuity received on discharge from military service, in which case his former military service shall not count as qualifying service, or

(b) to refund the pension or gratuity and count the previous military service as qualifying service, in which case the service so allowed to count shall be restricted to a service, within or outside the employees unit or department in India or elsewhere, which is paid from the Consolidated Fund of India or for which pensionary contribution has been received by the Government.

(2)(a) The option under sub-rule (a) shall be exercised within six months of the date of issue of the order of regular appointment to a civil service or post on re-employment, or if the Government servant is on leave on that day, within three months of his return from leave, whichever is later.

(b) If no option is exercised within the period referred to in clause (a), the Government servant shall be deemed to have opted for clause (a) of sub-rule (1).

(3)(a) A Government servant who opts for clause (b) of sub-rule (I) shall be required to refund the pension, bonus or gratuity received in respect of his earlier military service, in monthly instalments not exceeding thirty-six in number, the first instalment beginning from the month following the month in which he exercised the option.

(b) The right to count previous service as qualifying service shall not revive until the whole amount has been refunded.

(4) In the case of a Government servant who, having elected to refund the pension, bonus or gratuity, dies before the entire amount is refunded the unrefunded amount of pension or gratuity shall be adjusted against the death-cum-retirement gratuity which may become payable to his family.

(5) When an order is passed under this rule allowing previous regular military service to count as part of the service qualifying for civil pension, the order shall be deemed to include the condonation of interruption in service, if any, in the military service and between the military and civil services.

Verification of previous Military Service of Ex-Soldiers employed in the Civil Department.

Ruling

Civil authorities employing ex-service commissioned officers and other ranks should get their previous military service verified in consultation with the Accountant-General and record is their service registers/history of services as soon as possible after their regular appointment in the civil posts. For this purpose the civil authorities should address the following authorities for obtaining the certificate of verification of military service in the form given in Appendix (A) below, with suitable modifications to suit their requirements.

Commissioned Officers:

(a)	Ex-Army Officers:	
	(i) Non-Medical Officers	: Adjutant General's Branch (Org-3 (RR&C) (D), Army Headquarters, New Delhi
	(ii) Medical Officers	: MPRS(O)(NE)Medical Directorate, Army Head-Quarters, New Delhi
(b)	Ex-Naval Officers	: Personnel Services Directorate (Naval Appointments), Naval Headquarters, New Delhi
(c)	Ex-Air Force Officers	: Directorate of Personnel (Officers) (PO2), Air Headquarters, New Delhi

Non-Commissioned Officers:

(a)	JCOs, OR & NCSE of the Indian Army	: The respective record office as indicated in the Discharge Certificate of the individual concerned.
(b)	CPO, Petty Officers and Sailors of the Navy	: The Captain, Naval Barracks (Drafting Office), Bombay.
(c)	MWOs, WOs, NCos & Airmen of the Air Force	: Directorate of Personnel (Airmen) Air Head Quarters, New Delhi.

Appendix (A)

[Government of India, Letter No.52324/Gen./Org.3 Records (d) 411-D1 Pensions (Service) dated 19th January, 1963]

Certificate of verification of military service of No. ..... Rank ..... Name..... unit ..... re-enrolled in the ..... as ..... from .....

The information required for verification of war/military service for the purpose of counting towards civil pension under Articles 356 and 357 of Civil Service Regulations and relative orders is given as under:

1. Date of birth or the nearest age of enrolment in the Army/Navy/ Air Force if the former is not known.

2. Date of enrolment in the Army/Navy/Air Force.

3. Date of discharge.

4. Period of reserve service, if any.

5. Whether the military service was pensionable under the military rules, but terminated on or before pension was earned in respect thereof.

6. Whether he was entitled to a service gratuity and if so, how much.

7. Whether the gratuity was drawn and is refundable to the Defence Service Estimates. (If the service is allowed to count for civil pension).

8. If the individual is in receipt of a disability pension:

(a) had he earned an ordinary service pension for his qualifying service; or

(b) had he only earned a service gratuity in lieu of which a service element of disability pension has been granted to him. If so, what was the amount of service gratuity.

9. Whether he was paid from the Indian Revenues throughout.

10. Whether the pensionary contribution has been recovered and

credited to Indian Revenues for the period of his service out of India from .....to .....

11. Whether the whole period of military service is covered by any of the clauses mentioned in Note 2 to Articles 356/357, Civil Service Regulations.

12. Non-qualifying service if any, From .....To.....

13. Period of satisfactory paid military service From ..... to .....

14. Whether the military service was superior or inferior.

15. Length of war service From.....to.....

16. Amount of service gratuity paid for the period of war service indicated in the preceding item.

17. Amount of war gratuity paid for the period of war service.

18. Period and nature of leave (other than casual leave) availed of during military service.

Station:

Dated:

(Signature of the Record Officer concerned)

COUNTERSIGNED

Station:

Dated:

Controller of Defence Accounts PAD (ORs.)

(G.O. Ms. No.57, Finance (Pension-I) Department, dated 19th February, 1973.)

Foot-note.:- Here may be shown the amounts to be recovered from the employees separately in respect of the amounts creditable to the State Governments and Defence Services Estimates respectively, and the Defence Accounting Authority to whom the credit on account of the recoveries creditable to Defence Services Estimates with relevant Head, to be passed on.

Executive Instructions

Admissibility of Family Pension in respect of the military pensioner re-employed in Civil Service:-

(a) If, on regular appointment in a civil service or a civil post, a military pensioner has, in the course of his re-employment, opted to retain military pension for the past military service in terms of Rule 19 (1)(a) of A.P. Revised Pension Rules, 1980, he shall exercise another option to receive family pension admissible under the relevant provisions governing family pension in Revised Pension Rules, 1980 or the family pension already authorised under relevant instructions of Army/Navy/Air Force, as the case may be. The option shall be exercised within a period of six months of the date of issue of the orders of regular appointment to a civil service or post on re-employment or within a period of three months of his return from leave, whichever is later, if he is on leave. If no option is exercised within the period aforesaid, he shall be deemed to have opted for family pension authorised under the relevant instructions of Army/Navy/Air Force as the case may be.

(b) If, on his regular appointment in a civil service or civil post, in the course of re-employment, he has opted to surrender military pension and count in lieu thereof, the military service also for civil pension, he shall be governed by the family pension admissible under the pension rules applicable to him in respect of his civil service or civil post.

(c) If a military pensioner is employed in civil service and dies while holding the civil post before the expiry of the period for exercising option as envisaged in (a) above, his family may be allowed to opt for the family pension admissible under the relevant provisions of the pension rules applicable to him in the civil post or the family pension authorised at the time of his retirement or discharge from the military service under relevant instructions of Army/Navy/Air force as the case may be.

For this purpose, an option shall be given. If the option is not given within 6 months as envisaged in (a) above, the State Civil Pension Rules will be made applicable, which shall be final.

(G.O.Ms.No.195, Fin. & Plg. (FW: Pen.I) Dept., dt.12-5-1985 w.e.f 21-5-85)

(d) Counting of war military service towards civil pension - refund of gratuity - rate of interest :-

The war/military service rendered before civil employment to count that previous war/military service to civil service as qualifying service for purpose of pension to a condition that to refund the service gratuity/retirement gratuity received from the military authority from the date of drawal to date of refund to Government the rate of interest to be collected on such refunds as shown below :

1. Before 1-4-1975 - 7%

2. 1-4-75 and 30-6-1976 - 7½%

3. From 1-7-1976 - 8½%

[Govt. Memo.No.33552/1070/Pen.I/79-2, dt. 16-02-1980 of Fin & Plg (FW : Pen-I) Department.

20. Counting of war service rendered before Civil employment:

(1) A Government servant who, prior to his appointment in a civil service or post against war reserved or other permanent vacancy which arose for direct recruitment before the 1st January, 1948, had rendered satisfactory paid whole-time, enlisted or commissioned war service in the Armed Forces of India or in similar forces of a Commonwealth country during the period from the 3rd September, 1939 to the 1st April, 1946, which did not earn a service pension under the military rules, shall be allowed to count such service, including all kinds of leave on full rates of pay and sick leave taken during such service, as qualifying service, subject to the following conditions, namely:-

(a) in the case of a service or post in respect of which a minimum age is fixed for recruitment, no war service rendered below that age shall count as qualifying service;

(b) no contribution towards or share of pension earned as a result of counting war service rendered in a force of a Commonwealth country shall be claimed from the Government of that country;

(c) no refund of bonus or gratuity [except service gratuity] in respect of war service shall be demanded from the Government servant concerned.

(2) War service rendered by a Government servant who was appointed substantively to a civil service or post against vacancies which arose after the 31st December, 1947, shall, subject to the conditions specified in sub-rule [1], be treated as provided in Rule 19.

Note 1 :- [1] In respect of war service candidates appointed permanently to civil posts against vacancies arising after the 31st December, 1947 "War Service" rendered during the last war by itself, or in conjunction with other military service, shall be allowed to count towards civil pension in full. The grant of the concession is subject to the following conditions:-

(i) The officer concerned should not have earned a pension under the military rules in respect of the service in question;

(ii) In the case of service or posts in respect of which a minimum age is fixed for recruitment, no military or war service rendered below that age shall be allowed to count for pensions;

(iii) "War Service" rendered in the Armed Forces of India and rendered in similar forces of a Commonwealth country shall be allowed to count alike for pension and no contribution towards, or share of, a pension earned as a result of this concession shall be claimed from the foreign Government concerned;

(iv) No refund of bonus or gratuity paid in respect of his 'War Service' shall be demanded from the officer concerned. If, however, the officer has been granted any retirement gratuity for service covering both the War and post-war periods such gratuity shall be refundable.

Where the amount of service gratuity received on account of War/Military Service is not refunded in the manner prescribed in the rules, simple interest at the rates applicable on Government loans from time to time are leviable on the late refund of service gratuity. The interest in respect of persons who entered Government service before 25th July, 1973, after War/Military service shall be levied from 25th July, 1973 to the date of refund to the Government and in case where the entry into Government service after War/Military service is subsequent to 25th July, 1973, interest as above shall be levied from the date of drawal of gratuity from the Military authorities to the date of refund of the gratuity to Government.

(v) The break if any between the military/war service and the civil service shall be treated as automatically condoned provided the period of the break does not exceed one year. Breaks exceeding one year but not exceeding three years may also be condoned, in exceptional cases, under special orders of Government.

(2) The service rendered by persons during World War II in the Civil Defence Department shall also be treated as "War Service" for the purpose of this note.

The service in Civil Defence Department shall mean only the service rendered in the Civil Defence Department (including Air Raid Precaution Service and Civil Labour Units) of the Composite Madras State Government, i.e., areas which constituted Madras State as on 30th September, 1953. The provisions in Rule 20 of these Rules and the note shall not apply to the service rendered in the Civil Defence Department (including Air Raid Precaution Service and Service in Civil Labour Units) of the Central and other State Governments.

The benefit of counting of service in Civil Defence Organisations will apply to all persons who have retired and who are still in service.

Note 2:- The question of counting non-regular military (purely temporary) service which was not rendered in conjunction with war service in the Army, Navy and Air Force towards Civil Pension has been considered and it has been decided that such service, if continuous, will count in full towards civil pension if it is followed without interruptions by appointment to or eventual confirmation in a pensionable post in Civil Service. The grant of this concession is subject to the following conditions:-

(i) The officer concerned should not have earned a pension under the Military Rules in respect of the service in question;

(ii) In the case of services or posts in respect of which a minimum age is fixed for recruitment, no military service rendered below that age shall be allowed to count for pension; and

(iii) If the officer has been granted any retirement gratuity in respect of such service, such gratuity shall be refundable.

It has also been decided that the above concession can be allowed even in cases where there are interruptions between the non-regular military/ purely temporary service and the civil service provided such interruptions are condoned. For condonation of such interruptions the following conditions should be fulfilled.

(1) Service preceding the interruption should not be of less than five years' duration and in cases where there are two or more interruptions, the total service, pensionary benefits in respect of which will be lost if the interruptions are not condoned, should not be less than five years; and

(2) The interruption should not be more than of one year's duration. In cases where there are two or more interruptions, the total of the periods of all interruptions that are condoned should not exceed one year.

In such cases the pensionary liability in respect of the military service shall be borne by the Defence Authorities and the Government servant shall be required to refund the service gratuity, if any, received by him in respect of the military service rendered by him, before he is allowed to count that service towards Civil Pension.

Note (3):- A question has arisen as to whether the Enlisted/ Commissoned Military Service which is shown as non-pensionable/war time engagement by the Defence Authorities in the certificates of verification of military service, should count towards Civil Pension in the case of persons who are permanently appointed to civil posts. The position is that in the Defence Services there are no non-pensionable establishment and the service officers/ personnel are either on regular or non-regular terms. Those who are on regular terms are entitled to pension/gratuity after rendering the prescribed period of service and others who are not on regular terms are entitled to gratuity as admissible under the rules/orders in accordance with which they are engaged. Non-regular military service when followed by service on regular terms counts for military pension. In the circumstances, the service which is shown as non-pensionable/war time engagement is in fact non-regular (purely temporary) military service including war service and will be allowed to count towards Civil Pension in terms of Notes (1) and (2) above, as the case may be. The pensionary charges in respect of war service in such cases shall be borne by the Civil Authorities and those in respect of military service (other than war service) shall be borne by the Defence Authorities as indicated in Note 6 below.

Note (4):- The question whether the term “Pension under the military rules” mentioned in Notes (1) and (2) includes the disability pension also has been examined. The position is that wherever the disability pension includes service elements, this element has to be surrendered, before the war/military service is allowed to count towards Civil Pension. In cases where the Government servant gets disability pension after he becomes eligible for ordinary pension also and that element of ordinary pension is included in the disability pension, he is not eligible to count war/military service towards civil pensions.

Note (5):- The exact scope of the term “bonus” occurring in Note (1) above has been examined and it is clarified that the underlying idea behind waiving the recovery of the bonus or gratuity received in respect of war service in order to allow such service being counted towards civil pension subsequently under certain conditions laid down in that note is that the bonus/ gratuity which was paid by the Defence Authorities to their employees (enrolled combatant personnel/non-enrolled combatant personnel) in respect of war service rendered in the Armed Forces during World War II was not of the nature of any retirement or terminal benefit, but was a reward for serving in the war, awarded with a view to providing an incentive for the temporary employees to join the Armed Forces.

As such war bonus has no relation to the bonus paid under the unified scale of pay scheme to persons serving on the Civil side or on the Defence side in a Civilian capacity, the entire amount of the latter kind of bonus shall have to be refunded in all cases, where the temporary employee is subsequently allowed to count the temporary service for pension.

Note(6):- The question of allocation of pensionary charges between Civil and Defence Authorities has been examined and it has been decided that the charges in respect of war service (3rd September, 1939 to 31st March, 1946) should be borne by the Civil Authorities as in the cases covered by Rule 20 and the charges in respect of military service (other than war service) should be borne by the Defence Authorities in accordance with para 12 of Part IV of Appendix 3 to the Andhra Pradesh Account Code, Volume I.

The general question is that where a period of war/military service is allowed to count towards civil pension any gratuity paid in lieu thereof is required to be refunded has been examined and it has been decided that the amount of gratuity should be refunded has been examined and it has been decided that the amount of gratuity should be refunded and credited to the authorities

who will bear the pensionary liability for the period of service allowed to be counted towards pension. The pensionary liability for the period of war service devolves on the Civil Authorities and that for military service (other than war service) devolves on the Defence Authorities. The retirement gratuity in respect of service covering the war period should therefore be refunded and credited to the Civil Authorities and the retirement gratuity in respect of military service (other than the service, covering war period) should be refunded and credited to the Defence Authorities. The procedure should be followed in all cases where war/military service is allowed to count towards Civil Pension.

Note (7):- Leave taken during war/military service shall count as service for civil pension to the extent to which such leave will count as service for the purpose of pension if the officer concerned had been a temporary employee throughout.

Note (8):- The following categories of service will be treated as "War Service" for purpose of Rule 20 and the Notes thereunder:-

(a) Service of any kind in a unit or formation for service overseas or in any operational areas;

(b) Service in India under military, munitions or stores authorities with a liability to service overseas or in any operational area;

(c) All other service involving subjection to Naval, Military or Air Force Law;

(d) A period of training with a military unit or formation involving liability to serve overseas or in any operational area;

(e) Service in any Civil Defence Organisation specified in this behalf by the Central or the State Government.

(f) (i) Any service connected with the prosecution of the war which a person is required to undertake by a competent authority under the provisions of any law for the time being in force; and

(ii) Such other service as may hereafter be declared as war service for the purpose of this definition. Only whole time service in any of the kinds specified above will be recognised as war service.

Note(9):- The service rendered in the Indian National Army by persons of the following categories shall be treated as War Service for the purpose of counting it towards Civil Pension under Rule 20 and the Notes thereunder:-

(i) Persons who were holding civil posts before joining the Indian National Army and have been reinstated in the same posts;

(ii) persons who were holding civil posts or were members of the regular Indian Armed Forces before joining the Indian National Army and have been re-employed in some other civil posts;

(iii) Persons who joined the Indian National Army from the general public or from the Armed Forces and have subsequently been absorbed in civil posts.

The service in the Indian National Army shall be admitted on the basis of a certificate issued by the administrative authorities to the effect that the claim is genuine and correct. The administrative authorities shall give such certificates after verification of documents or collateral evidence etc., produced by the persons concerned. In the case of persons belonging to category (iii) the production of adequate proof like documents relating to their enrolment in the Indian National Army should be insisted upon along with the collateral evidence for their having been in that Army.

Note (10):- The service rendered in the Civil Defence Department should be verified with reference to the entries in the service books of the individuals concerned and the discharge certificate produced by them

21. Counting of periods spent on leave:-

(1) All leave during service for which leave salary is payable and all extraordinary leave granted on medical certificate shall count as qualifying service:

Provided that in the case of extraordinary leave (other than extraordinary leave granted on medical certificate) the appointing authority may, at the time of granting such leave, allow the period of that leave to count as qualifying service if such leave is granted to a Government servant.

(i) due to his inability to join or rejoin duty on account of civil commotion; or

(ii) for prosecuting higher scientific and technical studies.

(2) Extraordinary leave granted for other reasons than those mentioned above will count as qualifying service up to a maximum extent of 36 months in the entire service provided that in the case of a Government servant taking employment elsewhere, extraordinary leave will count as qualifying service subject to payment of pension contribution and leave contribution, as may be prescribed.

Executive Instructions

Counting of E.O.L period for undertaking job abroad for pension :

1. (i) Government employees who are permitted to secure employment abroad in terms of G.O. Ms.No. 214, F&P [FW. F.R.I] Department, dt 3-9-96 without applying for voluntary retirement or resigning from service shall count the period of absence during employment abroad not exceeding 5 years period will be treated as E.O.L. without allowances, but such period of absence will not be counstrued as a break in service. In such cases to count the said E.O.L period of 5 years for purpose of pension, if contribution towards pension is paid by the foreign employer or employee such periods will count of pension.

[G.O.Ms.No. 214 Fin & Plg (FW. F.R.I) Dept., dt. 3-9-1996]

(ii). The E.O.L with permission accorded as per the Executive Instruction 1 should not be utilised to secure the job abroad, but should be utilised for undertaking employment abroad only.

[U.O.Note.No. 13127 -A/113/F R I/98 dt 13-5-98 of Fin & Plg (FW FRI) Dept.]

(iii). The benefit of the availment of above E.O.L shall be given to government employees at a single stretch or in different spells, but for a period not exceeding five years in all during the entire service.

[G.O.Ms.No. 756, Finance (F R I) Dept, dt. 7-8-2002]

22. Counting of periods spent on training:-

The Government may, by order, decide whether the time spent by a Government servant under training immediately before appointment to service under that Government shall count as qualifying service.

[1][*Note:-* The service of a trainee during training period shall count for pension. Provided he is selected for the post as a direct recruit and is appointed to it prior to being sent on training and such training period counts for probation]

23. Counting of periods of suspension:-

Time passed by a Government servant under suspension pending enquiry into conduct shall count as qualifying service where, on conclusion of such inquiry, he has been fully exonerated or the suspension is held to be wholly unjustified. In other cases, the period of suspension shall not count unless the authority competent to pass orders under the rule governing such cases expressly declares at the time that it shall count to such extent as the competent authority may declare.

24. Forfeiture of service on dismissal or removal:-

Dismissal or removal of a Government servant from a service or post entails forfeiture of his past service.

25. Counting of past service on reinstatement :-

(1) A Government servant who is dismissed, removed or compulsorily retired from service, but is reinstated on appeal or review, is entitled to count his past service as qualifying service.

(2) The period of interruption in service between the date of dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement and the period of suspension if any, shall not count as qualifying service unless regularised as duty or leave by a specific order of the authority which passed the order of reinstatement.

26. Forfeiture of service on resignation :-

(1) Resignation from a service or post entails forfeiture of past service

1. The note was substituted for the earlier note by G.O.Ms.No.224, Fin & Plg (FW.Pen.I) Dept.., dt. 4.5.94.

Provided that a resignation shall not entail forfeiture of past service if it has been submitted to take up with proper permission, another appointment, whether temporary or permanent, under the Government where service qualifies.

(2) Interruption in service in a case falling under the proviso to sub-rule (1), due to the two appointments being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be covered by grant of leave of any kind due to the Government servant on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to him.

Note 1 :- Under proviso to Rule 26, resignation of an appointment to take up with proper permission another appointment whether permanent or temporary, service in which counts in full or in part, is not resignation from service. A question has been raised whether in such cases a separate sanction should be issued indicating that resignation has been accepted under the above provisions, in order to enable the audit/administrative officer to regulate the consequential benefits in the matter of pay fixation, carry forward of leave, pension, etc. In cases of the above type the order accepting the resignation should clearly indicate that the employee is resigning to join another appointment with proper permission and that the benefits under proviso to Rule 26 will be admissible to him. The contents of such order should also be noted in the service book of the individual concerned under proper attestation. No separate order sanctioning these benefits in such cases each time would be necessary.

Note 2 :- A member of a service or services, who is selected for appointment by direct recruitment to another post, category or class in the same or different service and is appointed to it, shall, as soon as he is appointed to the post, category or class for which he has been selected by direct recruitment, be deemed to have resigned from the service or services of which he is a member prior to his appointment as aforesaid :

Provided that nothing in this ruling shall affect the benefits accrued to such member of a service or services in the previous post or posts, except the lien or probationary right, as the case may be, on such post or posts.

27. Effect of interruption in service :-

(1) An interruption in the service of a Government servant entails forfeiture of his past service, except in the following cases :-

(a) authorised leave of absence;

(b) unauthorised absence in continuation of authorised leave of absence so long as the post of absentee is not filled substantively;

(c) suspension, where it is immediately followed by reinstatement, whether in the same or a different post, or where the Government servant dies or is permitted to retire or is retired on attaining the age of compulsory retirement while under suspension;

(d) abolition of office or loss of appointment owing to reduction of establishment;

(e) transfer to non-qualifying service in an establishment under the control of the Government if such transfer has been ordered by a competent authority in the public interest;

(f) joining time while on transfer from one post to another.

(2) Notwithstanding anything contained in sub-rule (1), the pension sanctioning authority may, by order, commute retrospectively the periods of absence without leave as extraordinary leave.

28. Condonation of interruption in service :-

The interruption between two or more [1][spells of Government service or] between non Government service (as service under Municipalities, District Boards etc.) and Government service or between two spells of non Government service shall be treated as automatically condoned without any formal orders of the sanctioning authority without restrictions as regards periods of interruption as well as the length of period preceding interruption excluding, however, the periods of interruption themselves.

Note :- The provisions of the above rule do not apply to interruptions between non regular military (purely temporary) service and civil service.

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1. The words spells of service were substituted by these words by G.O.Ms.No.181, Fin & Plg (FW.Pen.I) Dept., dt. 27-7-81.

29. Addition to qualifying service :-

[1][Every Government servant who retires from service on and after the 29th October, 1979, on superannuation shall be entitled to add to his qualifying service, by way of weightage, service not exceeding three years. The aggregate qualifying service after such addition, should not, in any case, exceed the maximum service to earn full pension under these rules.]

Provided that the benefit under this rule shall not be admissible in cases where the Government servant is eligible for the benefit under the Rules 19 and 20 of these rules.

Provided further that where the benefit under Rules 19 and 20 and this rule are applicable, the benefit under any one of these rules, which may be the most advantageous, only shall be admissible.

Executive Instructions

(i) Admissibility of addition to service irrespective of length of qualifying service

The benefit of addition of difference between 33 years of the actual qualifying service not exceeding 3 years is admissible to all those who retire on superannuation irrespective of the length of qualifying service put in by them on the date of retirement.

[Govt. Memo. No. 57233-B/810/Pen.I/81-1 Fin & Plg (FW.Pen.I) Dept., dt 28-4-82.]

(ii) Weightage to the members of A.P. State Higher Judicial Service :-

The Concession of adding 5years of service as provided in Article 404-A of Civil Service regulations may be extended to the members of A.P. State Higher Judicial Service who have opted to A.P. Revised Pension Rules 1980. Where this concession is given, the concession of adding 3 years of

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1. Sustituted by G.O.Ms.No. 313, Fin & Plg (FW.Pen.I) Dept, dt. 21.11.83. w.e.f 29.10.79.

Note:- By G.O.Ms.No. 42, Fin. & Plg. (FW:Pen.I) Dept., dt. 15-2-1983 the figure "33" occuring at two places in the original rule were amended as "30" w.e.f. 8-2-1983. But, again by G.O.Ms.No. 360, Fin. & Plg. (FW:Pen.I) Department., dt. 31-12-1984 the figure "33" was restored w.e.f. 23-8-1984 which was subsequently given effect to from 8-2-1983 by G.O.Ms.No. 162, Fin. & Plg. (FW: Pen.I) Department., dt. 16-6-1986.

servcie as per rule 29 of A.P.Revised Pension Rules 1980, shall not be admissible.

[G.O.Ms.No.404, G.A (SC-F) Dept, dt. 25.8.83 w.e.f.1.4.78]

30. Verification of qualifying service after 25 years service:-

(1) Where a Government servant completes twenty-five years of service or is left with five years of service before the date of retirement the Head of Office or Department concerned, as the case may be, shall send the service particulars to the Accountant-General who shall verify them in accordance with the rules for the time being in force, determine the qualifying service and record a certificate that the service up to the specified date has been accepted in audit for purposes of pension and communicate the period of qualifying service so determined.

(2) In the case of Class IV and other low paid Government servants of equivalent rank the Head of the Office shall verify the service particulars as indicated in sub-rule (1) and record a certificate in the service book of the employee as per the said sub-rule.

(3) Verification referred to in sub-rule (1) and (2) shall be subject to final verification of qualifying service which shall be made at the time of retirement of the Government servant.

31. Emoluments:-

The expression "emoluments" means 'Pay' as defined in Rule [1][9(21)(a)(i)] of the Fundamental Rules which a Government servant was receiving immediately before his retirement or on the date of his death.

Note 1:- If a Government servant immediately, before his retirement or death while in service had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended, shall be the emoluments for the purpose of this rule:

Provided that any increase in pay (other than the increment referred to in Note 4) which is not actually drawn shall not form part of his emoluments.

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1. The expression "9(21)" occuring in the original rule was substituted as "9(21) (a)(i)" by G.O.Ms.No. 177, Fin & Plg (FW.Pen.I) Dept., dt. 28.6.88.

Note 2:- Where a Government servant immediately before his retirement or death while in service had proceeded on leave for which leave salary is payable, after having held a higher appointment whether in an officiating or temporary capacity, the benefit of emoluments drawn in such higher appointment shall be given only if it is certified that the Government servant would have continued to hold the higher appointment but for his proceeding on leave.

Note 3:- If a Government servant immediately before his retirement or death while in service had been absent from duty on extraordinary leave or had been under suspension, the period where of does not count as service, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purposes of this rule.

Note 4:- If a Government servant immediately before his retirement or death while in service was on earned leave or leave on average pay, as the case may be, and earned an increment, which was not withheld

(a) during the currency of the earned leave not exceeding one hundred and twenty days, or during the first one hundred and twenty days of earned leave exceeding one hundred and twenty days or

(b) during the currency of leave on average pay not exceeding four months, or during the first four months of leave on average pay exceeding four months, such increment, though not actually drawn, shall from part of his emoluments.

Note 5:- Pay drawn by a Government servant in a tenure appointment shall not be treated as emoluments.

Note 6:- The deputation (local) allowance granted to deputation police personnel posted in the Cabinet Secretariat on deputation terms shall also count as emoluments for purpose of calculation of pension under this rule. The allocation of pensionary liability in such cases of deputation will continue to be made in accordance with the rule of proportion envisaged in Section IV of Appendix 3 to Andhra Pradesh Account Code, Volume 1.

The rate of deputation (local) allowance fixed for different grades in the Cabinet Secretariat is as follows:-

State Rank	Rank in the Cabinet Secretariat	Rate of Deputation (Local) Allowance.
Deputy Superintendent of Police (Asst. Commissioner of Police) (Special Branch) at Calcutta and Superintendent of Bombay (Special Branch), City Police Bombay	S.F.O.	Rs. 150 p.m.
Inspector of Police	F.O.	Rs.150 p.m.
Sub-Inspector of Police	D.F.O.	Rs.100 p.m.
Asst. Sub-Inspector	A.F.O.	Rs.80 p.m.
Head Constable	Head Security Guard	Rs.60 p.m.
Constable	Security Guard	Rs.50 p.m.

Note 7:- Pay drawn by a Government servant while on foreign service shall not be treated as emoluments, but the pay, which he would have drawn under the Government had he not been on foreign service shall alone be treated as emoluments.

Note 8:- Where a pensioner who is re-employed in Government service elects in terms of clause (a) of sub-rule (1) of rule 18 or clause (a) of sub-rule (1) of Rule 19 to retain his pension, the element of pension by which his pay is reduced shall be treated as emoluments.

The following shall count as emoluments for purposes of this rule.

Note 9:- Fees or Commission, if they are authorised emoluments of an appointment and are in addition to pay (in this case, “emoluments” means the average earning for the last six months of service);

Note 10:- One half of:-

(i) the special pay attached to a tenure post irrespective of the reason for which it has been granted and notwithstanding anything contained in Articles 23-A, 23-B and 23-C of Civil Service Regulations.

(ii) Personal allowance referred to in FR 9(23) (b).

Executive Instructions

(i) Stagnation Increments:-

(a) The stagnation increments sanctioned to Government servants beyond the maximum of the scale of pay in Revised Pay Scales, 1986, will be reckoned as pay for all purposes; except for fixation of pay on promotion.

(G.O. Ms. No.206, F & P (FW:PC.I) Dept., dt 23-11-1992)

(b) The stagnation increments sanctioned to government servants beyond the maximum of the scale of pay in Revised Pay Scales 1993, the stagnation increments shall count for purpose of pension and pensionary benefits.

[G.O.(P).No. 18, Fin & Plg (FW.PC-I) Dept, dt. 19-1-1994]

(c) The stagnation increments sanctioned to government servants beyond the maximum of scale of pay in Revised Pay Scale 1999, shall be treated as regular increments for all purposes such as fixation of pay on promotion/automatic advancement scheme, pension etc, w.e.f. 1-7-98 with monetary benefit from 1-4-99.

[G.O.Ms.No. 152, Fin & Plg (FW.PC-I) Dept, dt. 4-11-2000]

(ii) Notional pay in Revised Pay Scales 1993 counts as emoluments:

In the case of Government servants retiring in between 1-7-1992 and 31-3-1993, the notional pay fixed in Revised Pay Scales 1993, upto 31-3-1993 shall be counted as emoluments for purposes of Pension.

(GO(P)No.162, Fin & Plg. (FW:PC.I) Dept., dated 20-5-1993 & GO(P) No.18, Fin. & Plg. (FW:PC.I) Dept., dated 19-1-1994)

(iii) Counting of notional pay in Automatic Advancement scales of Teachers as emoluments :-

The notional pay fixed in the Automatic Advancement scales of Teachers in the light of the orders issued in G.O.Ms.No. 133 and 134 Fin. & Plg (FW.PC.II) Dept., dt. 8.4.93, counts as emoluments for purpose of pensionary benefits though it was not actually drawn.

(Govt's letter No.00819/23/PC.II/94, dated 15-1-1994 of Fin. & Plg (FW:PC.II) Dept., to the AG, AP)

(iv) Personal pay to protect the emoluments :

Any amount treated as 'personal pay' to protect the emoluments to be absorbed in future increments shall be reckoned towards "emoluments" for the purpose of pension.

[G.O.Ms.No. 87, Fin & Plg (FWPen-I) Dept, dt. 25-5-1998 w.e.f. 25-5-98]

In the case of employees who retired in between 1-7-1998 and 31-3-1999 whose pay has been fixed notionally in terms of Revised Pay Scale 1999, in accordance with G.O.(P).No. 114, F & P (FW. PCI) Dept, dated. 11-8-1999 are eligible for fixation of revised pension notinally based on the notional pay so fixed. The monetary benefit, however, be allowed with effect from 1-4-1999.

[G.O.Ms.No.206, F & P (FW.PCI) Dept., dt. 23-12-1999]

(v) Incorporation of the provision of F.R.26(aa) under Rule 31, APRPRs, 1980 :

(aa) The pay of government servant whose date of seniority/ promotion has been revised and fixed from an earlier date, pay may be refixed on the basis of notional duty in the post from time to time. For this purpose, the periods for which the government servants concerned would have officiated in the higher post if he had been promoted actually on that date may be recknowed and weightage for only such periods given from the notional date of promotion. The non-qualifying periods like extraordinary leave, suspension etc, Should also be deducted from this period.

Note 1 : Monetary benefit arising out of refixation as above, shall be limited

to the duty periods and arrears shall be payable only for the periods during which the Government servants actually discharged the duties of the post. Arrears shall not be payable for the notional duty periods assigned as a result of revision of seniority position.

Note 2 : While a government servent who is already promoted before the revision of seniority and who is assigned an earlier date of promotion shall be allowed arreas resulting from the pay fixation in the manner set out in note (1) above, for the periods during which he actually discharged the duties of the post and in the case of Government servant who has been promoted before the revision of his seniority but is promoted after the review, he shall be allowed monetary benefit of pay fixation from the date of promotion only.

Note 3 : In the case of Government servant who has already retired or died before the revision of his seniority and refixation of pay the arreas shall be payable in the manner indicated in note (2) above, and pensionery benefits shall also be revised on the basis of the notional pay fixation in the manner indicated in note (2) above and the monetary benefit of pension/Family pension or Death come Retirement Gratuity as the case may be shall be allowed from the date of retirement / death.

Note 4 : In regard to selection grades, the position is that if by virtue of revised seniority Government servant concerned is to be allowed selection grade scale, it may be alowed with arrears if duties have been discharged in the normal grade of that post. In the case of those who lost their seniority, however, their pay is brought down to the ordinary scale from the original date, their pay fixed in the ordinary scale of pay, ignoring the intervening appointment to selection grade and the correct rate of pay so properly fixed in the ordinary scale, is to be allowed from the date of issue of the orders.

[G.O.Ms.No. 786, Finance (Pen-I) Dept, dt. 11-9-2002]

32. Average emoluments:-

Average emoluments shall be determined with reference to the emoluments drawn by a Government servant during the last ten months of his service.

Explanations:- For purposes of working out average emoluments in order to compute the pension admissible; (i) in cases where the 10 months' period for assessing the average emoluments happens to cover any period preceding the 1st April, 1978 for such period preceding the 1st April, 1978 the pay drawn by the employee in the revised pay scales of 1974 and the dearness

allowance admissible at the rates in force on the 31st March, 1978 appropriate to that pay shall be the pay for purposes of calculating the average emoluments; and

(ii) In cases where a person has drawn pay in the revised pay scales of 1974 during any part of the period of 10 months' immediately preceding the date of retirement, for such period during which pay in the revised pay scales of 1974 is drawn pay for purposes of average emoluments shall be the basic pay drawn from time to time during the said period plus the dearness allowance appropriate to that basic pay at the rates in force on the 1st April, 1978.

Note 1:- If during the last ten months of his service a Government servant had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be taken into account for determining the average emoluments:

Provided that any increase in pay (other than the increment referred to in Note 3) which is not actually drawn shall not form part of his emoluments.

Note 2:- If, during the last ten months of his service, a Government servant had been absent from duty on extraordinary leave or had been under suspension the period whereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of the average emoluments and equal period before the ten months shall be included.

Note 3:- In the case of a Government servant who was on earned leave on average pay, as the case may be, during the last ten months of service and earned an increment, which was not withheld,

(a) during the currency of the earned leave not exceeding one hundred and twenty days or during the first one hundred and twenty days of earned leave exceeding one hundred and twenty days, or

(b) during the currency of leave on average pay not exceeding four months, or during the first four months of leave on average pay exceeding, four months, such increments, though not

actually drawn, shall be included in the average emoluments.

Note 4:- In the case of a Government servant who is suspended and later re-instated without forfeiture of past service, the emoluments which he would have drawn had he not been suspended are taken into account for determining the average emoluments and the emoluments are not restricted to the subsistence allowance actually drawn.

Note : The period of average emoluments was 36 months till 31.3.72. It was reduced to 12 months w.e.f. 1-4-1972 by G.O.Ms.No.53, Fin. Dept., dt. 13.2.73. and as 10 months w.e.f. 1.9.1976 by G.O.Ms.No.334, Fin. Dept., dt. 2.8.76. And again the last pay drawn shall be treated as emoluments for fixation of pension w.e.f 25-5-98 by G.O.Ms.No. 87, F&P (FW.Pen-I) Dept, dt. 25-5-98.

Executive Instructions

(i) Notional Pay as per FR 22-B:

The pay fixed on notional basis from 25-12-1982 to 23-8-1983, in terms of G.O. Ms. No.332, Fin. & Plg. (FW:FR.II) Dept., dated 13-12-1983 [i.e., FR 22-B] shall count as emoluments towards pensionary benefits in relaxation of Article 486-B of Civil Service Regulations/Rule 32 of Andhra Pradesh Revised Pension Rules, 1980.

(G.M. No.85082-A/1050/Pen.I/84-1, dated 11-10-1984 of Fin. & Plg. (FW:Pen.I) Dept.)

(ii) Counting of DA as emoluments:-

(1) (a) In respect of Government servants retiring on or after 1-7-1986 with the benefit of Revised Pay Scales 1986 and if pay was drawn, during the period of average emoluments (i.e., 10 months) partly in pre-revised scales of 1986 and partly in Revised Pay Scales 1986, DA appropriate to the rate of pay, in force, for the period prior to 1-7-1986, may also be taken as emoluments.

(b) DA sanctioned wef 1-1-1986 over and above the cost of living index of '608' points should not be taken as emoluments.

(G.O. Ms.No.232, Fin. & Plg. (FW:Pen.I) Dept., dated 27-8-1987)

(2) (a) In respect of Government servants retiring on or after 1-7-92 with the benefit of Revised Pay Scales, 1993 and if pay was drawn during the

period of average emoluments (i.e., 10 months) partly in pre-revised scales of 1993 and partly in Revised Pay Scales 1993, DA appropriate to the rate of pay in force for the period prior to 1-7-1992 may also be taken as emoluments.

(b) DA sanctioned wef 1-1-1993 over and above the cost of living index of '1106' points will not count for the above purpose.

(G.O. Ms.No.238, Fin. & Plg. (FW:Pen.I) Dept., dated 4-6-1993 as amended in G.O. Ms. No.76, Fin. & Plg. (FW:Pen.I) Dept., dated 28-2-1994)

(iii) Counting of DA., as emoluments in respect of teachers drawing pay in Revised UGC Scales of 1986:-

(1) In respect of teachers retiring on or after 1-1-1986 with the benefit of Revised UGC Scales 1986 and who had drawn pay during the period of 10 months preceding the date of retirement partly in the Revised UGC Scales 1986, DA drawn by them at the rates in force during the relevant period appropriate to the pre-revised pay in pre-revised UGC Scales 1986, be counted as emoluments for pension.

(2) DA sanctioned to teachers beyond 1-1-1986 over and above the cost of living index of '608' points shall not count for the above purpose.

(G.O. Ms. No.317, Education (UE) Dept., dated 21-9-1992)

iv) Effect of notional increment due on day following the date of retirment :

Where an employee's date of increment falls due on the day following his retirement, he may be given the benefit of increment notionally, purely for the purpose of pensionary benefits, subject to the condition that this should not be considered for any other purpose.

[G.O.Ms.No.235 F & P (FW- FR II) Dept. dt. 27-10-98 w.e.f. 27-10-98]

v) Pay drawn during last two months to be regarded as emoluments :

The last pay drawn shall be treated as emoluments for fixation of pension under Rule 45 (2) (B) of APRPRs 1980, instead of average of last tenmonths emoluments as per this rule provided officiation in a promoted post during last two (2) months preceding the retirement, is in a regular vacancy.

[G.O.Ms.No. 87 Fin & Plg (FW. Pen-I) Dept. dt. 25-5-98 w.e.f 25-5-98]

Note : The orders issued in para 3 and 4 of G.O.Ms.No.87, F&P (FW.Pen.I) Dept. dt 25-5-98 are applicable to the persons promoted during the period of last 2 months in a regular vacancy, and eligible for benefit irrespective of number of days they acted in the promoted post.

[Lr.No.108/A2/Pen.I/99, dt 22-6-99 addressed to Addl. Secretary Transco, AP, Ltd., Vidyuth Souda, Hyderabad.]

vi) Counting of D.A for the purpose of calculation of pension on average emoluments in respect of Government servants retiring on or after 1-7-98 with the benefits of R.P.S of 1999 :

In respect of Government Servents retiring on or after 1-7-98 with the benefits of revised pay scale of 1999 and whose cases are not satisfied the provisions of G.O.Ms.No. 87, Fin & Plg (FW. Pen-I) Department. dt. 25-5-98 their pensions have to be determined in the average of last 10 months emoluments as per Rule 32 of A.P.R.P.Rs, 1980, and if pay was drawn during the period of 10 months preceding the date of retirement partially in pre-Revised scale of pay and partially in R.P.S.1999, in addition to pay drawn by the employees in the pre-revised scale of pay, D.A. drawn by the employee as on 1-7-98 (i.e) the D.A being counted for the purpose of pay fixation in the Revised Scale of Pay 1999, may also be counted for woking out average emoluments for computing pension.

[G.O.Ms.No.4, Fin & Plg (FW Pen-I) Dept. dt. 27-01-2000]

33. [1][Superannuation pension:-

A superannuation pension shall be granted, subject to Rule 45, to a Government Servant who is retired as per Rule 42.]

34. Retiring Pension:-

A retiring pension shall be granted to a Government servant who retires, or is retired, in advance of the age of compulsory retirement, in accordance with the provisions of Rule 43 or Rule 44 of these rules.

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1. Rule 33 was substituted in G.O.Ms.No. 178, F&P (FW.Pen.I) Department. dt 22-10- 97 w.e.f 29-10-79. And the earlier rule 33 was as follows :

"A superannuation pension shall be granted to a Government servant who is retired as per rule 42"

35. Pension on absorption in or under a corporation, company or body:-

A Government servant who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Government or in or under a body controlled or financed by the Government shall, if such absorption is declared by the Government to be in the public interest, be deemed to have retired from service from the date of such absorption and shall be eligible to receive retirement benefits which he may have elected or be deemed to have elected, and from such date as may be determined, in accordance with the orders of the Government applicable to him.[1][Subject to rule 45]

Provided that the Government shall have no liability for the payment of family pension in such a case.

36. Conditions governing grant of pension to persons on absorption in or under a corporation, company or body:-

(1) The Government servants opting for permanent absorption in the public enterprises on or after 16th June, 1967 may be given the following pensionary benefits:-

(a) The pro rata pension or Retirement Gratuity, as the case may be, with reference to the pension rules by which he is governed before his absorption in the autonomous body and retirement gratuity based on the length of his qualifying service under Government till the date of absorption. The pension will be calculated on the basis of average emoluments for *10 months preceding the date of absorption and the Retirement Gratuity on the basis of emoluments drawn immediately before absorption.

(b) In cases where an officer at the time of absorption has less than 10 years service and is not entitled to pension, the question of proportionate pension will not arise. He will only be eligible to proportionate service gratuity in lieu of pension and to Retirement Gratuity based on length of service.

(2) The amount of pension/gratuity and the Retirement Gratuity should be currently worked out and should be intimated to the

1. The bracketed portion was added by G.O.Ms.No 178, F & P (FW.Pen-I) Dept., dt. 22-10-97 w.e.f. 29-10-79.

* Please refer G.O.Ms.No 87 F&P (FW.Pen.I) Dept. dt. 25-5-98

officer as well as the undertaking as and when an officer is absorbed.

(3) The pro rata pension, gratuity, etc. admissible in respect of the service rendered under Government would be disbursable only from the date the Government servant would have normally superannuated had he continued in Government service.

[1][Provided that in the case of Government servant who is absorbed in any public undertaking or any state owned autonomous company, corporation or body, either on the basis of his application or otherwise, the prorata pension, gratuity etc., admissible in respect of the service rendered by such employee under the Government would be disbursable immediately on the date of such absorption or if the absorption took place prior to the 1st February, 1980, then on or after the 1st February, 1980, if he had put in a qualifying service of not less than twenty years on the date of such absorption. In case, he had not put in twenty years of qualifying service on the date of his absorption, the prorata pension, gratuity etc, shall be paid on or after the date on which he would have completed twenty years of qualifying service had he continued in Government service.

Note: The absorbed employee before drawing the prorata pensionary benefits as indicated above, shall be required to give an undertaking to the effect that in the event of his service with the public undertaking, corporation or body etc., terminating at the instance either of the employer or himself within a period of two years from the date of his retirement from Government service and permanent absorption in the public undertaking, corporation or body he would obtain the approval of Government before he takes up any private employment. The undertaking should invariably be obtained by the concerned authorities before allowing the pro rata pensionary benefits to the absorbed employee]

[2](3-A) In cases covered by the proviso to sub-rule (3) the lumpsum amount in lieu of pension shall be calculated only with reference to the commutation table in force on the date on which such absorption/invalidation takes place or on the date on which the employee would have completed twenty years of qualifying service had he continued in Government service whichever is later]

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1. Proviso and note was added by G.O.Ms.No. 229, Fin & Plg. (FW. Pen-I) Dept. dt. 10-8-83.
2. Sub rule 3-A was added by G.O.Ms.No. 229, Fin & Plg. (FW. Pen-I) Department., dt. 10-8-83.

(4) The officer will exercise an option, within six months of his absorption, for either of the alternatives indicated below:

(a) Receiving the monthly Pension and Retirement Gratuity already worked out, under the usual Government arrangements;

(b) Receiving the gratuity and a lumpsum amount in lieu of pension worked out with reference to commutation tables obtaining on the date of superannuation [1][or the date of absorption/ invalidation or completion of twenty years of qualifying service had the officer continued in Government service, whichever is later]

(5) Where no option is exercised within the prescribed period, the officer will automatically be governed by alternative (b) above.

(6) Option once exercised shall be final.

(7) The option shall be exercised in writing and communicated by the officer concerned to the undertaking.

(8) Where an officer retires from the service of a public undertaking before his date of superannuation, the proportionate pension and Retirement Gratuity will not be paid to him till such time as he actually attains the age of superannuation. This will be the case irrespective of the option exercised by him.

[2][Provided that where a Government servant retires on or after 29th October, 1979, from the service of any public undertaking before the date of his superannuation on account of permanent invalidation or in the case of death while in service on or after the said date, the proportionate pension and Retirement Gratuity shall be settled immediately on such invalidation and retirement from service on that ground or on the death of the employee irrespective of the option exercised by him.]

(9) Cases of resignation from a public undertaking etc., will be treated as resignation from Government service entailing forfeiture of the earlier service under Government and loss of the pensionary benefits.

(10) For the period of service rendered in a public undertaking etc., the absorbed officers will be entitled to all the benefits etc., admissible to other corresponding employees of the organisation.

1. Bracketed portion was added by G.O.Ms.No.229, Fin & Plg. (FW:Pen-I) Dept. dt. 10.8.83.
2. Proviso was added by G.O.Ms.No.229, Fin & Plg. (FW.Pen.I) Dept. dt 10.8.83.

(11) The total pension or gratuity admissible in respect of the service rendered under the Government and that under the public undertaking etc., should not exceed the amount that would have been admissible had the officer continued in Government service and retired on the same pay which he drew on retirement from public undertaking etc.

(12) Any further liberalisation of pension rules decided upon by Government after the permanent absorption of a Government servant in a public undertaking will not be extended to him.

(13) In cases where an officer has opted to receive pension but wishes to commute a portion of the pension, such commutation will be regulated in accordance with the Government rules in force at the time of his superannuation [1][or the date of absorption/invalidation or completion of twenty years of qualifying service had the officer continued in Government service whichever is later.]

(14) The concession referred to in the preceding paragraphs should be extended to the following cases also subject to the same conditions.

(a) Government employees transferred to an autonomous organisation consequent on the conversion of a Government Department into an autonomous body;

(b) State Government employees permanently absorbed in Central Government's Companies/Corporations/Public Sector Undertakings; and

(c) State Government employees who have been selected by the State Government Companies, Corporations, Public Sector Undertakings on the basis of their applications.

(15) Retrospective absorption in the service of the company/ corporation/Public Sector Undertakings is not permissible.

Executive Instructions

Instructions in the case of Central Government employees or Central undertaking employees absorbed in state autonomous bodies and employees

1. The bracketed words were added by G.O.Ms.No. 229, Fin & Plg. (FW:Pen-I) Dept., dt. 10.8.1983.

of the central autonomous bodies absorbed in the State Government and State autonomous bodies and vice-versa:-

(1) The Government of Andhra Pradesh accepted to bear the pensionary liability on account of the retirement benefit on pro-rata basis in respect of the employees of the State Government and State autonomous bodies absorbed in Central autonomous bodies and in respect of the employees of State autonomous bodies absorbed in Central Government in accordance with the instructions contained in the office memorandum No.26 (18) EV (B) 75, dated 8-4-1976 of Government of India, Ministry of Finance, Department of expenditure and office Memorandum No.28/10/84-Pension unit dated 29-8-1984 of Government of India, Ministry of Home affairs, Department of Personnel and Administrative Reforms. In so far as State employees are concerned even temporary service shall be reckoned for purposes of pension. Extracts of the above two office memorandae are annexed. These orders shall take retrospective effect from 7-2-1986.

(G.O. Ms. No.135, Fin. & Plg. (PW:Pen.II) Dept., dated 19-5-1987)

Annexure

Copy of O.M. No.26(18)-E.V. (B)/75, Government of India, Ministry of Finance Department of Expenditure), New Delhi, dated the 8th April, 1976, addressed to All Ministries and copied to all State Governments. —

Sub :-Permanent transfer of Government servants to autonomous bodies - Grant of retirement benefits.

The undersigned is directed to state that need has been felt for some ti me past of consolidating at one place, the instructions/orders issued from time to time and still in force on the subject mentioned above. Accordingly, it has been decided, in supersession of all the orders issued on the subject so far by this Ministry and the Department of Personnel to bring out the salient features of the existing instructions in this O.M. This may please be brought to the notice of all Administrative authorities in or under the Ministry of Home Affairs etc., for information/guidance and compliance.

Basis of calculation of retirement benefits :

2. Such of the Government servants as were deputed or transferred to a body corporated owned or controlled by Government or whose services were lent to such a body, should, in the event of their permanent absorption in

service under that body w.e.f. a date prior to 16-6-1967 be paid an amount equal to what Government would have contributed had the officer been on contributory provident fund terms under Government, together with simple interest thereon at 2% for the period of his pensionable service under Government. In such cases the interest (2%) on the total balance of contribution should be calculated for the entire period of pensionable service of the Government servant rendered prior to his permanent absorption in an autonomous body. The amount is to be credited to his C.P. Fund account with the autonomous body as an opening balance on the date of permanent absorption and Government's liability in respect of the Officer's pensionable service under them would be treated as extinguished by this payment. This decision applies, however, only where the permanent transfer from Government service to an autonomous body is in the public interest and the transfer is to a Government or to a quasi-Government Corporation or an autonomous body and not to a private institution. In all other cases, Government will not accept any liability to pay any retirement benefits for the period of service rendered by the officer before his transfer. The concession is not to be claimed as a matter of right but is sanctioned at the discretion of Government in individual cases where it is merited, and each case has to be referred to the Department of personnel and the Ministry of Finance.

Retirement Benefits - Transfer to new account :

3. Credit to the Contributory Provident Fund Account of the Government servant permanently absorbed in the service of a body corporate wholly or partially owned by Government, as indicated above, was to be given as an opening balance on the date of absorption, in cases of those permanently absorbed upto 17-8-1964. In cases of those absorbed thereafter, the credit was only to be given either after the Government servant had rendered five years service under that body (including any period of service rendered immediately before permanent absorption) or on the date on which he would have retired had he continued in Government service, whichever was earlier.

Transfer of Provident Fund Balances:

3A. (i) According to Explanation III below Rule 31 of the General Provident Fund Rules and corresponding Rule 33 of Contributory Provident Fund Rules (India), 1962 which provides that when a subscriber is transferred, without any break, to service under a body corporate owned or controlled by Government, the amount of subscription, together with interest thereon, shall not be paid to him but shall be transferred, with the consent of that body, to his

new Provident Fund Account under that body.

It has been, however, decided that in cases where the corporate bodies do not have any Provident Fund Scheme or whose Provident Fund Rules do not provide for the acceptance of balance from other Provident Funds, the amount in question should be finally paid to the person concerned at the time of his permanent transfer to such a body.

In cases where the Provident Fund money is accepted by the corporate body subject to fulfilment of certain conditions viz., that the Government servant should complete the probationary period with them or that he should be confirmed in a post under them, the PE money of the persons concerned may be retained with Government till such time as it is transferred to the body concerned. In such cases the PE account of the individual concerned would cease to be 'alive' on the date of permanent transfer of the person concerned to such a body. In other words, no withdrawals from the Provident Fund will be permitted for any purpose including payment of premium towards life insurance policies. Fresh subscription to the Fund, except recoveries in respect of outstanding advances, shall not be accepted. The PF money held by Government would continue to earn interest at the normal rate till the date of transfer of the amount to the corporate body.

(ii) In respect of the Government servants permanently absorbed in the public sector undertakings, the position is as follows:-

The amount of subscriptions, together with interest thereon standing in the PF account of a Government Officer opting for service under an enterprise may, if he so desires, be transferred to his new Provident Fund account under the enterprise provided the concerned enterprise also agrees to such a transfer. If, however, the subscriber does not desire the transfer or the concerned enterprise does not operate a Provident Fund, the amount aforesaid shall be refunded to the subscriber. Similarly in the case of CPF the amount of subscription and the Government contribution together with interest thereon, of a subscriber opting for service under a public enterprise may, if he so desires, be transferred to his new PF account under the enterprise if the concerned enterprise also agrees to such transfer. If, however, the subscriber does not desire the transfer or the concerned enterprise does not operate a provident fund the amount aforesaid shall be refunded to the subscriber.

4. The retirement benefits granted to a Government servant who is permanently absorbed in an autonomous body/public sector undertaking have been reviewed and the following revised terms were sanctioned in respect of

those absorbed on or after 16-6-1967;.

(i) A permanent Government servant on absorption in a public undertaking is eligible for pro-rata pension and DCRG based on the length of his qualifying service under Government till the date of absorption. The pension will be calculated on the basis of average emoluments for three years preceding the date of absorption and the DCRG on the basis of the emoluments immediately before absorption.

Payment of Service Gratuity in lieu of Pension:-

In cases where a Government servant at the time of absorption has less than 10 years' service and is not entitled to pension, the question of proportionate pension will not arise, he will only be eligible to proportionate service gratuity in lieu of pension and to DCRG based on length of service.

(ii) The amounts of pension/gratuity and the DCRG would be concurrently worked out and will be intimated to the Government servant concerned as well as the undertaking as and when an officer is absorbed.

Exercise of Option:

(iii) Every Government servant is to exercise an option, within six months of his absorption, for either of the alternatives indicated below:

(a) Receiving the monthly pension and DCRG already worked out, under the usual Government arrangements.

(b) Receiving the gratuity and a lumpsum amount in lieu of pension worked out with reference to commutation tables obtaining on the date from which the pro-rata pension, gratuity etc, would be disbursable.

Where no option is exercised within the prescribed period, the officer will automatically be governed by alternative (b) above. Option once exercised shall be final. The option shall be exercised in writing and communicated by the Government servant concerned to the undertaking/autonomous body.

(iv) Cases of resignation from a public undertaking /autonomous body will, for the purpose of these orders, be treated as resignation from Government service, entailing forfeiture of earlier service under Government and loss of the pensionary benefits under these orders.

(v) For the period of service rendered in a public undertaking autonomous body, the absorbed officers will be entitled to all the benefits admissible to other corresponding employees of the organisation.

(vi) The total gratuity admissible in respect of the service rendered under the Government and that under the public undertaking/autonomous body should not exceed the amount that would have been admissible had the Government servant continued in Government service and retired on the same pay which he drew on retirement from the Public undertaking autonomous body.

(vii) Non admissibility of liberalisations of Pension Rules after absorption:

Any further liberalisation of pension rules decided upon by Government after the permanent absorption of a Government servant in a public undertaking/autonomous body would not be extended to him. However, the benefit of further liberalisation in pension shall also be allowed to a Government servant after his permanent absorption, if, in any case, such liberalisation is sanctioned retrospectively w.e.f. a date prior to the date of such absorption.

Commutation of Pension:

(viii) In cases where an officer has opted to receive pension as at (iii) (a) above but wishes to commute a portion of the pension, such commutation will be regulated in accordance with the Government rules in force at the time of commutation of his pension.

Public Interest:

The above decisions will apply only where the permanent transfer from Government service to a public undertaking/autonomous body is in the public interest. In all other cases, Government will not accept liability to pay any retirement benefits for the period of service rendered by Government servant before his transfer.

Deputation on one's own violation:

Pensionary benefits admissible in cases of absorption with effect from 21-4-1972.

5. Permanent transfer of Government servants who apply in response to a press advertisement etc., for posts in autonomous bodies/public sector undertakings whether incorporated or not, which are wholly or substantially owned by the Government of India is not treated as in the public interest and

the Government has no liability to pay any retirement benefits or for carry forward of leave for the period of service rendered under the Government. However, on the position being reviewed further, it was decided that a permanent Government servant who has been appointed in an autonomous body financed wholly or substantially by Government on the basis of his own application shall, on his permanent absorption in such body w.e.f. 21-4-1972 or thereafter be entitled to the same retirement benefits in respect of his past service under the Government as are admissible to a permanent Government servant going on deputation to an autonomous body and getting absorbed therein, except carry forward of leave.

Finance Ministry's prior approval:

6. In all such cases of grant of pro-rata retirement benefits to Central Government employees, under the orders quoted in the preceding paragraphs, the administrative Ministers are required to consult the Ministry of Finance before orders are issued in each individual case. However, in respect of the non-gazetted employees of the Indian Audit and Accounts Department, the C&AG will be the competent authority to confer retirement benefits.

A question had also been raised whether retrospective absorption is permissible in terms of the orders referred to above. Such question would arise in cases where a person is initially sent to such a company /corporation on deputation and deputation period is sought to be curtailed retrospectively. While a person is on deputation, leave/pension contributions are payable to Government by the company etc., or the person concerned. Retrospective absorptions may lead to claim for refund or non-payment of such contributions which cannot be withheld or refunded under the rules. In view of this it has been decided not to allow retrospective absorption of the employees on deputation to the companies/corporations etc.

Carry forward of leave:

7. In respect of deputationists who opt for absorption in any statutory body or autonomous organisation owned or controlled by Government such body or organisation should take over the liability in regard to leave on average pay/earned leave that the optee has to his credit at the time of leaving Government service and in return Government shall pay to the statutory body/ autonomous organisation a lumpsum equal to leave salary for the leave on average pay/earned leave due to the Government servant on the date of his permanent absorption in such body/organisation. While issuing the final

sanction for the absorption of the optee in the autonomous organisation, the administrative Ministry/Cadre authority concerned should also incorporate the provision with regard to payment of lumpsum equal to leave salary by Government. This benefit will be available only in cases where the permanent transfer from Government service to a statutory body/ autonomous organisation is in public interest. These orders take effect from 20-2-71 and cases already decided otherwise will not be reopened.

Refixation of pay:

The pay of the Government servant permanently absorbed in an autonomous body will be refixed as re-employed pensioner w.e.f. the date from which he becomes entitled to draw the pro-rata retirement benefits.

Family Pension:

8. (i) The families of Government servants permanently absorbed in the autonomous bodies w.e.f. 16-6-1967 will also be eligible for family pension under Rules 54 and 55 of CCS (Pension) Rules, 1972.

(ii) The benefit of family pension will be admissible only to the families of those who were/are actually in receipt of pension from the Central Government after their absorption in autonomous body/public undertaking. This benefit will not be admissible to the families of those who got only the service gratuity i.e., who were/are absorbed before rendering 10 years qualifying service under the Government. Family pensions will, however, also be admissible to the families of those Government servants absorbed in the public sector undertakings/autonomous bodies who draw the lumpsum amount in lieu of monthly pension on their absorption on the date of its becoming due and thus do not draw any monthly pension on the date of death. Similarly Family Pension will also be payable to the families of those whose monthly pension or lumpsum amount has not become payable and is disbursable from the earliest date of voluntary retirement but the personer dies before that date without receiving these benefits.

(iii) This benefit will also be admissible to the families of such Government servants as have been appointed in the autonomous bodies financed wholly or substantially by Government on the basis of their own applications and granted retirement benefits on their permanent absorption therein in respect of the past service under the Government.

(iv) Grant of family pension will be subject to the usual contribution of

two months emoluments of the Government servant at the time of permanent absorption in an autonomous body/undertaking. Persons who have already drawn the pension and other benefits on absorption should deposit their two months contribution within six months from 8th October, 1975.

(v) Family pension will be admissible from only one source, i.e., either from the Central Government or the public sector undertaking/autonomous bodies in cases such organisation has a similar scheme for payment of family pension. The beneficiary may be given option to choose either of the two schemes.

(vi) It will be the responsibility of the pension sanctioning authority to process the claim for family pension, forwarding to the audit office for issue of an authority after satisfying itself that no such claim exists in the public sector undertaking/autonomous body or that the undertaking or autonomous body has not extended its family pension scheme to the person concerned.

(vii) The above orders will apply automatically to the cases in which necessary Government sanction has already been issued. Therefore, it is not necessary to issue formal amendments to the relevant sanction letters. Suitable provision will, however, be incorporated in the relevant sanctions to be issued hereafter.

Consultation with Parent Department:

9. In all cases where a Government servant is to be absorbed permanently by the foreign employer under his organisation it would be incumbent to consult the parent employer before issuing order absorbing the Government servant permanently in his service. The orders of permanent absorption should be issued only after the resignation of the Government servant has been accepted by the Government and w.e.f. the date of such acceptance.

Formal Resignation not necessary:

10. With the coming into force of CCS (Pension) Rules, 1972 (which inter-alia, contain a provision of deemed retirement in the case of Government servants absorbed permanently in the public sector undertaking/autonomous body). It has now been decided that obtaining of formal resignation is not necessary if an individual is deemed to have retired from service by virtue of Rule 37 of CCS (Pension) Rules, 1972 i.e., consequent on the conditions required by this Rule, viz., permission should have been granted to the

absorption in the service of the company or other body corporate, the absorption should be declared by the Government to be in the public interest, there should be an actual order of absorption and the Government servant should also consent to such absorption, being satisfied.

Commutation and exemption from Income-Tax :

11. In accordance with Rule 37 of CCS (Pension) Rules, 1972, a Government servant who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Government or in or under a body controlled or financed by the Government shall, if such absorption is declared by the Government to be in the public interest, be deemed to have retired from service from the date of such absorption. Each such Government servant is required under the relevant orders applicable to him to exercise an option within six months of his absorption for either of the alternatives indicated below:

(a) receiving the monthly pension and DCRG under the usual Government arrangements, or

(b) receiving the gratuity and a lumpsum amount in lieu of pension worked out with reference to the commutation tables obtaining on the date from which the commuted value becomes payable.

Where no option is exercised within the prescribed period, the Government servant is automatically governed by alternative (b).

12. A person opting for alternative (a) is entitled to commutation of a portion of the pension admissible to him in accordance with the provisions of Civil Pension (Commutation) Rules.

13. It has been decided that where a Government servant elects the alternative (b) referred to above he should be granted;

(i) on an application made in this behalf, a lumpsum amount not exceeding the commuted value of 1/3rd of his pension as may be admissible to him in accordance with the provisions of Civil Pension (Commutation) Rules; (ii) a terminal benefit equal to twice the amount of lumpsum referred to it (i) above subject to the condition that the Government servant surrenders his right of drawing 2/3rd of his pension.

The commuted value of 1/3rd of the pension mentioned at (i) above will be exempt from income-tax whereas the terminal benefit component

mentioned at (ii) above will be chargeable to tax as the income of the year in which it is due. However, the recipient will be eligible for a relief in tax in respect of the said amount; such relief being calculated by spreading the amount equally over the three preceding years immediately preceding the year in which the payment is received and subjecting it to tax at the average of the average rates applicable to the total income of those years after adding thereto one-third of the amount. The relief in such cases is to be granted by the Central Board of Direct Taxes and an application for such relief under Section 89(1) of the Income-Tax Act should be made to the Board through the ITO concerned.

14. In the case of Government servants who opt for or are automatically governed by the alternative (b) in para 11 above, the payment of monthly pension will commence from the due date pending their medical examination in accordance with the provision of the Civil Pension (Commutation) Rules. The commutation shall become absolute and the title to receive the commuted value shall accrue on the date on which the Medical Board (Authority) signs the medical certificate. If the Medical Board (Authority) directs that the age of the employee for the purpose of commutation shall be assured to be greater than his actual age, the person concerned will have the opportunity to change his option for receiving a lumpsum in lieu of monthly pension to receiving the monthly pension by written notice despatched within two weeks from the date on which he receives intimation of the finding of the Medical Board (Authority). If the applicant does not change his option within the period of two weeks prescribed above, he shall be assumed to have accepted the findings of the Medical Board (Authority).

Date of payment of pro-rata retirement benefits:

15. A Government servant who is permitted to be absorbed in the public interest in a public sector undertaking or autonomous body is deemed to have retired from Government service from the date of his absorption in public sector undertaking or autonomous body and his retirement benefits are determined with reference to the length of qualifying service rendered under Government till the date of his absorption. In the case of absorption in an autonomous body from 16-6-1967 onwards or a public sector undertaking prior to 8-11-1968, retirement benefits become payable either from the earliest date from which Government servant could have retired voluntarily under the rules applicable to him or from the date of absorption in the undertaking/ corporation whichever is later.

16. Procedure for drawal of pro-rata retirement benefits:

Clarifications have been sought as to the procedure which should be followed for sanctioning and authorising the payment of retirement benefits to those absorbed in public sector undertakings and autonomous bodies. Since the Government servants are deemed to have retired from Government service on the date of absorption, the procedure laid down in Chapter (viii) of CCS (Pension) Rules, 1972 which applies to Government servants who retire in normal course, should mutatis mutandis apply in the case of Government servants who are absorbed in the public interest in a public sector undertaking or in an autonomous body. The disbursement of the retirement benefits should be authorised from the date indicated in Government's letter allowing the Government servant to be absorbed in public sector undertaking or autonomous body.

17. In respect of an employee who held non-gazetted posts before absorption, Forms 6 and 7 of CCS (Pension) Rules, 1972 should be filled in by the Head of Office and forwarded to the Audit Officer for determining final amount of pension and death-cum-retirement gratuity. Where the retirement benefits are payable from the date of absorption, the Head of Office should obtain the particulars required under paras 2 to 4 of Form 5 and forward the same to the Audit Officer along with the pension papers. The Audit Officer after applying the necessary audit checks, will inform the absorbed employee, autonomous body/public sector undertaking and the Head of Office of the amount of pension and DCR Gratuity and the date from which they are payable to him. Where the retirement benefits become payable from a date subsequent to the date of absorption, the particulars required under paras 2 to 4 of Form 5 should be furnished to the Audit Officer by the absorbed employee through his employer six months before the date on which the payment of the retirement benefits is to commence to enable him to issue PPO/G.P.O.

18. In respect of employees who held gazetted posts before absorption, action to fill in Form 7 should be initiated by the Audit Officer. The Audit Officer after determining the amount of pension and DCR Gratuity will inform the absorbed employee, autonomous body/public sector undertaking and Head of Office/Department of the amount of retirement benefits and the date from which they are payable to him. Where the retirement benefits are payable from the date of absorption, the Audit Officer will also obtain the particulars required under paras 2 to 4 of Form 5 through the employer of the absorbed employee before authorising payment of retirement benefits. In other cases

the particulars required under paras 2 to 4 of Form 5 should be furnished to the Audit Officer by the absorbed employee through his employer six months before the date on which the payment of the retirement benefit is to commence. As soon as Government orders regarding absorption of a Government servant are issued the Head of Office will forward Form 7 duly completed to the Audit Officer and such other information as the Audit Officer may require.

19. The procedure laid down in Chapter VIII of the CCS (Pension) Rules, 1972 may be adopted keeping in view the position stated in these orders,. The provisions contained in Chapter VIII for authorising payment of provisional pension for a period of six months and 3/4 of the DCRG by the Head of Office need not be observed in the case of an employee who before his absorption had held a non-gazetted post. Payment of the retirement benefits will be received by the employee concerned from the treasury of his own choice.

Benefit of service rendered under Government in respect of Scientific employees:

20. On the basis of the recommendations of the Second Pay Commission (i) for counting towards pension of service rendered by scientific employees of semi-Government Institutions, financed from cess or Government grants, on their appointment to a pensionable service under the Government of India; and (ii) the rate of pension contribution payable by universities when they borrow service of Government servants who are Scientists and Technologists, it was decided as follows:-

(i) A scientific employee of a semi-Government institution which is financed wholly or mainly cess or Central Government grants who was on a CPF basis in such an institution may, on permanent appointment without any interruption to a pensionable service or post under the Government of India count his previous service in that institution during which he subscribed to that Fund as service qualifying for pension provided that the contribution together with interest thereon paid by the institution is made over to the Government. The service during which he did not subscribe to the CPF will not be so reckoned unless the previous employer agrees to bear proportionate charges on account of pensionary benefits for the service so rendered. If, however, the officer was not on a CPF basis in such an institution, his previous service will be reckoned as qualifying for pension if the previous employer agrees to bear proportionate charges on account of pensionary benefits.

(ii) If the services of a Government servant who is a scientist or a technologist are lent to a university, the rate of pension

contribution, which the university will pay, will be restricted to the rate at which it contributes to the Provident Fund of its employees.

These orders take effect from 28-3-1960 and past cases of transfer will be regulated in accordance with the orders already in force. The concession sanctioned in para 1 (i) is admissible to all officers who were in service of the Government of India on 28-3-1960 provided that ;

(i) the officers who had already drawn the Contributory Provident Fund benefits in respect of their service under the semi-Government institutions refund either in lumpsum or in monthly instalments not exceeding twelve in number, the institution's share of contribution together with interest thereon from the date of withdrawal to the date of final payment. The title to count service for pension will not accrue until the amount refundable and interest thereon have been refunded in full.

(ii) if no such benefit had been received, the previous employer agrees to bear the proportionate pensionary liability.

21. With a view to increasing mobility of scientific talent all round, the benefit of the concessions contained in para 20 should also be made available to scientific employees of Government going over to Central autonomous organisations like CSIR etc., without break. These orders will also apply to Central Universities.

22. The pensionary liability in such cases will be allocated on the basis of length of service in case the autonomous organisation, where the officer takes up service, has pensionary benefits for its employees. The Government of India would discharge their liability by payment of capitalised value of their share of pension together with the share of gratuity, if any, to the autonomous organisation on retirement of the officer from the service of such an organisation.

Similar procedure should apply in the event of death of an officer while in service of the autonomous organisation. In other cases Government's liability will be discharged by way of payment of pro-rata retirement benefits for the part of service rendered under the Government before absorption according to the instructions contained in the preceding paragraphs.

23. It was clarified in this Ministry's OM No.12(4)-EV/60 dated 5-6-1969 that in the case of Scientific employees of Government going over to the Central autonomous organisations like CSIR etc., without break on or after

16-6-1967, the pensionary liability will be discharged by way of payment of pro-rata retirement benefits for the part of service rendered under the Government. As a result of the issue of this clarification, Scientific employees belonging to Government Departments who get absorbed in the autonomous body which has the pensionary benefits to its employees, have been deprived of the pensionary benefits i.e.., benefit of pension of combined service by counting the service rendered under the Government as well as autonomous organisation. The position has been reviewed as a result of representations from scientific employees and it has been decided that such employees belonging to Government Departments on their absorption in autonomous bodies which have pensionary schemes will, on retirement from service of the autonomous body concerned become eligible for pensionary benefits based on the combined service rendered under Government and the service rendered under the autonomous body. Death benefits, if admissible under the rules of the autonomous body, will also be payable to such an absorbed employee. The pensionary liability including liability arising out of grant of death benefits will continue to be allocated as aforesaid. Thus the provisions of this Ministry's clarificatory orders dated 5-6-1969 will cease to apply to a scientific employee who is absorbed in an autonomous body which has a pensionary scheme.

24. The provisions of the orders contained in para 23 shall not apply to a scientific employee absorbed in an autonomous body who before 12-9-1974 had quit the service of the autonomous body or who while in the service of the autonomous body has started receiving or has become eligible to receive the pro-rata pension etc. However, a scientific employee who was absorbed in an autonomous body before 12-9-1974 but had not become eligible to receive the pro-rata pension etc., will get retirement benefits in terms of these orders i.e., benefit of pension on the basis of combined service.

State Government employees absorbed in Central autonomous bodies.

25. Normally when a State Government servant is absorbed in a Central autonomous body the liability for the benefits accruing for the past service rendered by him under a State Government falls on that Government and should be discharged by them. However, in case a State Government refuses to bear the liability the question whether it should be taken over by the autonomous body will arise only if the absorption is considered inescapable. In such cases the autonomous body should in their proposal relating to the initial appointment or absorption of the State Government employees bring

out specifically and clearly the extra expenditure involved in absorbing the employee so that this factor is given due weight by Government before it is decided to absorb him.

In so far as the persons working in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

(2) Copy of OM No.28/10/84-Pension Unit, Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms, New Delhi addressed to all State Governments, dated 29-8-1984. —

Sub: Mobility of personnel between Central Government Departments and Autonomous Bodies - Counting of service for pension.

As per existing orders, service rendered outside Central Government does not count for pension in Central Government except in the case of scientific employees of autonomous bodies financed or controlled by the Government, who on permanent absorption under the Central Government are allowed to count their previous service for pension subject to certain conditions. In respect of personnel other than scientific employees, who are permanent in Central Government, in the event of their subsequent permanent absorption in public sector undertakings or any autonomous body, proportionate retirement benefits for the service rendered in Government till the date of permanent absorption are allowed as per rules in force at the time of absorption. No such benefit is allowed to temporary employees going over to autonomous body or undertakings.

2. A number of Central autonomous/statutory bodies have also introduced pension scheme for their employees on the lines of the pension scheme available to the Central Government employees. It has, therefore, been urged by such autonomous/statutory bodies that the service rendered by their employees under the Central Government or other autonomous bodies before joining the autonomous body may be allowed to be counted in combination with service in the autonomous body, for the purpose of pension, subject to certain conditions. Similar provisions for employees of autonomous body going over to Central Government have also been urged. In other words, the suggestion is that the benefit of pension based on combined service should be introduced.

3. This matter has been considered carefully and the President has now been pleased to decide that the cases of Central Government employees

going over to a Central autonomous body or vice-versa and employees of the Central autonomous body moving to another Central autonomous body may be regulated as per the following provisions:-

(a) In case of Autonomous Bodies where Pension Scheme is in operation

(i) Where a Central Government employee borne on pensionable establishment is allowed to be absorbed in an autonomous body, the service rendered by him under the Government shall be allowed to be counted towards pension under the autonomous body irrespective of whether the employee was temporary or permanent in Government. The pensionary benefits will, however, accrue only if the temporary service is followed by confirmation. If he retires as a temporary employee in the autonomous body, he will get terminal benefits as are normally available to temporary employees under the Government. The same procedure will apply in the case of employees of the autonomous bodies who are permanently absorbed under the Central Government.

The Government /autonomous body will discharge its pension liability by paying in lumpsum as a one time payment, the pro-rata pension/service gratuity/terminal gratuity and DCRG for the service upto the date of absorption in the autonomous body/Government, as the case may be. Lumpsum amount of the pro-rata pension will be determined with reference to commutation table laid down in CCS (Commutation of Pension) Rules, 1981, as amended from time to time.

(ii) A Central Government employee with CPF benefits on permanent absorption in an autonomous body will have the option either to receive CPF benefits which have accrued to him from the Government and start his service afresh in that body or choose to count service rendered in Government as qualifying service for pension in the autonomous body by foregoing Government's share of CPF contributions with interest, which will be paid to the concerned autonomous body by the concerned Government Department. The option shall be exercised within one year from the date of absorption. If no option is exercised within stipulated period, employee shall be deemed to have opted to receive CPF benefits. The option once exercised shall be final.

(b) Autonomous body where the Pension Scheme is not in operation :

(i) A permanent Central Government employee borne on pensionable

establishment, on absorption under such autonomous body will be eligible for pro-rata retirement benefits in accordance with the provisions of the Ministry of Finance OM No.26(18)EV(B)/75 dated the 8th April, 1976, as amended from time to time. In case of quasi-permanent or temporary employees, the terminal gratuity as may be admissible under the rules would be actually payable to the individual on the date when pro-rata retirement benefits to permanent employees become payable. However, in the case of absorption of a Government employee with CPF benefits, in such an autonomous organisation, the amount of his subscription and the Government's contribution, if any, together with interest thereon shall be transferred to his new Provident Fund account with the consent of that body.

(ii) An employee of an autonomous body on permanent absorption under the Central Government will have the option either to receive CPF benefits which have accrued to him from the autonomous body and start his service afresh in Government or choose to count service rendered in that body as qualifying service for pension in Government by foregoing employee's share of CPF contributions with interest thereon, which will be paid to the concerned Government Department by the autonomous body. The option shall be exercised within one year from the date of absorption. If no option is exercised within stipulated period, employee shall be deemed to have opted to receive CPF benefits. The option once exercised shall be final.

(c) Absorption of employees of one Central Autonomous body in another Central Autonomous body

The above procedure will be followed mutatis mutandis in respect of employees going from one autonomous body to another.

4. "Central autonomous body" means body which is financed wholly or substantially from cess or Central Government grants. "Substantially" means that more than 50 per cent of the expenditure of the autonomous body is met through cess or Central Government grants. Autonomous body includes a Central statutory body or a Central University but does not include a public undertaking.

Only such service which qualifies for pension under the relevant rules of Government/Autonomous body shall be taken into account for this purpose.

5 (1) The employees of a Central autonomous body or Central Government, as the case may be who h ave already been sanctioned or have received pro-rata retirement benefits or

other terminal benefits for their past service will have the option either:-

(a) to retain such benefits and in that event their past service will not qualify for pension under the autonomous body or the Central Government as the case may be; or

(b) to have the past service counted as qualifying service for pension under the new organisation in which case the pro-rata retirement or other terminal benefits, if already received by them, will have to be deposited along with interest thereon from the date of receipt of those benefits till the date of deposit with the autonomous body or the Central Government, as the case may be. The right to count previous service as qualifying service shall not revive until the whole amount has been refunded. In other cases, where pro-rata retirement benefits have already been sanctioned but have not yet become payable, the concerned authorities shall cancel the sanction as soon as the individual concerned opts for counting of his previous service for pension and inform the individual in writing about accepting his option and cancellation of the sanction. The option shall be exercised within a period of one year from the date of issue of those orders. If no option is exercised by such employees within the prescribed time limit, they will be deemed to have opted for retention of the benefits already received by them. The option once exercised shall be final.

(2) Where no terminal benefits for the previous service have been received, the previous service in such cases will be counted as qualifying service for pension only if the previous employer accepts pension liability for the service in accordance with the principles laid down in this office Memorandum. In no case pension contribution/liability shall be accepted from the employee concerned.

6. These orders will be applicable only where the transfer of the employee from one organisation to another was/ is with the consent of the organisation under which he was serving earlier, including cases where the individual had secured employment directly on his own volition provided he had applied through proper channel/with proper permission of the administrative authority concerned.

7. These orders will take effect from the date of issue and the revised policy as enunciated above will be applicable to those employees who retire from Government/autonomous body service on or after the date of issue of these orders.

The provisions contained in the Ministry of Finance Office Memorandum No.26 (18)EV (B)/75 dated the 8th April 1976 and office Memorandum No.25(1) EV/83, dated the 8th September, 1983 or any other orders shall, in so far as it provides for any of the matters contained in this office Memorandum cease to operate.

8. The Ministry of Education and Culture etc., are requested to advise the autonomous/statutory bodies under their administrative control, with specific directions to the Financial Advisers concerned, to ensure to make necessary provisions in their Rules and Regulations/Articles of Association in accordance with the provisions contained in this Office Memorandum. In cases where any practice otherwise than enumerated above is presently being followed the same may be revised in accordance with the provisions of this Office Memorandum so that uniformity is maintained in such matters in all the organisations.

9. In so far as persons serving in the Indian Audit and Accounts Department are concerned these orders issue after consultation with the Comptroller and Auditor General of India.

37. Invalid Pension:-

(1) A Government servant who is declared by the appropriate medical authority to be permanently incapacitated for further service in accordance with the instructions on the subject may be granted invalid pension;[1][subject to Rule 45]

[2]

(2) Where the medical authority referred to in sub-rule (1) had declared a Government servant fit for further service of less laborious character than that which he has been doing, he may,

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1.The words were added by G.O.Ms.Nos.178, Fin & Plg (FW.Pen.I) Department. dt 22-10-97 w.e.f 29-10-79.

Note : The important provisions relating to invalidation of Government employees are incorporated in Appendix III.

2. Proviso (1) under rule 37 was omitted by G.O.Ms.No 178, Fin & Plg (Fw.Pen.I) Dept, dt. 22-10-97 w.e.f. 29-10-79. The earlier proviso was as follows :-

"Provided that the Invalid Pension shall not be less than the amount of family pension [as admissible under sube rule (2) of rule 50] which would have been admissible to his family had he not been alive on the date on which he was invalidated."

if possible, be employed on lower pay and if there be no means of employing him even on a lower pay he may be admitted to invalid pension.

(3) (a) If the incapacity is directly due to the irregular or intemperate habits of a Government servant, no invalid pension may be granted.

(b) If the incapacity has not been directly caused by such habits, but has been accelerated or aggravated by them, it shall be for the pension sanctioning authority to decide what reduction should be made on this account.

(4) [1]

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1. The sub-rule (4) under rule 37 the orders issued by G.O.Ms.No.35, F&P (FW.Pen.I) Dept., dt 10-4-2000 was cancelled by G.O.Ms.No.814, Finance (Pen.I) Department, dt 23-9-2002 w.e.f 27-4-2002.

The cancelled sub-rule was as follows :

[For the purpose of this rule the appropriate Medical Authority shall be; a Medical Board constituted for this purpose as specified below :-

(i) Where there are teaching hospitals, other than Rangareddy and Hyderabad Districts, the Medical Board shall consists of the Superintendent of the Government General Hospital and two Doctors of the cadre of Civil Surgeon nominated by the Superintendent of Government General Hospital, among them one should be a specialist in the disease/illness with which the employee is suffering and seeking medical invalidation and in case of a lady employee seeking medical invalidation, of the two Civil Surgeons, one should be a lady Civil Surgeon.

(ii) In the case of Rangareddy and Hyderabad Districts, the Medical Boards shall be the Medical Boards already existing in Osmania General Hospital and Gandhi General Hospital.

(iii) In all other districts, the District Co-ordinator of the District Headquarters Hospitals of the Andhra Pradesh Vaidya Vidhana Parishad and two doctors of the cadre of Civil Surgeon nominated by the District Co-ordinator, of whom one should be a specialist in the disease/illness with which the employee is suffering and seeking medical invalidation and in case of a lady employee seeking medical invalidation, of the two Civil Surgeons, one should be a lady Civil Surgeon where the District Headquarters Hospitals of the Andhra Pradesh Vaidya

Vidhana Parishad does not have necessary expertise to decide the matter for want of the concerned specialist doctor, it may be referred the case to the nearest teaching hospital for obtaining their opinion before making their recommendations.

(5) The Government employee seeking retirement on medical invalidation shall apply to the concerned appointing authority and the appointing authority shall refer the case to the above Medical Boards as and when the application received. The Medical authority shall also be supplied by the appointing authority with a statement of what appears from the official records to be the age of the applicant.

Note 1 :

The medical Certificate referred to this rule should invariably be drawn up in Medical Form No. 1-17 (Civil Medical Form No. 32)

Note 2 :

All cases in which it is certified that the incapacity for service is due to irregular, intemperate habits should be submitted to Government for orders through the proper channel, together with the opinion of the Director of Medical Services.

Note 3 :

The disease from which a government employee is suffering is curable by an operation or treatment, but this, he refuses to undergo and is therefore invalid. In these circumstances no pension or gratuity is admissible. The Government consider that each case of invalidation on account of curable disease should be decided on merits.

(6) The District Level Committee and the State Level Committee shall be constituted with the following officers namely :-

(a) District Level Committee of Officers :

1. District Collector	.....	Chairman
2. District Medical and Health Officer	.....	Member
3. District head of the Department in which the employee is seeking retirement on medical invalidation.	.....	Member/ Convenor

(b) State Level Committee of Officers :

1. Special Chief Secretary/Principal Secretary to Government nominated by the Government	...	Chairman

2. Principal Secretary or Secretary to Government, Health Medical and Family Welfare Department	....	Member
3. Director of Medical Education	....	Member
4. Secretary to Government of the Department in which the employee is seeking retirement on Medical Invalidation.	....	Member
5. Deputy Secretary or Joint Secretary or Additional Secretary to Government, Health Medical and Family Welfare Department.	....	Member/ Convenor

(7) (i) The District Level Committe shall consider the Medical Invalidation report given by the District Medical Board constituted as mentioned in sub-rule (4) (i), (ii) and (iii) above in respect of District employees and State Level Committee shall consider the Medical Invalidation report given by the Medical Board constituted as mentioned in sub-rule 4 (ii) above in respect of Government employees of Heads of Departments /Secretariat Departments and scrutinise the proposals for retirement on medical invalidation.

(ii) The District Collector who are heading the District Level Committee, shall send the recommendations of the District Level Committees to the concerned District Head of the Department.

(iii) In the case of Government employees of Heads of Departments / Secretariat Departments, the proposals shall be placed before the State Level Committee of Officers directly through Health, Medical and Family Welfare Department in Secretariat based on the recommendations of the Medical Board. Convenor of the State Level Committee of Officers shall send the recommendations of the Committee in each case to the concerned Principal Secretary / Secretary to Government of the Secretariat Department or to the Head of the Department concerned.

(8) Only where the District Level Committees and the State Level Committee of Officers makes a clear recommendations for retirement on Medical Invalidation, the concerned District Head of the Department/ Head of the Department/Department of Secretariat / appointing authority shall issue necessary orders permitting the Government employee to retire on Medical Invalidation.

‖ In Appendix III, article 442 and article 445 shall be omittted.]

38. Compensation pension :-

(1) If a Government servant is selected for discharge owing to the abolition of his permanent post, he shall, unless he is appointed to another post the conditions of which are deemed by the authority competent to discharge him to be atleast equal to those of his own, have the option-

(a) of taking compensation pension to which he may be entitled for the service he had rendered, or

(b) of accepting another appointment on such pay as may be offered and continuing to count his previous service for pension.

(2) (a) Notice of atleast three months shall be given to a Government servant in permanent employment before his services are dispensed with on the abolition of his permanent post.

(b) Where notice of atleast three months is not given and the Government servant has not been provided with other employment on the date on which his services are dispensed with the authority competent to dispense with his services may sanction the payment of a sum not exceeding the pay and allowances for the period by which the notice actually given to him falls short of three months.

(c) No compensation pension shall be payable for the period in respect of which he received pay and allowances in lieu of notice.

(3) In case a Government servant is granted pay and allowances for the period by which the notice given to him falls short of three months and he is re-employed before the expiry of the period for which he has received pay and allowances he shall refund the pay and allowances so received for the period following his re-employment.

(4) If a Government servant who is entitled to compensation pension accepts instead another appointment under the Government subsequently becomes entitled to receive a pension of any class, the amount of such pension shall not be less than the compensation pension which he could have claimed if he had not accepted the appointment.

[1][(5) The sanction of compensation pension under this rule shall be subject to Rule 45]

39. Compulsory retirement pension :-

(1) A Government servant compulsorily retired from service as a penalty may be granted, by the authority competent to impose such penalty, pension or gratuity or both at a rate not less than two thirds and not more than full invalid pension or gratuity or both admissible to him on the date of his compulsory retirement.

(2) Whenever in the case of a Government servant the Government passes an order (whether original, appellate or in exercise of power of review) awarding a pension less than the full invalid pension admissible under these rules, the Andhra Pradesh Service Commission shall be consulted before such order is passed.

Explanation :-In this sub-rule, the expression "pension" includes gratuity.

[2][(3) A pension granted or awarded under sub-rule (1) or, as the case may be, under sub-rule (2), shall be subject to Rule 45.]

Executive Instructions

Extending the benefit of commutation of pension on compulsory retirement :

A government servant compulsory retired from service as a penalty and granted Compulsory retirement pension under Rule 39 A.P.R.P.Rs, 1980 may commute a fraction of compulsory retirement pension as per rules in vogue after Medical Examination by the competent authority. The orders shall come in to force w.e.f 17-4-2001. And shall apply to those who retired and granted compulsory retirement pension on or after 17-4-2001.

[G.O.Ms.No. 133, F & P (FW PSC) Dept. dt. 17-4-2001]

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1. Added by G.O.Ms.No.178 F & P (FW.Pen-I) Department. dt. 22-10-1997, w.e.f. 29-10-1979.
2. Sub-rule (3) of Rule 39 was substituted by G.O.Ms.No. 178, F&P (FW.Pen.I) Dept, dt 22-10-97 w.e.f. 29-10-79. The earlier sub-rule was as follows :

"A pension granted or awarded under sub-rule (1) or, as the case may be, under sub-rule (2), shall not be less than the limit specified in sub-rule (5) of rule 45".

40. Compassionate allowance :-

A Government servant who is dismissed or removed from service shall forfeit his pension and gratuity :

Provided that the authority competent to dismiss or remove him from service, may, if the case is deserving of special consideration, sanction a compassionate allowance not exceeding two-thirds of pension or gratuity or both which would have been admissible to him if he had retired on invalid pension.

[1][41. Amount of compassionate allowance :-

A compassionate allowance sanctioned under the proviso to the above rule shall be subject to Rule 45.]

42. Retirement on attaining the age of superannuation:-

Every Government servant to whom these rules apply shall compulsorily retire on attaining the age of superannuation *as provided in the Fundamental Rules as amended from time to time.

Executive Instructions

(i) Date on which a Government servant should retire:-

The Government servants are permitted to retire with effect from the afternoon of the last day of the month in which the date of superannuation falls. (except the first of the month).

If the date of birth of any Government servant is the first of any month, such Government servant shall retire on the afternoon of the last day of the

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1. Rule 41 was substituted by G.O.Ms.No. 178 F & P (Pen-I) Department. dt.22-10-1997 w.e.f 29-10-1979. The earlier rule was as follows :

"*Minimum Compassionate allowance* :- A compassionate allowance sanctioned under the proviso to the above rule shall not be less than the limit specified in sub-rule (5) of rule 45."

* The provisions contained in FR 56 were omitted by section 7 of A.P. Public Employment (Age of Superannuation) Act 1984. As per the above Act the age of superannuation is as follows :

(i) workmen & Last Grade employees - 60 years.

(ii) others ..... - 58 years.

previous month.

(G.O. Ms. No.289, Fin. & Plg. Dept., dated 4-11-1974)

(ii) Treatment of the period of overstayal beyond the age of superannuation in the case of Class IV employees:-

In the case of Class IV Government servants who are continued beyond the age of superannuation, the period of overstayal shall be regularised as a case of re-employment and excess pay, if any, paid to the Government servant has to be recovered.

(G.O. Ms. No.175, Fin. & Plg. (FW:Pen.I) Dept., dated 27-6-1988)

43. Retirement on completion of 20 years of qualifying service :

(1) A Government servant shall have the option to retire from service voluntarily after he has put in not less than twenty years of qualifying service.

Provided that he gives a notice in writing of his intention to retire voluntarily of at least three months to the authority which has power to make a substantive appointment to the post from which he retires:

Provided further that [1] a notice of the less than three months may also be accepted by the competent authority.

[2][Provided also that, not withstanding anything in Rule 21, Extraordinary leave availed, [3](on any ground other than for prosecuting higher studies within the State/outside the State/Country without receiving any payment except stipends during the period of such leave from any source, but including on medical certificate) shall not be reckoned as qualifying service for purposes of arriving at the qualifying service of twenty years referred to in this rule]

Note:- A Government servant who has elected to retire under this rule and has given the necessary intimation to that effect to the appointing authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority:

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1. The words "subject to approval of Government" were omitted by G.O.Ms.No.130, Fin & Plg. (FW:Pen.I) Dept, dt. 21.7.1992.
2. The entire proviso was inserted by G.O.Ms.No.147, Fin & Plg (FW:Pen.I) Dept., dt. 11.5.82.
3. The bracketed portion was substituted for the words "on any ground including on medical certificate" by G.O.Ms.No.32, Fin & Plg (FW:Pen.I) Dept., dt 6.2.84 with effect from 30.4.1983.

Provided that the request for withdrawal shall be within the intended date of his retirement.

(2) A Government servant retiring under sub-rule (1) shall be entitled to a retiring pension :

Provided that such retiring pension shall be subject to the provisions of the Rules ([1]), 8 and 9.

(3) Where a Government servant opts to retire under sub-rule (1) while on leave not due, the retirement in such cases shall take effect from the date when the leave not due commenced and the employee shall refund the leave salary paid in respect of such leave not due availed of by the employee.

(4) A Government servant opting for retirement under sub-rule (1), shall not retire unless the notice given by him as per proviso to sub-rule (1) is accepted by the competent authority :

Provided that the competent authority shall issue an order before the expiry of the notice period accepting or rejecting the notice.

[2][(5) Government servants opting for retirement under sub-rule (1) shall be entitled to addition of service for purpose of Pension, a service equal to the difference between the qualifying service actually put in by him and the service he would have put in on the date of superannuation had he continued in service or the difference between such qualifying service and [3][thirty three years] whichever is less, subject to the condition that such difference shall be limited to a maximum of 5 years]

Provided further that such a Government servant shall not be eligible for weightage under Rule 29 of these rules.]

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1. Rule 6 was deleted w.e.f 25.5.98 through G.O.Ms.No. 90, F & P (FW:Pen-I) Dept., dt. 25-5-1998.
2. The entire sub rule (5) together with proviso was inserted by G.O.Ms.No. 42, Fin & Plg (FW:Pen.I) Dept., dt. 15.2.1983 with effect from 8.2.1983.
3. The words "thirty years" occuring in the rule were substituted by the words "thirty three years" in G.O.Ms.No.360, Fin & Plg (FW:Pen.I) Dept., dt. 31.12.84 w.e.f. 23.8.1984, which was subsequently given effect to form 8.2.1983 by G.O.Ms.No. 162, Fin & Plg. (FW:Pen.I) Dept., dt. 16.6.1986.

(6) The option under sub-rule (1) shall not be admissible to a Government servant on deputation to autonomous bodies/ corporations/companies/public sector undertakings or institutions wholly or substantially owned by Government who get absorbed in such public undertakings/autonomous bodies or institutions, as the case may be.

(7) A Government servant retiring voluntarily under sub-rule (1) of these rules shall be subject to Rule 10 of these rules.

Note :- Orders permitting/requiring a Government servant to retire after completing twenty years qualifying service should, as a rule, not be issued until after the fact that the officer has indeed completed qualifying service for twenty years has been verified in consultation with Pay and Accounts Officer, Hyderabad/Head of Department/Head of office as the case may be, who maintains service particulars/Book of the Government servant concerned.

Executive Instructions

(i) Counting of periods of extraordinary leave availed by Doctors :-

The periods of extraordinary leave availed by the doctors during their service for the purpose of prosecuting higher studies, within the State/outside the State/Country, be counted for reckoning qualifying service for purpose of voluntary retirement, only, provided that no payment is received them during such periods from any source, excluding however, stipends.

(G.O. Ms. No.258, M&H Dept., dated 30-4-1983)

(ii) Counting of contingent service prior to conversion as last grade service :-

(a) The contingent service prior to conversion of full time contingent employees into last grade service converted in terms of G.O. Ms. No.38, Fin.&Plg. Department, dated 1-2-1980 and G.O. Ms. No.9, Fin. & Plg. Dept., dated 8-1-1981, will not count, for purposes of completion of 20 years of qualifying service for voluntary retirement. They should put in 20 years of qualifying service exclusively under Government.

(Circular Memo No.3016/104/Pen.I/85, dated 25-6-1985 and Circular Memo No.13924-D/678/Pen.I/.90, dated 20-11-1990 Fin.& Plg. Dept.)

(b) The above instructions are modified and the contingent service of full time contingent employees, prior to conversion into last grade service was ordered to be counted for purposes of computing twenty years of qualifying service for voluntary retirement.

(G.O. Ms. No.19642-E/38/CC/Pen.I/91, dated 23-7-1992 of Fin. & Plg. Dept.)

(iii) Expeditious settlement of applications:-

Whenever notice of voluntary retirements as per Rule 43 of Andhra Pradesh Revised Pension Rules, 1980, are received from Government servants, they may be settled expeditiously as per the proviso to sub-rule (4) of Rule 43 of the A.P. Revised Pension Rules, 1980, to avoid any unnecessary addition to qualifying service even by granting extraordinary leave for the period of delay.

(Circular Memo No.23915/483/Pen.I/86, dated 2-5-1988 of Fin. & Plg. Dept.)

(iv) Procedure for permitting voluntary retirement:-

(a) when a notice of voluntary retirement is given under this scheme, the authority competent to accept the notice shall immediately review the case to see whether departmental disciplinary or Court proceedings are pending or contemplated against the Government servant seeking voluntary retirement, which in this opinion are likely to culminate in major penalty of dismissal or removal from service. The notice of voluntary retirement may be refused in such cases by the competent authority.

(b) The weightage under this scheme will be only an addition to the qualifying service for purpose of pension and gratuity. It will not entitle the Government servant to any notional fixation of pay for the purposes of calculating the pension and gratuity

which will be based on the actual emoluments calculated with reference to the date of retirement.

(c) The amount of Pension to be granted after giving weightage will be subject to the provisions contained in Articles 351 and 479 of Civil Service Regulations/Rules 236 and 238 of Hyderabad Civil Service Rules.

(G.O. Ms. No.413, Fin. & Plg. (FW:Pen.I) Dept., dated 29-11-1977)

44. Retirement on completion of [1][33] years qualifying service :-

(1) At any time after a Government servant has completed [1][thirty three] years of qualifying service but before attaining [2][58] years of age.

(a) He may retire from service, or

(b) He may be required by the appointing authority to retire in the public interest, and in the case of such retirement the Government servant shall be entitled to a retiring pension:

Provided that-

(a) The Government servant gives notice in writing to the appointing authority at least three months before the date on which he wishes to retire; or

(b) The appointing authority gives a notice in writing to the Government servant atleast three months before the date on which he is required to retire in the public interest or three months' pay and allowances in lieu of such notice, as the case may be :

Provided further that where the Government servant giving notice under clause (a) of the preceding proviso is under

1. The figure '33' occuring in the heading, in sub-rule (1) and at two places in the note and the words 'thirty three' were substituted as '30' & 'thirty' by G.O.Ms.No.42, Fin. & Plg (FW:Pen.I) Dept., dt. 15.2.83 w.e.f. 8.2.1983. It was again substituted as "33" & "thirty three" by G.O.Ms.No.360, Fin & Plg. (FW:Pen.I) Dept., dt. 31.12.84. w.e.f. from 23.8.84 and by G.O.Ms.No.162, Fin. & Plg (FW:Pen.I) Dept., dt. 16.6.86 w.e.f. 8.2.1983.
2. The figure "58" occuring in sub rule (1) was substituted as '55' by G.O.Ms.No.42, Fin & Plg (FW:Pen.I) Dept., dt. 15.2.83 w.e.f. 8.2.1983. It was again substituted as '58' by G.O.Ms.No.360, Fin & Plg (FW:Pen.I) Dept., dt. 31.12.84 w.e.f 23.8.84 and by G.O.Ms.No.162, Fin & Plg (FW:Pen.I) Dept., dt. 16.6.86 w.e.f 8.2.83.

suspension, it shall be open to the appointing authority to withhold permission to such Government servant to retire under this rule.

(2) A Government servant, who has elected to retire under this rule and has given the necessary intimation to that effect to the appointing authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority :

Provided that the request for withdrawal shall be within the intended date of his retirement.

Note :- Orders permitting/requiring a Government servant to retire after completing 33 years' of qualifying service should, as a rule, not be issued until after the fact that the officer has indeed completed qualifying service for 33 years has been verified in consultation with the Pay and Accounts Officer, Hyderabad/ Head of the Department/Head of Office, as the case may be, who maintains the service particulars/book of the Government servant concerned.

45. Amount of pension :-

(1) In the case of a Government servant retiring in accordance with the provisions of these rules before completing qualifying service of ten years, the amount of service gratuity shall be the appropriate amount as set out below namely :-

Completed six monthly periods of qualifying service	Scale of service gratuity
(1)	(2)
	(A) Gratuity
1.	1/2 Months emoluments
2.	1 do
3.	1 1/2 do
4.	2 do
5.	2 1/2 do
6.	3 do
7.	3 1/2 do
8.	4 do

9.	4 3/8	do
10.	4 3/4	do
11.	5 1/8	do
12.	5 1/2	do
13.	5 7/8	do
14.	6 1/4	do
15.	6 5/8	do
16.	7	do
17.	7 3/8	do
18.	7 3/4	do
19.	8 1/8	do

(2) In the case of a Government servant retiring in accordance with the provisions of these rules after completing qualifying service of not less than ten years, the amount of pension shall be the appropriate amount as set out below, namely :

Completed six monthly periods of qualifying service	Scale of pension
(1)	(2)
	(B) Pension
20.	10/66ths *of average emoluments
21.	10 1/2/66 do
22.	11/66 do
23.	11 1/2/66 do
24.	12/66 do
25.	12 1/2/66 do
26.	13/66 do
27.	13 1/2/66 do
28.	14/66 do
29.	14 1/2/66 do
30.	15/66 do
31.	15 1/2/66 do
32.	16/66 do
33.	16 1/2/66 do
34.	17/66 do
35.	17 1/2/66 do
36.	18/66 do
37.	18 1/2/66 do
38.	19/66 do

39.	19 1/2/66	do
40.	20/66	do
41.	20 1/2/66	do
42.	21/66	do
43.	21 1/2/66	do
44.	22/66	do
45.	22 1/2/66	do
46.	23/66	do
47.	23 1/2/66	do
48.	24/66	do
49.	24 1/2/66	do
50	25/66	*do
51.	25 1/2/66	do
52.	26/66	do
53.	26 1/266	do
54.	27/66	do
55.	27 1/2/66	do
56.	28/66	do
57.	28 1/2/66	do
58.	29/66	do
59.	29 1/2/66	do
60.	30/66	do
61.	30 1/2/66	do
62.	31/66	do
63.	31 1/2/66	do
64.	32/66	do
65.	32 1/2/66	do
66.	33/66	do

[1][Provided that the pension calculated under the above table shall not be less than the pension calculated under the table in force during the period

1. The proviso was added by G.O.Ms.No.162, Fin & Plg (FW:Pen.I) Dept., dt. 16.6.1986.

NOTE: In the table under sub-rule (2) the figures from "10/66" to "30/66" were substituted as "10/60" to "30/60" respectively and the table from S.No.61 to 66 was omitted by G.O.Ms.No.42, Fin & Plg (FW:Pen.I) Dept., dt. 15.2.83 w.e.f 8.2.83. It was again substituted as "10/66 to 30/66" while restoring the table from S.No.61 to 66 by G.O.Ms.No.360, Fin & Plg (FW:Pen.I). Dept. dt 31.12.84. w.e.f. 23.8.84 and by G.O.Ms.No.162, Fin & Plg (FW : Pen.I) Dept. dt. 16.6.86 w.e.f 8.2 83.

* Please refer G.O.Ms.No. 87, Fin & Plg (FW.Pen-I) Dept, dt. 25-5-98

in between 8-2-1983 and 22-8-1984 in respect of Government servants who retired during the said period.]

(3)(i) In calculating the length of service, fractions of a year equal to six months and above shall be treated as a completed six monthly period.

[1][(ii) In the case of a Government servant retiring after the 10th September, 1983, in calculating the length of service, a fraction of a year equal to three months or more shall be treated as a completed one half year.]

(4) The amount of pension shall be fixed at monthly rates and be expressed in whole rupees and where the pension contains a fraction of a rupee it shall be rounded off to the next higher rupee.

(5) Where the amount of pension is less than [2][Rs.370] per mensem as per the above calculation, the Pension shall be raised to [2][Rs.370] per mensem.

(6) Nothing contained in sub-rule (5) shall apply to a military pensioner who on his re-employment in civil service or post had elected to draw his military pension under clause (a) of sub-rule (1) of Rule 19, if such a pensioner was allowed the benefit of minimum pension of Rs.40 (if he is a Government of India Military pensioner) or Rs.45/- (if he is a State Government pensioner including temporary increase or ad hoc increase or both) in respect of his military service.

[3][(7) In respect of a Government servant who retires on invalid pension, the amount of invalid pension calculated under sub-

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1. While renumbering the existing rule 3 as 3(i), sub-rule 3(ii) was inserted by G.O.Ms.No.280, Fin & Plg (FW:Pen.I) Dept., dt. 29.8.84 w.e.f. 10.9.83.
2. The expression '370' was substituted by G.O.Ms.No.302, Fin & Plg.(FW:Pen.I) Dept., dt. 30.8.1994 w.e.f. 1-12-1989.

Note 1: The minimum pension of Rs.45/- was enhanced to Rs. 100/- p.m. w.e.f. 1-4-80 by G.O.Ms.No.97, Fin & Plg (FW:Pen.I) Dept., dt. 7.3.1980.

Note 2 : The minimum pension of Rs. 370/- was further enhanced to Rs. 1275/- p.m. w.e.f 1-7-98 with monetary benefit from 1-4-99 by G.O.(P) No. 156, F&P dt 16-9-99

3. Sub-rule (7) of rule 45 was substituted by G.O.Ms.No.178, F&P (FW.Pen.I) Dept., dt 22-10-97 w.e.f. 29-10-79. The earlier sub rule was as follows :

"In respect of a Government servant who retires on invalid pension, the amount of invalid pension shall not be less than the amount of family pension mentioned is sub-rule (2) of Rule 50."

rule (2) shall not be less than the amount of family pension mentioned in sub-rule (2) of Rule 50.]

Executive Instructions

Consolidation of Pension

(i) Consolidation of Pension W.E.F. 1-7-92

The existing basic Pension/Family Pension/Compassionate Pension/ Compassionate Allowance, in respect of those pensioners retired or died while in service before 1-7-92 and also those who retired or dies while in service on or after 1-7-92 but who had opted for pre-revised scales (i.e.) 1986 pay scales, opted to remain in 1986 pay scales, plus, the amount of Dearness relief on the pension sanctioned w.e.f. 1-7-92 plus 10% increase in the said basic pension subject to a maximum of 250/-, shall be merged and will be known as "Revised Consolidated Pension". This revised consolidated Pension shall come into force with effect from 1.7.92 with the monetary benefit payable with effect from 1.4.94.

The legal heirs of the pensioners who retired prior to 1.7.92 but died subsequently between 1.7.92 and 31.3.94, shall be entitled to arrears due to Revised consolidated Pension and the Dearness relief sanctioned from time to time.

The consolidation of pension shall apply to

(a) categories of pensioners referred to in para 4 of G.O.P.No 78, Finance dt. 18-3-80. (b) Jagir and Estate pensioners and (c) to pensioners governed by Revised Pension Rules, 1980. (i) who retired or died prior to 1-7-92 (ii) those who have retried or died on or after 1-7-92 but with out benefit of Revised Pay Scales, 1993.

This consolidation of pensions does not apply to :

(i) To those who have been drawing pay in the Revised Pay Sacles, 1993/Revised U.G.C. Scales of 1986 (including those who are governed by the Revised Pay Scles of 1993/Revised U.G.C Scales of 1986 even if, because of administrative reasons, they have not actually drawn the pay in the Revised Pay sacles as yet. (ii) those who are governed by orders issued in G. O. (P).No. 238, Fin & Plg. (Fin.Wing.Pen.I) Department, dated 4-6-1993. (iii) Financial Assistance Grantees who are not getting Dearness Relief.

[G.O.(P).No.303, Fin & Plg (FW-Pen.I) Dept., dt. 02-09-94]

(ii) Consolidation on both the pension permissible :-

Where a pensioner is drawing two pensions (i.e.) Family pension and Service pension, consolidation of pensions shall be allowed on both the pensions separately. However, such pensioners shall be entitled to Dearness Relief on only one pension whichever is more beneficial to the pensioner.

[Circular Memo.No.18564-C/204/PSC/95 dt. 31-10-1995 of Fin & Plg (FW-Pen.I) Department]

(iii) Consolidation of Pension W.E.F. 1-7-98 to those retired prior to 1-7-98 :-

The existing pension/Family pension/Compassionate Pension/ compassionate Allowance, in respect of those pensioners who retired or died while in service before 1-7-98 and also those who retired or died while in service on or after 1-7-98 but who had opted for the pre-revised scales i.e. 1993 Pay Scales and 25% of increase in the said basic pension, and Dearness Relief as on 1-7-98, shall be merged and will be known as Revised Consolidated Pension. The pensions of the pensioners who retired prior to 1-7-1986 shall also be increased with the percentages given below in addition to the above 25% for consolidation of their Revised Pensions.

Periods of Retirement	Weightages to be given
(a) Pensioners retired prioir to 1.1.1974	..... 6%
(b) Pensioners retired in between 1.1.74 and 31.3.78	..... 3%
(c) Pensioners retired in between 1.4.78 and 30.6.86	..... 2%

The orders of consolidation of pension to pensioner retired in pre-revised scale of 1999 are applicable to

(1) (a) All Government Pensioners in receipt of Service Pensions, Family Pensions under Revised Pension Rules, 1951, Andhra Pradesh Liberalised Pension Rules, 1961 and Andhra Pradesh Government Servants (Family Pension) Rules, 1964.

(b) Teaching and non-teaching pensioners of Municipalities, Panchayati Raj Institutions and Aided Educational Institutions, in receipt of pensions under the Andhra Pradesh Liberalised Pension Rules, 1961, and Andhra Pradesh Government Servants (Family Pension) Rules, 1964.

(c) Teaching and non-teaching staff in Aided Educational Institutions in receipt of pensions under the Contributory Provident Fund-cum-Pension and Gratuity Rules, 1961 and Andhra Pradesh Liberalised Pension Rules, 1961.

(d) Those drawing family pensions under the G.O.Ms.No.22, Fin & Plg (FW.Pen.I) Dept., dt. 16-01-1971, G.O.Ms.No.104, Fin & Plg (FW.Pen.I) Department., dt. 13-4-73 and G.O.Ms.No.25, Fin & Plg (FW.Pen.I) Dept., dt. 02-02-1974.

(e) Pensioners in receipt of Compassionate Pension under the rules for Compassionate Pensions and Gratuities in the Hyderabad Civil Services Rules; and

(f) Those in receipt of Pensions under the Extraordinary Pension Rules.

(2) Jagir and Estate Pensioners and

(3) Pensioners governed by Revised Pension Rules, 1980

(i) who retired or died prior to 01-07-1998 and

(ii) also those who retired or died on or after 01-07-98 without the benefit of Revised Pay Scales 1999.

If the consolidated pension falls short of Rs. 1275/- p.m. the same shall be raised to Rs. 1275/- p.m.

The revised Consolidated pension shall come into force w.e.f. 1.7.98 with monetary benefit from 1.4.99.

The employees retired in between 1.7.98 and 1.4.99 are eligible for notional revision of pension with monetary benefit from 1.4.99.

No difference on Retirement Gratuity and Commutation shall be allowed on the pension notionally fixed.

This consolidation of pension is not applicable to :-

(i) Those who have been drawing pay in the Revised Pay Scales 1999 / Revised U.G.C/ICAR/AICT Pay Scales of 1986/1996 (including those who are governed by Revised Pay Scales of 1999 / Revised U.G.C. Scales 1986/1996.

(ii) Pensioners/Family pensioners of the members of the AP State Higher Judicial Service and AP State Judicial Service ; and

(iii) Financial Assistance grantees who are not getting Dearness Relief.

[G.O (P).No.156 Fin & Plg (FW.Pen.I) Dept. dt. 16.9.99]

(iv) Interest on delayed Payment of pension - recovery from pension sanctioning Authorities :-

The proceedure for payment of pension was detailed in Appendix-I of A.P. Revised Pension Rules 1980. As per that, advance action has to be taken by the employees and the pension sanctioning authorities so as to settle the pension by the time employee retires. In spite of that, there are cases where interest was paid on pension following the court orders due to not proceesing the pension case in advance. It is therefore ordered that the amount of interest paid on pension, shall be recovered from the Pension sanctioning authority.

[G.M.No. 37989-A/494/A2/Pen-I/98 dt. 21-04-99 of Fin & Plg (FW-Pen.I) Dept]

(v) Enhancement of Minimum Pension and Financial Assistance :-

(a) The existing minimum pension of Rs.370/- per month is enhanced to Rs. 1275/- p.m. W.E.F. 01.07.1998 with monetary benefit from 1-4-99.

(b) In respect of pensioners drawing two pensions (Viz)Service Pension & Family Pension, both pensions are separately eligible for enhancement to a minimum of Rs. 1275/- p.m. However the pensioner is entitled to Dearness Relief on only one pension whichever is more beneficial to the Pensioner.

(c) The existing Financial Assistance of Rs. 370/- p.m shall be enhanced to Rs. 750/-p.m w.e.f. 1-7-98 and monetary benefit from 1-4-99. No Dreaness Relief will be admissible on the financial assistance.

[G.O.(P). No. 156 Fin & Plg (FW:Pen.I) Dept, dt. 16.9.99]

(vi) Financial Assistance to the surviving widows of teachers of Aided Educational Institutions and Aided Colleges who died while in service not admissible who are employed :-

The Financial Assistance sanctioned in G.O.Ms.No.340, F&P (FW.Pen.I) Dept., dt 30-12-1982 shall not be admissible to the widows who are employed, even if otherwise eligible for aforesaid Finanical Assistance.

[G.O.Ms.No.90, Finance (Pen.I) Dept. dt. 15-2-2003]

(vii) Revision of minimum pension to the surviors of class IV employees of Nizam-E-Jamith of Ex-Hyderabad Government

The minimum pension from Rs. 370/- to the Nizam-E-Jamith pensioners of Ex-Hyderabad Government is enhanced to Rs.1275/- p.m. w.e.f. 1-4-99.

[Cir. memo.No. 5044/12/A2/Pen.I/ Dept. dt. 14-03-2002]

46. Retirement Gratuity :-

[1][(1) (a) A Government servant, who has completed five years qualifying service and has become eligible for service gratuity or pension under Rule 45, shall on his retirement, be granted retirement gratuity:-

(A) In case he draws pay in Revised Scales of Pay 1993, a sum equal to:-

(i) 1/4th of emoluments for each completed six monthly period of service, subject to a maximum of fifteen times the emoluments or Rupees sixty five thousands whichever is less; or

(ii) 3/16th of emoluments for each completed six monthly period of service, subject to a maximum of 12.375 times the emoluments or Rupees one lakh, whichever is less;

in accordance with the choice exercised by him in this behalf; and

(B) In case he does not draw pay in the Revised Scales of Pay 1993, a sum equal to:-

(i) 1/3rd of emoluments for each completed six monthly period of

1. Sub-rule (1) substituted w.e.f. 1-7-1992 by G.O.(P) No. 235, Fin.& Plg.(FW:Pen.I) Dept. dt. 1-6-1993 as amended by G.O.(P). No. 48, Fin & Plg. (FW:Pen.I) Dept., dt. 15-2-1994.

service, subject to a maximum of twenty times the emoluments, or Rupees fifty thousands, whichever is less; or

(ii) 1/4th of emoluments for each completed six monthly period of service subject to a maximum of 16 1/2 times the emoluments, or Rupees one lakh whichever is less;

in accordance with the choice exercised by him in this behalf ;

(b) If a Government servant dies while in service after completing five years qualifying service, the amount of retirement gratuity shall be calculated as if he had 18 years of qualifying service or his actual qualifying service, whichever is more; and it shall be paid to his family in the manner indicated in sub rule (1) of Rule 47]

[1][(1-A) Interest shall be allowed on delayed payment of retirement gratuity as prescribed from time to time subject to the following conditions, namely :-

(i) the sanction of Government in the administrative Department concerned should be obtained with the concurrence of the Finance Department for payment of interest in every case, explaining the reasons for the delay in the payment of gratuity. In all cases where interest has to be paid to a retired Government servant under this sub-rule action should be taken against the officer responsible for the delay in sanctioning the gratuity.

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1. Sub rule (1-A) was introduced by G.O.Ms.No.185, Fin & Plg (FW.Pen.I) Dept., dt. 9.11.92.

(A) NOTE : Prior to 1.7.92, the rule position was as follows.

1(a) In the case of retirement after putting in a qualifying service of five years; the Retirement gratuity shall be one-third of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 20 times the emoluments or Rs.30,000/- whichever is less.

(b) The ceiling of Rs.30,000/- was enhanced to Rs.36,000/- w.e.f. 31.1.82. as per the amendment issued by G.O.(P) No.141, Fin & Plg. (FW.Pen.I) Dept., dt. 26.4.1993.

(c) The ceiling was further enhanced to Rs.50,000/- w.e.f. 31.3.1989 as per the amendment issued in G.O.(P) No.142, Fin & Plg. (FW:Pen.I) Dept., dt.26.4.1993.

(d) w.e.f. 31.3.1990 the formula for Retirement gratuity was as follows.

(i) one-third of the emoluments for each completed six monthly period of service subject to a limit of 20 months emoluments or Rs.50,000 whichever is less.

OR

(ii) one-fourth of the emoluments for each completed six monthly period of service subject to the limit of 16 1/2 months emoluments or Rs.1,00,000/- which ever is less

in accordance with the choice exercised by the Government servant.

(G.O.(P)No.143, Fin & Plg. (FW:Pens.I) Dept., dt. 26.4.93)

(B) NOTE : After 30-1-99, the rule position was as follow :

(i) The formula for calculation of Retirement Gratuity was changed as 1/4th of the Pay last drawn for each completed six monthly periods of service (subject to a maximum of sixty six monthly periods) or 16 1/2 months pay last drawn or Rs.1,75,000/- whichever is less in respect of employees who retired / died on or after 30-01-1999. As per G.O.Ms.No.14, Fin & Plg (FW.Pen.I) Dept., dt 30-01-1999.

(ii) The ceiling was further enhanced from Rs. 1,75,000/- to Rs. 2,50,000 /- w.e.f. 1-4-99 without any change in the formula for calculation as ordered in G.O.mention in (i) above, in respect of employee who retired / died on or after 1-4-1999. As per G.O.Ms.No.157, Fin & Plg (FW.Pen.I) Dept., dt 16-9-1999.

II. In the case of death while in service after completing five years qualifying service the amount of Retirement gratuity shall not be less than *9 times his emoluments subject to the monetary ceilings specified in (i) above from time to time.

*G.O.Ms.No.14, F&P (FW.Pen-I) Dept., dt. 30-1-99

(ii) where disciplinary or judicial proceedings against a Government servant are pending on the date of his retirement, provisional pension is authorised under Article 351-B of Andhra Pradesh Pension Code - Volume I/Rule 52 of the Andhra Pradesh Revised Pension Rules, 1980. No gratuity is paid in such cases until the conclusion of the proceedings and issue of final orders thereon. The gratuity, if allowed to be drawn by the competent authority on conclusion of the proceedings will be deemed to have fallen due on the date of issue of final orders by the competent authority in such proceedings.

(iii) these orders shall not apply to arrears of gratuity which may become due as a result of enhancement of the emoluments after retirement or liberalisation in the pension rules, from a date prior to the date of retirement of the Government servant, and

(iv) interest will be allowed only where it is clearly established that the payment of Retirement Gratuity was delayed on account of administrative lapse or for reasons beyond the control of the Government servant concerned.]

[1][(2) If a Government servant, who has become eligible for a service gratuity or pension, dies within five years from the date of his retirement from service, including compulsory retirement as a penalty, and the sums actually received by him at the time of his death on account of such gratuity or pension including relief on pension admissible from time to time, if any, together with the retirement gratuity admissible under sub-rule (1) and the commuted value of any portion of pension commuted by him are less than the amount equal to gratuity calculated in the manner laid down in sub-rule (1) (a) on the basis of 18 years qualifying service, a residuary gratuity equal to the deficiency may be granted to his family in the manner indicated in sub-rule (1) of Rule 47.]

[2](3) (a) If a Government servant dies in the first year of qualifying service a retirement gratuity equal to gratuity calculated in the manner laid down in sub-rule (1) (a) on the basis of 3 years qualifying service, shall be paid to his family in the manner indicated in sub-rule (1) of Rule 47.

(b) If a Government servant dies after completion of one year qualifying service but before completing five years of qualifying service, the amount of retirement gratuity shall be equal to gratuity calculated in the manner laid down in the sub-rule (1)(a) on the basis of 9 years qualifying service]

(4) The emoluments for the purpose of gratuity admissible under this rule [3] shall be reckoned in accordance with rule 31:

Provided that if the emoluments of a Government servant have been

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1. Sub-rule (2) was substituted w.e.f. 1.7.92 by G.O.(P) No. 235, Fin & Plg. (FW:Pen.I) Department., dt. 1.6.1993 as amended by G.O.(P) No.48, Fin.& Plg. (FW:Pen.I) Dept., dt. 15.2.1994.
2. Sub-rule (3) was substituted w.e.f. 1.7.92 by G.O.(P)No.235, Fin & Plg. (FW:Pen.I) Department., dt. 1.6.93 as amended by G.O.(P)No.48, Fin & Plg.(FW:Pen.I) Dept., dt. 15.2.94.
3. The words "shall be subject to a maximum of two thousand four hundred rupees per mensem and" were omitted by G.O.(P)No.143, Fin & Plg (FW:Pen.I) Dept., dt. 26.4.93 w.e.f. 31.3.90.

reduced during the last ten months of his service otherwise than as penalty, average emoluments as referred to in Rule 32 may, at the discretion of the pension sanctioning authority, be treated as emoluments.

(5) For the purposes of this rule and Rules 47, 48 and 49 'family' in relation to a Government servant, means:-

(i) Wife or wives in the case of a male Government servant,

(ii) Husband, in the case of a female Government servant,

(iii) Sons including step sons, posthumous son, and adopted sons (whose personal law permits such adoption)

(iv) Unmarried daughters including step daughters, posthumous daughters and adopted daughters. (whose personal law permits such adoption)

(v) Widowed daughters including step daughters an adopted daughters,

(vi) father | (including adoptive parents in the case of
(vii) mother | individualswhose personal law permits adoption,)

(viii) Brothers below the age of 18 years including step brothers.

(ix) Unmarried sisters and widowed sisters including step sisters

(x) married daughters, and

(xi) Children of a pre-deceased son.

[1]*[Note :-* The amount of retirement gratuity shall be fixed and be expressed in whole rupees and where the retirement gratuity contains a fraction of a rupee, it shall be rounded off to the next higher rupee]

[2][(6)] Recovery and adjustment of government dues :-

(1) It shall be the duty of the head of Office to ascertain and assess the Government dues payable by a Government servant due for retirement.

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1. This note was added by G.O.Ms.No.276, Fin & Plg. (FW:Pen.I) Dept., dt.27.7.1994.
2. Sub-rule (6) was inserted by G.O.Ms.No.85, Fin & Plg. (FW.Pen.I) Dept.,dt. 12.7.1999.

(2) The Government dues as ascertained and assessed by the Head of office which remain outstanding till the date of retirement of the Government servant shall be adjusted against the amount of retirement gratuity becoming payable.

(3) The expression "Government dues" includes.-

(a) dues pertaining to Government accomodation including arrears of licence fee if any.

(b) dues relating to balance of house building or conveyance or any other advance, over payment of pay and allowances or leave salary, and arrears of income-tax deductible at source under the Income-Tax Act, 1961, and any other amounts due to Government.

(c) amounts specified in Sub-rule (7) of rule 9 of the Andhra Pradesh Revised Pension Rules, 1980].

Executive Instructions

(a) Failure to exercise option for alternative formula:-

With effect from 31-3-1990, the alternative formula for Retirement Gratuity has to be allowed basing on the option exercised by the Government servant/family members of the deceased Government servants within the time limits specified therein. If the option was not exercised, the Retirement Gratuity has to be calculated under the formula whichever is beneficial to the employee.

(G.O. Ms. No.242, Fin. & Plg. (FW:Pen.I) Dept., dated 4-5-1990)

(b) Rate of interest on Gratuity:-

(i) The rate of interest on belated payment of Retirement Gratuity was 5% for the period beyond three months.

(G.O. Ms. No.116, Fin. & Plg. (FW:Pen.I) Dept., dated 7-4-1980)

(ii) Interest may be allowed to those who retire or die while in service on or after 7-10-1986, on delayed payment of Retirement Gratuity at the rate of 7% per annum for the period

beyond three months and upto one year and beyond one year at 10% per annum, after the gratuity becomes due and payable till the end of the month preceding the month in which the payment is actually made.

(G.O. Ms. No.268, Fin. & Plg. (FW:Pen.I) Dept., dated 7-10-1986.

(c) Simplified procedure to settle the cases of employees who die while in service:-

If the deceased Government servant, on the date of death has rendered more than five years but less than eighteen years of qualifying service and the spell of last five years service has been verified and accepted by the Head of Office/Department, the amount of Retirement Gratuity shall be subject to the minimum specified in Rule 46(1)(b). Where the verified and accepted service is less than five years of qualifying service, the amount of Service Gratuity shall be as in rule 46(3). If he had rendered more than Eighteen years of service and the entire service is not capable of being verified and accepted, the family of the deceased Government servant, shall be allowed Retirement Gratuity as per rule 46(1)(b) on provisional basis. Final amount of the Retirement Gratuity shall be determined by the Head of the Office/Department on the acceptance and verification of entire spell of service which shall be done by the Head of Office/Department within a period of 6 months from the date of payment of provisional gratuity was issued. The balance, if any, becoming payable as a result of determination of the final amount of Retirement Gratuity shall then be authorised to the beneficiaries.

(G.O. Ms. No.78, Fin. &Plg. (FW:Pen.I) Dept., dated 4-3-1983)

(d) Retirement Gratuity is not admissible to the second wife:

Retirement Gratuity is not admissible to the second wife, as marrying another wife (when one wife is living) without obtaining the approval of Government, is contrary to Rule 25 of A.P. Civil Services (Conduct) Rules, 1964.

(Circular Memo No.11027-B/26/Pen.I/87, dated 20-8-1991 of Fin. & Plg. (FW:Pen.I) Dept.)

(e) Enhancement of maximum limit of Retirement Gratuity :-

The retirement gratuity under sub-rule 1(a) of these rules shall be granted equal to 1/4th of pay last drawn for each completed six monthly

periods of service (subject to max of 66 times of such six monthly periods) or 16 1/2 (sixteen and half) months pay last drawn or Rs. 1,75,000/- whichever is less. The relevant provision shall be deemed to have been modified to the extent of these orders from the date of issue (i.e.) 30-1-99, and enhancement apply to those who retired/whose death taken place on or after 30-1-99.

[G.O.Ms.No. 14, F&P (FW.Pen.I) Dept., dt 30-1-99]

(f) Enhancement of maximum limit of Retirement Gratuity w.e.f 01-04-99 :-

The maximum of limit of Retirement Gratuity under this rule be raised to Rs. 2.50,000/- from Rs. 1,75,000/- w.e.f. 1-4-99. The formula for calculation of Retirement Gratuity shall be as ordered in para 3 of G.O.Ms.No. 14, F&P (FW.Pen.I) Dept. dt 30-1-99 as specified in the above instructions. These orders shall apply to all government servant who retired or whose death taken place on or after 1-4-99.

[G.O.Ms.No 157, F&P (FW.Pen.I) Dept., dt 16-9-99]

47. Persons to whom gratuity is payable :-

(1) (a) The gratuity payable under Rule 46 shall be paid to the person or persons on whom the right to receive the gratuity is conferred by means of nomination under Rule 49;

(b) if there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:-

(i) if there are one or more surviving members of the family, as in clauses (i), (ii), (iii) and (iv) of sub-rule (5) of Rule 46 to all such members in equal shares;

(ii) if there are no such surviving members of the family as in sub-clause (i) above, but there are one or more members as in clauses (v), (vi), (vii), (viii), (ix), (x) and (xi) of sub-rule (5) of Rule 46 to all such members in equal shares.

(2) if a Government servant dies after retirement without receiving the gratuity admissible under sub-rule (1) of Rule 46 the gratuity shall be disbursed to the family in the manner indicated in sub-rule (1).

(3) The right of a female member of the family, or that of a brother, of a Government servant who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female member marries or re-marries, or the brother attains the age of eighteen years, after the death of the Government servant and before receiving her or his share of the gratuity.

(4) Where gratuity is granted under Rule 46 to a minor member of the family of the deceased Government servant, it shall be payable to the guardian on behalf of the minor.

Note 1 :- If a nominee, who was entitled to receive the amount of retirement gratuity on the date of death of the Government servant dies before getting the payment, the right to the amount or share of the gratuity shall pass on to the alternative nominee or nominees. In case there are no alternative nominees, the amount or share of gratuity shall be paid in equal shares to the co-nominees of the person concerned, if any, and failing that, it shall be distributed in equal shares among the surviving members of the family of the deceased Government servant as in the case of no nomination.

Note 2 :-Payment of minor's share of Retirement Gratuity to guardian:-
(i) Payment of the minor(s)' share of retirement gratuity is to be made to the natural guardian of the minor(s), and in the absence of a natural guardian, to the persons who furnishes a guardianship certificate.

(ii) The legal position as to whom the share of a minor in the capacity of minor's natural/legal guardian would be payable is explained as under:-

(1) Where no valid nomination subsists:

(a) When a share is payable to minor sons or minor unmarried daughters, it should be paid to the surviving parent except in the case when the surviving parent happens to be a Muslim lady. Where, however, there is no surviving parent, or the surviving parent is a Muslim lady, payment will have to be made to the persons producing the guardianship certificate.

(b) When a share is payable to widowed minor daughter(s), production of a guardianship certificate would be necessary.

(c) If in a rare case the wife herself happens to be a minor, the retirement gratuity payable to her shall be paid to the person producing the guardianship certificate.

(d) When there are no surviving members of the family as in clauses (i), (ii), (iii) and (iv) of sub-rule (5) of Rule 46 and the retirement gratuity becomes payable to a minor brother or a minor unmarried sister, the payment should be made to the father or, in his absence to the mother of the beneficiary except in a case where the mother happens to be a Muslim lady. In this case too, if there is no surviving parent or the surviving parent happens to be a Muslim lady, the payment will have to be made to the person producing the guardianship certificate. If any share is payable to a widowed minor sister the production of guardianship certificate would be necessary.

(e) Where the share is payable to a married minor girl in whose favour a valid nomination subsists, the share shall be payable to her husband.

Note 3 :- Special Relaxation for payment of minor's share without guardianship certificate, up to the extent of Rs.5,000/-

(1) Note (2) lays down that the payment of minor's share of retirement gratuity is to be made to the person producing a guardianship certificate when there is no surviving parent or the surviving parent is a Muslim lady. It has been represented that in many cases, the production of guardianship certificate causes great inconvenience and entails delays in the settlement of the claims.

(2) It has been decided in modification of the above decision that payment of retirement gratuity to the extent of Rs.5,000/- (or the first Rs.5,000/- where the amount payable exceeds of Rs.5,000) in favour of a minor may be made to his/her guardian, in the absence of a natural guardian, without the production of formal guardianship certificate but subject to the production of an indemnity bond with suitable sureties to the satisfaction of the sanctioning authority. The balance in excess of Rs.5,000/-, if any, would become payable on the production of a certificate of guardianship.

(3) It is essential, however, that there should be adequate prima facie grounds for making payment as in para (2) above, to the persons claiming it. Such ground can exist only if he is shown by a sworn declaration to be a defacto guardian and his bonafides have been ascertained. Even if a guardian has not yet been appointed by the Court, if the minor and his property are in the custody of some person, such person is in law a defacto guardian. The authorities making the payment should, therefore, require the person who comes forward to claim payment on behalf of the minor, to satisfy them by an affidavit that he is in-charge of the property of the minor and is looking after it or that, if the minor has no property other than the gratuity, the minor is in his custody and care. The affidavit so to be produced is in addition to the indemnitybond with suitable sureties.

(4) The indemnity bond which is to be required to be produced by a defacto guardian of minor(s) for payment of retirement gratuity to the extent of Rs.5,000 should be executed in the prescribed form.

(5) The indemnity bond should be signed by the obliger and the surety/sureties or their respective attorneys appointed by power(s) of attorney. The indemnity bond on behalf of the Governor should be accepted by an officer duly authorised under Article 299(1) of the Constitution.

Executive Instructions

(i) Procedure to be followed in the case of deceased Government servants who have not filed nomination prior to death:-

Where it is found that the Government servants have not nominated any one before their death, to receive the terminal benefits, the sanctioning authority should issue a registered notice to the heirs at the last known address for submission of the required papers with guidelines as to how to complete and submit them.

(G.M. No.046 454-c/656/PSC.1/82, Fin. & Plg. (FW:PSC) Dept., dated 2-12-1982)

(ii) Relinquishment of right to receive Retirement Gratuity not permissible:-

Relinquishment of his/her share of Retirement Gratuity in favour of another member of family (in the absence of valid nomination for Retirement Gratuity) is not permissible under A.P. Liberalised Pension Rules, 1961 and A.P. Revised Pension Rules 1980. Therefore, the Retirement Gratuity has to be paid according to rules only even if any of the member may volunteer or desire that his/her share may be paid to some other member of the family.

(Govt's Lr.No.85082-B/1051/Pen.I/84-2, dated 9-2-1985 of Fin. & Plg. (FW:Pen.I) Dept., to the A.G., A.P)

48. Lapse of Retirement Gratuity :-

(1) Where a Government servant dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family and-

(a) has made no nomination, or
(b) the nomination made does not subsist,

the amount of retirement gratuity payable in respect of such Government servant under Rule 46 shall lapse to the Government.

49. Nominations :-

A Government servant, shall, on his appointment make a nomination in Form 1 or Form 2, as may be appropriate in the circumstances of the case, conferring on one or more persons the right to receive the retirement gratuity payable under Rule 47 :

Provided that if at the time of making the nomination-

(i) the Government servant has a family, the nomination shall not be in favour of any person or persons other than the members of his family; or

(ii) the Government servant has no family the nomination may be made in favour of a person or persons, or a body of individuals, whether incorporated or not.

(2) If a Government servant nominates more than one person under sub-rule (1), he shall specify in the nomination the amount

of share payable to each of the nominees in such manner as to cover the entire amount of gratuity.

(3) A Government servant may provide in the nomination-

(i) that in respect of any specified nominee who predeceases the Government servant, or who dies after the death of the Government servant but before receiving the payment of gratuity, the right conferred on that nominee shall pass to such other person as may be specified in the nomination:

Provided that if at the time of making the nomination the Government servant has a family consisting of more than one member, the person so specified shall not be a person other than a member of his family;

Provided further that where a Government servant has only one member in his family, and a nomination has been made in his favour, it is open to the Government servant to nominate alternate nominee or nominees in favour of any persons or a body of individuals, whether incorporated or not;

(ii) that the nomination shall become invalid in the event of the happening of the contingency provided therein.

(4) The nomination made by a Government servant who has no family at the time of making it, or the nomination made by a Government servant under the second proviso to clause (i) of sub-rule (3) where he has only one member in his family shall become invalid in the event of the Government servant subsequently acquiring a family, or additional member in the family, as the case may be.

(5) A Government servant may, at any time cancel a nomination by sending a notice in writing to the authority mentioned in sub-rule (7):

Provided that he shall, along with such notice, send a fresh nomination made in accordance with this rule.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (i) of sub-rule (3) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (ii) of that sub-rule, the Government servant shall send to the authority mentioned in sub-rule (7) a notice in writing

cancelling the nomination together with a fresh nomination made in accordance with this rule.

(7)(a) Every nomination made (including every notice of cancellation, if any, given) by a Government servant under this rule, shall be sent-

(i) in the case of Gazetted Government servants who are under the payment control of Pay and Accounts Officer to the Pay and Accounts Officer, and

(ii) in the case of Gazetted Government servants who are not under the payment control of Pay and Accounts Officer to the Head of Office.

(b) The Pay and Accounts Officer or the Head of Office, as the case may be, shall, immediately on receipt of the nomination referred to in clause (a), countersign it indicating the date of receipt and keep it under his custody.

(c)(i) the Head of Office may authorise his subordinate gazetted officers to countersign the nomination forms of Gazetted/Non-Gazetted Government servants.

(ii) Suitable entry regarding receipt of nomination shall be made in the service book of the gazetted /non-gazetted Government servant.

(8) Every nomination made, and every notice of cancellation given, by a Government servant shall, to the extent that it is valid, take effect from the date on which it is received by the authority mentioned in sub-rule (7).

(9) The service gratuity payable to an official who has retired with less than 10 years qualifying service shall not be paid to the persons nominated by the official for retirement gratuity. If the service gratuity could not be paid to the official himself before his death, the same shall be paid to his legal heirs.

50. Family pension :-

(1) The provisions of this rule shall apply :-

(a) to a Government servant entering service in a pensionable establishment on or after the 29th October, 1979;

(b) to a Government servant who was in service on 28th October, 1979 and came to be governed by the provisions of these rules

Provided in both the cases covered by clauses (a) and (b) he has been medically examined and found fit for appointment under Government prior to his appointment.

(c) To a Government servant who dies after retirement from service and was on the date of death in receipt of a pension, or compassionate allowance, referred to in Rules 33, 34 and 37 to 40 other than the pension referred to in Rule 35.

(2) The family of the deceased shall be entitled to a monthly family pension at 30% of the pay last drawn :

Provided that if on the date of death while in service or immediately before retirement, a Government servant has been absent from duty on leave with allowances, the pay shall be taken at what it would have been had he not been absent from duty provided that the amount of family pension is not increased on account of increase in pay not actually drawn and that the benefit of higher officiating or temporary pay is given only if it is certified that he would have continued to hold the higher officiating or temporary appointment but for his proceeding on leave. However, in case a Government servant during the currency of leave on average pay not exceeding four months or during the first four months of any period of leave on average pay exceeding four months, earns an increment which is not withheld, he shall be entitled to count the pay which he would have drawn had he remained on duty.

If on the date of death while in service or immediately before retirement, a person has been absent from duty being on extraordinary leave or suspension, 'pay' will mean the pay which he drew immediately before proceeding on such leave or suspension.

(2-A) The amount of family pension shall be fixed at monthly rates and

be expressed in whole rupees and where the family pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

3. (a)(i) Where a Government servant dies while in service after having rendered not less than seven years of continuous service, the rate of family pension payable to the family shall be equal to 50% of the pay following the date of death of the Government servant for a period of seven years or till the date on which the Government servant would have reached the age of sixty five years had he remained alive whichever is earlier; and

(ii) In the event of death of a Government servant, after retirement, the family pension as determined under sub-clause (i) shall be payable for a period of seven years or for a period up to the date on which the retired deceased Government servant would have attained the age of 65 years had he survived whichever is less :

Provided that in no case the amount of family pension determined under this clause shall exceed the pension sanctioned on retirement from Government service:

Provided further that where the amount of pension sanctioned on retirement is less than the family pension admissible under sub-rule (2), the amount of family pension determined under this clause shall be limited to the amount of family pension admissible under sub-rule (2), and

(b) After the expiry of the period referred to in clause (a), the family, in receipt of family pension under the clause shall be entitled to family pension at the rate admissible under sub-rule (2).

(4) Where an award under the Extraordinary Pension Rules of Andhra Pradesh is admissible, no family pension under this rule shall be sanctioned.

(5) The period for which family pension is payable shall be as follows:-

(i) in the case of a widow or widower, up to the date of death or remarriage, whichever is earlier;

[1][(ii) In the case of a son until he attains the age of 25 years)]*

[1][(iii) In the case of Unmarried daughter until she attains the age of 25 years or until she gets married, whichever is earlier.]*

[2][Provided that if the son or daughter of a Government servant is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the [3][the ages of Son/Daughter as specified in clause (ii) and (iii) above] the family pension shall be payable to such son or daughter for life subject to the following conditions, namely :-

(i) If such son or daughter is one among two or more children of the Government servant, the family pension shall be initially payable to the children in the order set out in clause (ii) of sub-rule (7) of this rule, until the last child attains the [1][the ages of Son/Daughter as specified in clause (ii) and (iii) above] and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him/her for life;

[4][(ii) If there are more than one such child suffering from disorder or disability of mind, or who are physically crippled or disabled,

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1. Items (ii) & (iii) of Sub-rule (5) were substituted by G.O.Ms.No. 288, Fin & Plg (FW.Pen.I) Dept, dt 12.8.94 w.e.f 12.8.94.

2. Proviso to sub-rule (5) was inserted by G.O.Ms.No.52, Fin & Plg. (FW.Pen.I) Dept., dt 20.2.84. w.e.f. 29.10.79.

3. These words were substituted by G.O.Ms.No. 287, Fin & Plg (FW.Pen.I) Dept., dt 12.8.94.

Note : (i) The epxression 24 years, as the case may be, the words twenty four years, wherever they occur in sub rule (5) including proviso thereunder was amended as “Thirty years” by G.O.Ms.No.286, Fin & Plg (FW.Pen.I) Dept, dt. 12.8.94 w.e.f 13.5.87.

(ii) Clauses (ii) and (iii) of sub rule (5) were amended as follows by G.O.Ms.No.287, Fin & Plg (FW.Pen.I) Dept., w.e.f. 1.10.87.

*(ii) In the case of a son, until he attains the age of 25 years or starts earning his livelihood, whichever is earlier.

*(iii) In the case of unmarried daughter until she attains the age of 25 years or until she gets married or starts earning her livelihood, whichever is earlier.

4. Clause (ii) was substituted by G.O.Ms.No. 240, Fin & Plg (FW.Pen.I) Department., dt. 1.6.94.

the family pension shall be paid in the order of their births and younger of them will get the family pension only after the elder next above him/her ceases to be eligible;

The benefit of family pension to physically crippled or mentally disabled children, however, is only admissible in respect of Government employees who are entitled to family pension under this rule or under the rules specified in part II of these rules:

Provided that where the family pension is payable to such twin children, it shall be paid in the manner set out in item (ii-a)]

[1](ii-a) where the family pension is payable to twin children, it shall be paid to such children in equal shares:

Provided that when one such child ceases to be eligible his/her share shall revert to the other child and when both of them cease to be eligible, the family pension shall be payable to the next eligible single child/twin children]

(iii) the family pension shall be paid to such son or daughter through the guardian as if he/she were a minor;

(iv) before allowing the family pension for life to any such son or daughter, the sanctioning authority shall satisfy that the handicap is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer not below the rank of a Civil Surgeon setting out, as far as possible, the exact mental or physical condition of the child;

(v) the person receiving the family pension as guardian of such son or daughter, shall produce every three years a certificate from a medical officer not below the rank of a Civil Surgeon to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.

Explanations:-

(a) [2]

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1. Clause (ii-a) was added by G.O.Ms.No. 237, Fin & Plg. (FW.Pen.I) Department., dt. 28.5.94.
2. Clause (a) of Explanation was omitted by G.O.Ms.No.240, Fin & Plg (FW:Pen.I) Dept., dt. 1.6.94.

(b) a daughter shall become ineligible for family pension under this sub-rule from the date she gets married,

(c) the family pension payable to such son or daughter shall be stopped if he/she starts earning his/her livelihood,

(d) In such cases it shall be the duty of the guardian to furnish a certificate to the treasury or bank, as the case may be, every month that-

(i) he or she has not started earning his /her livelihood;

(ii) in case of a daughter, that she has not yet married.

(6)(a)(i) Where the family pension is payable to more widows than one, the family pension shall be paid to the widows in equal shares.

[1][(ii) On the death or remarriage of widow, her share of the Family Pension shall become payable to her eligible child;]

Provided that if the widow is not survived by any child, her share of the family pension shall cease to be payable.

(b) Where the deceased Government servant or pensioner is survived by a widow but has left behind eligible child or children from another wife who is not alive, the eligible child or children shall be entitled to the share of family pension which the mother would have received if she had been alive at the time of the death of the Government servant or pensioner.

(7)(i) Except as provided in sub rule (6), the family pension shall not be payable to more than one member of the family at the same time.

(ii) If a deceased Government servant or pensioner leaves behind a widow or widower the family pension shall become payable to the widow or widower, failing which to the eligible child:

Provided that the authority competent to sanction the family pension may in a suitable case, for reasons to be recorded in writing, pay the minor children in preference to the widower who is judicially separated.

1. Item No.(ii) of clause (a) at sub-rule (6) of Rule 50 was substituted by G.O.Ms.No.188, Fin & Plg dt. 22-8-98 w.e.f. 22-8-98 prior to the word "re-marriage" was not there in the rule.

(iii) If sons and unmarried daughters are alive, unmarried daughters shall not be eligible for family pension unless the sons attain the age [1][as specified in clause (ii) of sub-rule (5)] and thereby become ineligible for the grant of family pension.

(8) Where a deceased Government servant or pensioner leaves behind more children than one the eldest eligible child shall be entitled to the family pension for the period mentioned in clause (ii) or clause (iii) of sub-rule (5), as the case may be, and after the expiry of that period the next eligible child shall become eligible for the grant of family pension.

(9) Where family pension is granted under this rule to a minor, it shall be payable to the guardian on behalf of the minor.

(10) In case both wife and husband are Government servants and are governed by the provisions of these rules and one of them dies while in service or after retirement, the family pension in respect of the deceased shall become payable to the surviving husband or wife and in the event of death of the husband and wife the surviving child or children shall be granted the two family pensions in respect of the deceased parents subject to the limits specified below, namely :-

(a)(i) If the surviving child or children is or are eligible to draw two family pensions at the rate mentioned in sub-rule (3), the amount of both the pensions shall be limited to [2][five thousand one hundred and ninety rupees per mensum]

(ii) If one of the family pensions ceases to be payable at the rate mentioned in sub-rule (3), and in lieu thereof the pension at the rate mentioned in sub-rule (2) becomes payable, the amount of both the pensions shall also be limited to [2][five thousand one hundred and ninety rupees per mensum]

(b) If both the family pensions are payable at the rates mentioned in sub-rule (2), the amount of two pensions shall be limited to [2][five thousand one hundred and ninety rupees per mensum]

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1. These words were subsituted by G.O.Ms.No.287, Fin & Plg. (FW:Pen.I) Dept., dt. 12.8.94 w.e.f. 1.10.87
2. The words "Five thousand one hundred and ninty " was substituted by G.O.Ms.No.143 Fin & Plg (FW:Pen.I) Dept., dt. 3.6.95 w.e.f. 1.7.92 Earlier the limit was Rs.1,375/- per mensum.

[1][(c) In case a male Government servant has two wives who are Government servants and are governed by these rules and the husband shall be entitled to get family pension on the demise of each of the wives, when they predecease him, the amount of both the family pensions put together shall be limited to [2][five thousand one hundred ninety rupees per mensum]

(11)(a)(i) As soon as a Government servant appointed to pensionable service prior to 19th August, 1979 has completed one year's continuous service and in other cases as soon as he is appointed after the medical examination and is found fit, he shall furnish the details of his family in Form 3 to :

(1) The Pay and Accounts Officer, Hyderabad if he is a Gazetted Officer under his payment control;

(2) To the Head of the Office if he is not under the control of the Pay and Accounts Officer.

(ii) If the Government servant has no family he shall furnish the details in Form 3 as soon as he acquires a family.

(b) The Government servant shall communicate to the Pay and Accounts Officer or the Head of Office, as the case may be, any subsequent change in the size of his family, including the fact of marriage of his female child/children and these changes shall be incorporated in Form 3 as and when such changes are intimated.

(c) The Pay and Accounts Officer shall, on receipt of the said Form 3, keep it in safe custody and acknowledge receipt of the said Form 3 and all further communications received from the Government servant in this behalf.

(d) The Head of Offic.e shall, on receipt of the said Form 3, paste it in service book of the Government servant concerned and acknowledge receipt of the said Form 3 and all further communications received from the Government servant in this behalf.]

1. Sub-clause (c) of sub-rule (10) was inserted by G.O.Ms.No.254, Fin & Plg (FW:Pen.I) Dept, dt. 10.7.85 w.e.f. 29.10.79.
2. The words "Five thousand one hundred and ninty " was substituted by G.O.Ms.No.143 Fin & Plg (FW:Pen.I) Dept., dt. 3.6.95 w.e.f. 1.7.92 earlier the limit was Rs.1,375/- per p.m.

(12) For the purposes of this rule :-

(a) "continuous service" means service rendered in a temporary or permanent capacity in a pensionable establishment and does not include-

(i) Period of suspension, if any, and

(ii) Period of service, if any, rendered before attaining the age of eighteen years;

(b) "family" in relation to a Government servant means-

(i) wife in the case of a male Government servant, or husband in the case of a female Government servant. [1]

Note 1 :- Wife and husband shall include respectively judicially separated wife and husband.

Note 2 :- Where the appointing authority referred to in sub-rule (3) of Rule 6 decides that for reasons to be recorded in writing a child or children from a judicially separated deceased female Government servant should receive the family pension in preference to judicially separated husband of the deceased Government servant such husband shall not be regarded as covered by the expression 'family'.

[2](ii) Sons/daughters including such son/daughter adopted legally before retirement, who have not attained the ages as specified in item (ii) and (iii) of sub-rule (5).

[3][(iii) "Sons/daughters born after retirement subject to condition laid down in sub-rule (5)".]

(c) 'pay' means the emoluments as specified in Rule 31:

Provided that in a case in which average emoluments as

1. The words "provided the marriage took place before retirment of the Government servant" occuring in sub-rule 12 (b) (i) were omitted by G.O.Ms.No.335, Fin. & Plg. (FW:Pen.I) Dept., dt. 15.9.93
2. This item was substituted by G.O.Ms.No.287, Fin & Plg. (FW:Pen.I) Dept, dt.12.8.94 w.e.f. 1.10.87.
3. This item was inserted by G.O.Ms.No.236, Fin & Plg. (FW:Pen.I) Dept., dt.28.5.94.

referred to in rule 32 are treated as emoluments for the purpose of retirement gratuity referred to in rule 46, such average emoluments shall be treated as pay.

(13) Nothing contained in this rule shall apply to-

(a) A re-employed Government servant who had retired before 29th October, 1979 from-

(i) Civil Service on retiring pension, superannuation pension, or

(ii) Military service on retiring pension, service pension or invalid pension, and who, on the date of re-employment, had attained the age of superannuation applicable to the post in which he is re-employed;

(b) A military pensioner who has retired from military service on or after the 29th October, 1979 or retires from such service after the commencement of these rules, on retiring pension, service pension or invalid pension and is re-employed in a civil service or post before attaining the age of superannuation;

(c) A Government servant who, on absorption in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Government or any other body, incorporated or not, is sanctioned pension under Rule 35;

(d) A person whose employment under the Government is of a casual nature or who is paid form out of the contingencies;

(e) A person employed in a work-changed establishment of the Government; and

(f) A person employed under the Government on contract basis.

Executive Instructions

(i) Minimum Family Pension:-

(a) The minimum family pension is enhanced to Rs.100/- p.m. w.e.f. 1-4-1980 by G.O. Ms. No.97, Fin. & Plg. (FW:Pen.I) Dept., dated 27-3-1980, it was enhanced to Rs.370/- p.m. w.e.f. 1-12-1989 by G.O. Ms. No.75, Fin. & Plg.(FW:Pen.I) Dept.,

dated 7-3-1990. Further it was enhanced to Rs.1,275/- per month w.e.f 1.7.98 with monetary benefit from 1.4.99 as per G.O.(P) No.156, Fin & Plg (FW.Pen.I) Dept. dt. 16.9.99.

(b) In respect of pensioners drawing two pensions (viz) Service pension and Family pension both pensions are separately eligible for enhancement to a minimum pension of Rs. 1,275/- p.m. However the pensioner is entitled for dearness relief on only one pension whichever is more beneficial to the pensioner.(para 16-1 G.O.(P).No.156, Fin & Plg (FW:Pen.I) Dept.,dt. 16.9.99)

(ii) Counting of fraction of 3 months or more:-

It was ordered in G.O. Ms. No.268, Fin. & Plg. (FW:Pen.I) Dept., dated 10-9-1983 to count the fraction of the qualifying service of three months or more as one completed six monthly period. The above orders are not applicable to the minimum service of 7 years required for enhanced family pension specified in Rule 50(3)(a)(i) of A.P. Revised Pension Rules, 1980.

[Lr. No. 061-A/496/Pen.I/87, dt 13-7-88 of F&P (FW.Pen.I) Dept.]

(iii) Enhanced Family Pension in the case of Government servants who lose their lives while performing risk borne official duties:-

In respect of Government servants who lose their lives while discharging the risk borne official duties, the family pension is payable at a rate equal to the last pay drawn till the date of superannuation of the deceased employee had he been alive. For the period after the date of superannuation 30% of last drawn pay is admissible till remarriage/death.

In case death takes place 3 1/2 years before superannuation, family pension equal to last pay drawn will be payable till the date of superannuation. Thereafter for the left over period of 7 years or 65 years of age of the employee, whichever is earlier, enhanced family pension, as admissible under the normal family pension rules shall be payable after which family pension at 30% of pay last drawn shall be paid till remarriage/death whichever is earlier.

(G.O. Ms. No.340, Fin. & Plg. (FW:Pen.I) Dept., dated 8-11-1989)

(iv) Period of payment of family pension to the children:-

(i) In the case of unmarried daughters of the deceased Government servant/pensioner, the family pension is payable upto attainment of age of thirty years or she gets married whichever is earlier.

(G.O. Ms. No.124, Fin. & Plg. (FW:Pen.I) Dept., dated 13-5-1987)

(ii) With effect from 1-10-1987, the period of payment of family pension to the children of deceased Government servant / Pensioner is rationalised as follows:

(a) in the case of son, till he attains the age of twenty five years or starts earning his livelihood whichever is earlier;

(b) in the case of unmarried daughter, till she attains the age of 25 years or gets married or starts earning her livelihood, whichever is earlier.

(G.O. Ms. No.278, Fin. & Plg. (FW:Pen.I) Dept., dated 19-10-1987)

(v) Payment of Family Pension admissible in respect of physically handicapped children:-

The Accountant-General and the Director of Local Fund Audit have to indicate on the Family Pension Payment Orders, the name and eligibility of children suffering from any disorder or disability of mind or is physically crippled or disabled, if reported by Government servants while submitting the pension papers or later, so as to enable such children to get Family Pension without any difficulty after the death of the pensioner and after exhausting all the eligible family members as per proviso to sub-rule (5) of Rule 50 introduced in G.O. Ms. No.52, FIn. & Plg. (FW:Pen.I) Dept., dated 20-2-1984. The pensioner has to appoint a guardian to receive the family pension by such children.

(Circular Memo No.13924-G/687/Pen.I/90, dated 27-12-1990 of Fin. & Plg. (FW:Pen.I) Dept.)

(vi) Family Pension not admissible to the second wife:-

Family pension is not admissible to the second wife as marrying another wife, (when one wife is living) without obtaining the approval of Government, is contrary to rule 25 of A.P. Civil Services (Conduct) Rules, 1964.

(Circular Memo No.11027-B/26/Pen.I/87, dated 20-8-1991 of Fin. & Plg. (FW:Pen.I) Dept.)

(vii) Admissibility of Family Pension to the children of a divorced wife:-

Sub-rule (2) of Rule 8 of A.P. Government servants (Family Pension) Rules, 1964 was amended to enable the children of a divorced wife to get a share of family pension in respect of a deceased Government servant.

(G.O. Ms. No.20, Fin. & Plg. (FW:Pen.I) Dept., dated 24-1-1981)

(viii) Divorce is not legal separation :-

It is clarified that the 'divorce' does not come under legal separation as it does not fall under the definition of "family " as defined in clause (b) of sub-rule (12) of Rule 50 of A.P. Revised Pension Rules, 1980.

(G.M. No.12448/162/Admn.II/90, dated 3-9-1990 of Fin. & Plg. (FW:Admn.II)

(ix) Simplified procedure to settle the cases of employees dying in service:-

Within one month of receipt of intimation of the date of death of the Government servant the amount of family pension shall be determined in accordance with the following provisions:

(i) the service and emoluments for the last year of service shall be verified and accepted by the Head of Office/Department and the family pension determined under Rule 50(2) if the deceased Government servant, on the date of death, has rendered more than one and less than seven years of service.

(ii) the service for the last seven years and emoluments for the service rendered in the last year shall be verified and accepted by the Head of the Office/Department and the amount of family pension and the period for which it is payable shall be determined under Rule 50(3) if the deceased Government servant, on the date of death, has rendered more than seven years of service.

(iii) if the deceased Government servant, at the time of death, has rendered more than seven years of service and the same is not capable of being verified and accepted by the Head of the

Office/Department, but the service rendered during the last year is capable of being verified and accepted, pending verification of service for seven years, family pension in accordance with Rule 50(2) shall be calculated. However, within next two months, the service for the last seven years shall be verified and accepted and the amount of Family Pension at enhanced rate and the period for which it is payable shall bedetermined in accordance with Rule 50(3) of the A.P. Revised Pension Rules, 1980.

(G.O. Ms. No.78, Fin. & Plg. (FW:Pen.I) Dept., dated 4-3-1983)

(x) Relinquishment of right to Family Pension

The cases relating to the relinquishment of right to receive family pension by any eligible member of the family, in favour of another member of the family have to be decided by the Government depending on the merits of each case. As such, all such cases have to be referred to Government for orders.

(Govt's Lr.No.85082-B/1051/Pen.I/84-2, dated 9-2-1985 of Fin. & Plg. (FW:Pen.I) Dept., to the A.G., A.P.)

(xi) Grant of Family Pension to the 2nd living wife:

Point raised	Clarification
1. Whether in respect of cases where the marriage of second wife took place prior to the issue of A.P.Civil Service (conduct) Rules 1964, the second wife can be allowed family pension irrespective of the Personal Laws governing them.	Irrespective of the personal Laws, if a Government employee having a living wifecontracted second marriage after the introduction of A.P.Civil Services (Conduct) Rules 1964, without the permission of the competent authority, such marriage is null and void and second wife is not entitled to the family pension. On the other hand if the employee contracted second marriage with the permission of the competent authority such wife will have legal status for all purposes for receiving family pen-

	sion alongwith the first wife or the children of the first wife. In terms of sub-rule (6) of rule 50 APRPRs 1980. If the second marriage is contracted before the introduction of A.P. Civil Services (Contract) Rules 1964, Family Pension can be paid in the same manner.
2. Whether family pension can be sanctioned when a pensioner is survived by a widow and eligible minor children of the second widow.	This point is covered by sub-rule (6) of the rule 50 of the Andhra Pradesh Revised Pension Rules, 1980, accordingly to which the family pension can be shared between one widow and the eligible children of the second widow. No further clarification is necessary.
3. Whether the share of family pension can be paid to the second widow if the first wife relinquish her rights to their step mother (second wife) irrespective of the personal laws by which they are governed.	Where a member of the family relinquishes his/her right of Family Pension or gratuity in favour of other members for receving the same, the more appropriate course would be to sanction the family pension or gratuity only in favour of the members entitled to it as per the rules to avoid future complications and litigations of all types.
4. Whether two widows compromise in a Court of Law and get a compromise decree, whether family pension can be paid to them in equal shares.....	Where two widows compromise in a court of Law and get a compromise decree, action for sanciton of Family pension shall have to be taken strictly in accodance with the directions contained in the judgement of the court to avoid future litigation.

(Cir. memo.No.36840-A/329/A2/Pen.I/93 dt 11.9.96 of F & P (FW.Pen.I) Dept)

(xii) Payment of Dearness Relief to the Family Pensioners who avail the benefit of compassionate appointment :-

Dearness relief announced from time to time shall be payable to the pensioners who are employed under the scheme of compassionate appointment.

(G.O.Ms.No.89 Fin & Plg (FW.Pen.I) Dept., dt. 25.5.98 w.e.f. 25.5.98)

(xiii) Cancellation Dearness Relief on Family pension-who avail the benefit of compassionate appointment :-

The orders isssued in G.O.Ms.No.89, (FW:Pen.I) Department, dt. 25.5.98 are cancelled w.e.f. 1.9.2000

[G.O.Ms.No.125 Finance (FW:Pen.I) Dept., dt. 1.9.2000]

(xiv) Family Pension for life in respect of handicapped son / daughter of Government Servant watching of certificates prescribed :

All the pension disbursing authorities (STOs / PPOs) are to watch the submission of necessary certificate as stipulated in proviso (V) sub-rule (5) under Rule 50 of this rules for payment of Family pension to the handicapped children by making necessary entires in the pension payment order.

The pension sanctioning authorities and pension disbursing authorities, who violated the conditions prescribed in the proviso (v) sub-rule (5) under rule 50 for sanction payment of Family pension to physically handicapped will be viewed seriously and payment made due to their negligence will be liable for recovery from the officers concerned/guardian.

(Cir.memo.No.42885/81/A2/Pen.I/99 dt. 26.05.2000)

(xv) Family pension to the post-retiral spouses and children - date of effect and payment of cash benefit :-

The Family pension to the post retiral spouses / children shall be deemed to have come into existance w.e.f the date of issue of G.O.Ms.No.335, Fin & Plg (Pen.I) Dept. dt 15-9-93.

In such the cases of Family pension arrising after that date (i.e.) after 15-9-93, the cash benefit shall be allowed from the suceeding date of death of the husband (i.e.) pensioner.

And in such cases of family pension before 15-9-93 the cash benefit shall be allowed from 15-9-93 only and not from the suceeding date of death of service pensioner.

(Govt.C.M.No.6066/155/A2/Pen.I/96 dt 2.11.97 of F&P (FW.Pen-I) Department.

(xvi) Definition of 'Family' for purpose of family pension - Inclusion of widowed/divorced daughters and dependent parent :-

The widowed/divorced daughter and parents who were totally dependent on Govt. servant while he was alive and where the deceased employee left behind neither widow nor a child in the definition of family for purposes of Family under Sub-rule 12 of Rule 50 of this rules.

a) The Family pension in respect of sons/daughters (including widowed/divorced daughter) will be admissible subject to the condition that the payment should be discontinued/not admissible when the eligible son/daughter starts earning a sum of Rs.2440/-(Rupees two thousand four hundred and forty only) per month from employment in the Government, private sector, self employment etc., It is further clarified that the family pension to the sons/daughters will be admissible till he/she attains 25 years of age or upto the date of his/her marriage/ re-marriage whichever is earlier.

b) This also decided not to entertain any grievances for the rectification of any alleged anomaly arising out of the recommendations of the Anomalies Committee in the wake of constitution of the 8th Pay Revision Commission, as ordered in G.O.Ms.No.734, G.A (Spl.A) Dept. dt.17-2-2004 and Go.Rt.No.960, G.A (Spl.A) Dept., dt.1-3-2004.

c) All Pension Disbursing Officers, i.e. all Treasury Officers/ Pension Payment Officers are requested to implement these orders with authorization from the Accountant General (A&E) A.P. Hyderabad.

d) These orders will come into force w.e.f 22-06-2004

[G.O.(P).No.523, Fin (Pen.I) Dept., dt.22-06-2004]

51. Sanction of Anticipatory Pension :-

(A) Service Pension:-

[1][In respect of retirement employees, where the payment of pension has not commenced on the due date after retirement, the Head of Office concerned, irrespective of the fact whether the pension papers have been sent to Accountant- General or not] shall draw and disburse anticipatory pension not exceeding, if the Government servant has put in 33 years of qualifying service, [2][4/10]ths or, if the Government servant has put in less than 33 years of qualifying service, such proportion of [2][4/10]ths as 33 years bears to the qualifying service put in by the Government servant, of the last drawn emoluments which count towards pension and for this purpose adopt the following procedures namely :-

(a) He shall issue a sanction letter to the Government servant endorsing a copy thereof to the competent Pension Sanctioning Authority and the Audit Officer indicating the amount of anticipatory pension payable to such Government servant on retirement from service;

(b) After the issue of the sanction letter he shall draw the amount of anticipatory pension on establishment pay bills and disburse the amount to the pensioner until such time as the final pension is released to the pensioner by the Audit Officer;

(c) The competent Pension Sanctioning Authority soon after receipt of the copy of the sanction accorded by the Head of the Office concerned, shall issue, under intimation to the Audit Officer, a confirmatory sanction for payment of anticipatory pension to the pensioner till the final pension is authorised by the Audit Officer;

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1. These words were substituted by G.O.Ms.No.71, Finance and Planning (FW.Pen.I) Department, dated 22.2.1994 for the words "After the Pension papers of a Government Servant have been sent to the Audit Officer concerned the Head of the Office".
2. The Expression "4/10" was substituted for "3/10" by G.O.Ms.No.275, Fin & Plg.(FW:Pen.I) Dept., dt. 27.7.94 w.e.f. 18.6.1985.

Note :- The expression "33" occuring at two places in this rule was substituted by the expression "30" with effect from 8.2.1983 by G.O.Ms.No.42, Finance and Planning (FW.Pen.I) Department, dated 15.2.1983. The same was again substituted as "33" with effect from 23.8.1984 by G.O.Ms.No.360, Finance and Planning (FW.Pen.I) Department, dated 31.12.1984 and by G.O.Ms.No.162, Finance and Planning (FW:Pen.I) Department, dated 16.6.1986. The same was given effect to from 8.2.1983.

(d) The anticipatory pension paid as per sub-clause (a) shall be adjusted in full from the final pension;

(e) No anticipatory pension shall be admissible in cases where disciplinary proceedings are in progress under Rule 9 of these Rules.

[1][(B) Family Pension :-The Head of the Office, irrespective of the fact whether the family pension papers of the family of a Government servant who died while in service have been sent to Accountant-General or not shall draw and disburse anticipatory family pension from the date following the date of death, at the rate not exceeding 75% of the family pension admissible under the rules and for this purpose adopt the following procedure, namely :-]

(a) He shall issue a sanction letter to the family of the deceased Government servant endorsing a copy thereof to the competent Pension Sanctioning Authority and the Audit Officer indicating the amount of anticipatory family pension sanctioned to the family of the deceased Government servant.

(b) After the issue of the sanction letter he shall draw the family pension and disburse it to the family until such time the regular family pension is released by the Audit Officer or the competent Pension Disbursing Authority as the case may be. The competent Pension Sanctioning Authority shall, soon after receipt of the copy of the sanction accorded by the Head of the Office concerned, shall issue, under intimation to the Audit Officer, a confirmatory sanction for payment of anticipatory pension to the family till the final pension is authorised by the Audit Officer.

(c) The anticipatory family pension shall be adjusted in full from the family pension.

Note:-1. No allowances shall be admissible on the anticipatory pension referred to above in this rule.

2. The Head of Department/Head of the Office shall obtain an

1. This was substituted by G.O.Ms.No.71, Finance and Planning (FW.Pen.I) Department, dated 22.2.1994.

undertaking from the Pensioner/Family Pensioner that he/she will refund any amounts found to have been paid in excess of his/her title in the shape of Anticipatory Pension.

3. [1][The pensioner or family pensioner will have to produce a certificate from the Head of Office duly countersigned by the Audit authorities i.e., Treasury Officer [2][Deputy Pay and Accounts Officer / Asst. Pay and Accounts Officer] if the payment is in a different District it may be got countersigned by the District Treasury Officer or [2][Deputy Pay and Accounts Officer who are the passing authority of claims instead of the Pay & Accounts Officer] showing whether he/she has drawn any Anticipatory Pension/Family Pension and if so for what period it has been disbursed. The Head of Office shall stop payment of the Anticipatory Pension once he issued such certificate.]

4. Sanction of Anticipatory Pension should be recorded in the service book of the individual concerned under proper attestation.

[3][(C) Sanction of Anticipatory Gratuity

Subject to Rule 52, where there is likely to be delay in releasing the pensionary benefits due to the pensioner, anticipatory gratuity to the extent of 80% of the amount worked out by the departmental authorities with reference to the records available and the qualifying service verified, pending verification and authorisation of the full gratuity by the Accountant-General/Director of Local Fund Audit, shall be sanctioned and the same shall be drawn and disbursed after adjusting all the dues known to the department upto the date of sanction of the Anticipatory Gratuity :

Provided that the amount of Anticipatory Gratuity shall be adjusted in full from the final retirement gratuity;

Provided further that no anticipatory gratuity shall be sanctioned and released to the pensioner where departmental or judicial proceedings are pending or are contemplated against the pensioner until the conclusion of such proceedings and issue of final orders thereon.

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1. The note 3 is substituted by G.O.Ms.No.787 Finance (Pen.I) Department., dt 13-9-2002.
2. The bracketed portion were substituted for Pay & Accounts Officer by G.O.Ms.No.79, Finance (Pen-I) Dept., dt. 5-2-2003.
3. Clause (C) was added by G.O.Ms.No. 275, Fin & Plg (FW.Pen.I) Dept, dt 27.7.94 w.e.f 18.6.85.

[1][Note. :- The Pensioner/Family Pensioner will have to produce a certificate from the Head of Office duly countersigned by the Audit Authorities i.e., Treasury Officer / Pay & Accounts Officer [2][Deputy Pay and Accounts Officer / Asst. Pay & Accounts Officer] if the payment is in a different District it may be got countersigned by the Treasury Officer / Pay & Accounts Officer [2][Deputy Pay Accounts Officer/ Asst. Pay & Accounts Officer] showing whether he/she has drawn any Anticipatory gratuity.]

Executive Instructions.

(i) Application for anticipatory pension not necessary :-

It is not necessary to apply for anticipatory pension by the pensioner. The concerned Heads of Offices should take the initiative and sanction anticipatory pension by taking an undertaking from the pensioner to the effect that he would refund any amount found to have been paid in excess of his title in the shape of anticipatory pension.

[Circular Memo No.34708/H/802/Pen.I/83-1, dated 3-11-1983 of Finance and Planning (FW:Pen.I) Department.]

(ii) Procedure for sanction of anticipatory pension:-

All the pension sanctioning authorities should sanction anticipatory pension including anticipatory family pension in all cases wherever there is delay in releasing pensionary benefits and that the fact of sanction of anticipatory pension should be invariably indicated and where anticipatory pension is not sanctioned, the reasons therefor should be indicated, in the forwarding letter while sending the Pension/Family Pension papers to the Audit Officer. It may be noted that where disciplinary proceedings are pending, anticipatory pension cannot be sanctioned; but sanction of provisional pension should be considered in such cases.

[Circular Memo No.10074/762/Pen.I/84-1, dated 12-7-1984 of Finance and Planning (FW-Pen.I) Department.]

52. Provisional pension where departmental or judicial proceeding may be pending :-

(1) (a) In respect of a Government servant referred to in sub-rule (4) of Rule 9, the Audit Officer/Head of Office shall pay the provisional pension not

1. The note was added by G.O.Ms.No.787, Finance (FW.Pen.I) Dept. dt 13-9-2002.
2. The bracketed portion was substituted for Pay & Accounts Officer by G.O.Ms.No. 79 Finance (Pen-I) Dept, dt. 5-2-2003.

exceeding the maximum pension which would have been admissible on the basis of qualifying service up to the date of retirement of the Government servant, or if he was under suspension on the date of retirement, up to the date immediately preceding the date on which he was placed under suspension.

(b) The provisional pension shall be paid by the Audit Officer/Head of Office during the period commencing from the date of retirement to the date on which, upon the conclusion of the departmental or judicial proceedings, final orders are passed by the competent authority.

[1][(c) No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders :

Provided that where departmental proceedings have been instituted under Rule 9 of Andhra Pradesh Civil Services (Control Classification and Appeal) Rules, 1991, for imposing any of the penalties specified in clauses (i), (ii) and (iv) of Rule 9 of the said rules, except the cases falling under sub-rule (2) of Rule 22 of the said rules, the payment of gratuity shall be authorised to be paid to the Government servant.]

[2][Provided further that not withstanding anything contained in clauses (a), (b) and (c) of sub-rule (1) above, where a conclusion has been reached that a portion of pension only should be with held or with drawn and the retirement gratuity remains uneffected in the contemplated final orders, the retirement gratuity can be released upto 80%]

(2) Payment of provisional pension made under sub-rule (1) shall be adjusted against final retirement benefits sanctioned to such Government servant upon conclusion of such proceedings but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

*(3) Nothing contained in this rule shall prejudice the operation of Rule 6 when final pension is sanctioned upon the conclusion of the departmental or judicial proceedings.

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1. Sub clause (c) was substituted by G.O.Ms.No.302, Fin. & Plg. (FW:Pen.I) Dept., dt. 30.8.1994.
2. Further proviso under clause (c) of sub-rule (1) of Rule 52 was introduced by G.O.Ms.No.227, Fin & Plg (FW.Pen-I) Dept., dt. 10-10-95

* The rule 6 referred in sub-rule (3) is however omitted by G.O.Ms.90 F&P (FW.Pen-I) Dept., dt. 25-5-98 w.e.f. 25-5-98.

Executive Instructions

(i) Settlement of Pensionary benefits in the case of employees retired while under suspension:-

A Government servant who attains the age of superannuation while under suspension should be allowed to retire on the due date of superannuation. But pensionary benefits can not be settled until the conclusion of the enquiry or disposal of charges.

[G.O. Ms. No.64, Finance and Planning (FW-Pen.I) Dept., dated 1-3-1979 and UO Note No.235/Ser.C/83-1, dated 26-2-1983 of General Administration Department, communicated with Endt. No.7431/215/Adm.II/83, dated 7-3-1983 of Finance and Planning (FW-Admn.II) Department.]

(ii) Procedure for the sanction of Provisional Pension:-

(a) In case where charges are pending, the department shall send pension papers to the Accountant General with such mention and with a request for only indicating the quantum of pension that would be admissible, with the same not to be released till further orders. The Accountant General may, then, verify the pensionary benefits admissible and indicate the pension, whereupon, the Head of the Department may intimate the quantum of provisional pension it recommends for payment so that Government may consider sanction of Provisional Pension. On its sanction, the Accountant General shall arrange for issue of Provisional Pension Payment Orders.

[G.M. No.021383/961/PSC.I/83-1, dated 8-6-1983 of Finance and Planning (FW-PSC.I) Department.)

(b) Pension sanctioning authorities are competent to sanction provisional pension to the non-gazetted officers. It shall be sanctioned by the Government in the case of Gazetted Officers. Only provisional pension is payable in cases where departmental/judicial proceedings are pending. No gratuity is payable until the conclusion of such proceedings. While forwarding the pension papers in such cases, it should be mentioned in the forwarding letter that departmental/judicial proceedings are pending and that only provisional pension has to be released. Sanction order of the competent authority for provisional pension should also be sent alongwith the proposals for the release of provisional pension.

If the above instructions are not followed and if the fact of pendency of departmental/judicial proceedings is not mentioned in the sanction order and in the forwarding letter, the Accountant General will be at liberty to release full

pensionary benefits presuming the sanction. In case of pendency of any disciplinary proceedings against any official, the departments should inform the Accountant General prior to the date of retirement of the official that pensionary benefits should not be released.

[Circular Memo No.12437-A/112/PSC/A/88, dated 23-7-1988 of Finance & Planning (FW-PSC) Department]

(iii) Minimum Provisional Pension:-

The Provisional Pension to be sanctioned under Rule 52(1)(a) of the Andhra Pradesh Revised Pension Rules, 1980, shall not be less than 75% of the normal pension entitlement.

[Circular Memo No.979-B/5/A2/Pen.I/94, dated 2-2-1994 of Finance & Planning (FW-Pen.) department]

(iv) Procedure to be followed in cases where pension has to be either stopped or cut, after forwarding the pension papers:-

The pension Sanctioning Authorities have to follow the following instructions in cases where pension has to be either stopped or cut, after forwarding the pension papers.

(i) All important orders issued by the Departments of Secretariat regarding stoppage of pension or cut in pension may be sent to the Accountant General (A&E) as well as to the Deputy Accountant General (Pensions) by name and delivered in their peshis through a special messenger.

(ii) In respect of such orders issued from the Districts, the same may be sent in the name of Accountant General (A&E), Deputy Accountant General (Pensions) either by registered post or through Special Messenger.

(iii) Copies of orders of stoppage/cut in pension may also be sent to the concerned Treasury Officer/Pension Payment Officer, for withholding the payment of pensionary benefits pending receipt of formal instructions from Accountant General, Andhra Pradesh.

(iv) All the Correspondence relating to pension may be marked to Accountant General (A&E).

[Circular Memo No.33764-A/55/PSC/93, dated 15-10-1993 of Finance and Planning (FW-PSC) Department]

53. Interpretation :-

Where any doubt arises as to the interpretation of these rules, it shall be referred to the Government in the Finance and Planning (FW) Department for decision.

54. Power to relax :-

Where Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, Government may, by order for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that no such order shall be made except with the concurrence of the Finance and Planning (FW) Department.

55. Repeal and saving :-

(1) On the commencement of these rules, every rule, regulation or order in force immediately before such commencement shall, insofar as it provides for any of the matters contained in these rules, cease to operate.

(2) Notwithstanding such ceaser of operation:-

(a)(i) Every nomination for the payment of retirement gratuity, or of non-contributory family pension,

(ii) Every form regarding the details of family of a Government servant for the purpose of contributory family pension, and

(iii) Every formal application for the sanction of pension, which a Government servant had made or given under the existing rules shall be deemed to have been made or given under the corresponding provisions of these rules.

(b) Any nomination for the payment of retirement gratuity or of non-contributory family pension, any form regarding the details of family of a Government servant for the purpose of

contributory family pension or any formal application for the sanction of pension, required to be made or given by a Government servant under the existing rule but not made or given before the commencement of these rules shall be made or given after such commencement in accordance with the provisions of these rules;

(c) Any case which pertains to sanction of pension to a Government servant who had retired before the commencement of these rules and is pending before such commencement shall be disposed of in accordance with the provisions of the existing rule as if these rules had not been made;

(d) Any case which pertains to sanction of retirement gratuity and family pension to the family of a deceased Government servant or of a deceased pensioner and is pending before the commencement of these rules shall be disposed of in accordance with the provisions of the existing rule as if these rules had not been made;

(e) Subject to the provisions of clauses (c) and (d), anything done or any action taken under the existing rule shall be deemed to have been done or taken under the corresponding provisions of these rules.

Part II

Special Provisions applicable to Government employees retiring between the period 1st April, 1978 and 28th October, 1979

Government servants holding pensionable posts on 31st March, 1978 and who retired between 1st April 1978 and 28th October, 1979 on superannuation at the age as provided in the Fundamental Rules as amended from time to time [1][or otherwise] and were governed by the Andhra Pradesh Liberalised Pension Rules, Revised Pension Rules, 1951, old Pension Rules in the Hyderabad Civil Service Regulations and the Andhra Pradesh Family Pension Rules of 1964, shall continue to be governed for purposes of pension, retirement gratuity and family pension by the rules by which they were governed as on 31st March, 1978 except that the quantum of pension, retirement gratuity and family pension shall be at the rates given in this part of these rules.

1. These words were inserted by G.O.Ms.No.237, Finance and Planning (FW.Pen.I) Department, dated 25.7.1980.

[1][Members of the State Higher Judicial Service who retired on superannuation at the prescribed age between 1st April, 1978 and 28th October, 1979 and are governed by the All India Services (Death-cum-Retirement Benefits) Rules, 1958, shall continue to be governed for the purposes of pension, retirement gratuity and family pension by the rules by which they were governed as on 31st March 1978, except that the quantum of pension, retirement gratuity and family pension shall be at the rates given in this part of these rules.]

56. (a) Option :-

A Government servant to whom these rules apply and who holds a pensionable post under Government on 31st March, 1978 on regular basis and is governed by the CSRs/HCS Rs/RPRs.1951/LP Rs.1961 or the benefits of drawing pension under the old Pension Rules, under CS Rs./HCS Rs. reduced by the pension equivalent of retirement gratuity admissible under APLP Rs.1961 and receives in lieu of this reduction the retirement gratuity under APLPRs.1961 as the case may be, and APFP Rules of 1964 shall exercise an option to continue under the Pension Rules by which he is governed on 31st March, 1978 or to come over to the rules by which he is governed on 31st March, 1978 as modified by these rules in part II of Revised Pension Rules of 1980 within three months from the date of receipt of intimation from the Head of Office/Department to exercise the option.

The option shall be exercised in the appended form. Government servants failing to opt shall be deemed to have elected to continue to remain in the Pension Rules by which they were governed on 31st March, 1978.

(b) In the case of Government servants who died while in service/after retirement between 1st April, 1978 and 28th October, 1979 the eligible member (s) of the family of the deceased shall be entitled to exercise option as per sub-clause (a) of this rule within three months from the date of receipt of intimation from the Head of Office/Department to exercise the option. Where such option is not exercised by the eligible member (s) of the family of the deceased Government servant, within the period specified above, the pensionary benefits which may be most beneficial to the heirs under the pension rules, applicable to the Government servant on the date of retirement/ death shall be applied and pensionary benefits sanctioned accordingly.

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1. This para was added by G.O.Ms.No.105, Finance and Planning (FW.Pen.I)Department, dated 19.3.1983 with effect from 1.4.1978.

Executive Instructions

There is no objection to extend the benefit of Part-II of Andhra Pradesh Revised Pension Rules, 1980, to the pensioners who retired between 1-4-1978 to 28-10-1979 without insisting any specific option to avoid delay in the settlement of such pension cases.

[Government's Letter No.39516/1282/Pen.I/86, dt 27-3-1987 of Finance and Planning (FW:Pen.I) Dept., to the Accountant General Andhra Pradesh)

57. (1) Amount of pension :-

In the case of a Government servant retiring in accordance with the provisions of these rules before completing qualifying service of ten years, the amount of service gratuity shall be the appropriate amount as set out below, namely:-

Completed six monthly periods of qualifying service	Scale of service gratuity
(1)	(2)
	(A) Gratuity
1.	1/2 Month's emoluments
2.	1 do
3.	1 1/2 do
4.	2. do
5.	2 1/2 do
6.	3 do
7.	3 1/2 do
8.	4 do
9.	4 3/8 do
10.	4 3/4 do
11.	5 1/8 do
12.	5 1/2 do
13.	5 7/8 do
14.	6 1/4 do
15.	6 5/8 do
16.	7 do
17.	7 3/8 do
18.	7 3/4 do
19.	8 1/8 do

[1][*Explanation :-*

For purpose of working out average emoluments in order to compute the pension admissible:

(i) in cases where the 10 months' period for assessing the average emoluments happens to cover any period preceding the 1st April 1978, the pay drawn by the employee in the Revised Pay Scales of 1974 and the Dearness Allowance admissible at the rates in force on 31st March, 1978, appropriate to that pay shall be the pay for purposes of calculating the average emoluments; and

(ii) in cases where a person had drawn pay in the Revised Pay Scales of 1974 during any part of the period of 10 months immediately preceding the date of retirement, for such period during which pay in the Revised Pay Scales 1974 is drawn, pay for purposes of average emoluments shall be the basic pay drawn from time to time during the said period plus the Dearness Allowance appropriate to that basic pay at the rates in force on the 1st April, 1978]

(2) In the case of a Government servant retiring in accordance with the provisions of these rules after completing qualifying service of not less than ten years, the amount of pension shall be the appropriate amount as set out below, namely:-

Completed six monthly periods of qualifying service	Scale of Pension
(1)	(2)
	(B) Pension
20.	10/60ths of average emoluments
21.	10 1/2/60 do
22.	11/60 do
23.	11 1/2/60 do
24.	12/60 do
25.	12 1/2/60 do

1. This explanation was added by G.O.Ms.No.237, Finance and Planning (FW.Pen.I) Department, dated 25.7.80.

26.	13/60	do
27.	13 1/2/60	do
28.	14/60	do
29.	14 1/2/60	do
30.	15/60	do
31.	15 1/2/60	do
32.	16/60	do
33.	16 1/2/60	do
34.	17/60	do
35.	17 1/2/60	do
36.	18/60	do
37.	18 1/2/60	do
38.	19/60	do
39.	19 1/2/60	do
40.	20/60	do
41.	20 1/2/60	do
42.	21/60	do
43.	21 1/2/60	do
44.	22/60	do
45.	22 1/2/60	do
46.	23/60	do
47.	23 1/2/60	do
48.	24/60	do
49.	24 1/2/60	do
50.	25/60	do
51.	25 1/2/60	do
52.	26/60	do
53.	26 1/260	do
54.	27/60	do
55.	27 1/2/60	do
56.	28/60	do
57.	28 1/2/60	do
58.	29/60	do
59.	29 1/2/60	do
60.	30/60	do

58. (1)(a) Retirement Gratuity :-

A Government servant, who has completed five years' qualifying service and has become eligible for service gratuity or pension shall, on his

retirement, be granted retirement gratuity equal to one third of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 20 times the emoluments or thirty thousand Rupees whichever is less.

(b) If a Government servant dies while in service after completing five years' qualifying service, the amount of retirement gratuity shall be equal to 12 times of his emoluments or the amount determined under clause (a), whichever is higher:

Provided that the amount of retirement gratuity payable under this rule shall, in no case, exceed thirty thousand rupees.

[1][(2) Interest shall be allowed on delayed payment of Retirement Gratuity as prescribed from time to time subject to the following conditions, namely:-

(i) the sanction of Government in the administrative department concerned should be obtained with the concurrence of the Finance Department for payment of interest in every case, explaining the reasons for the delay in the payment of gratuity. In all cases where interest has to be paid to a retired Government servant under this sub rule action should be taken against the officer responsible for the delay in sanctioning the gratuity.

(ii) where disciplinary or judicial proceedings against a Government servant are pending on the date of his retirement provisional pension is authorised under Article 351-B of the Andhra Pradesh Pension Code Volume-I/Rule 52 of Andhra Pradesh Revised Pension Rules, 1980. No gratuity is paid in such cases until the conclusion of the proceedings and issue of final orders thereon. The gratuity, if allowed, to be drawn by the competent authority on conclusions of the proceedings will be deemed to have fallen due on the date of issue of final orders by the competent authority in such proceedings.

(iii) these orders shall not apply to arrears of gratuity which may become due as a result of enhancement of the emoluments after retirement or liberalisation in the pension rules, from a date prior to the date of retirement of the Government servant; and

1. Sub-rule (2) was inserted by G.O.Ms.No.185, Finance and Planning (FW.Pen.I) Department, dated 9.11.1992.

(iv) interest will be allowed only where it is clearly established that the payment of Retirement Gratuity was delayed on account of administrative lapse or for reasons beyond the control of the Government servant concerned.]

59. Family Pension :-

(1) The family of the deceased shall be entitled to a monthly family pension at 30% of pay last drawn without any maximum limit.

(2)(a)(i) Where a Government servant dies while in service after having rendered not less than seven years continuous service, the rate of Family pension payable to the family shall be equal to 50% of the pay last drawn and the amount so admissible shall be payable from the date following the date of death of the Government servant for a period of seven years or till the date on which the Government servant would have reached the age of sixty five years had he remained alive; whichever is earlier; and

(2)(a)(ii) In the event of death of a Government servant, after retirement, the Family pension as determined under sub-clause (i) shall be payable for a period of seven years, or for a period up to the date on which the retired deceased Government servant would have attained the age of 65 years had he survived whichever is less:

Provided that in no case the amount of Family pension determined under this clause shall exceed the pension sanctioned on retirement from Government service:

Provided further that where the amount of pension sanctioned on retirement is less than the family pension admissible under sub-rule (1), the amount of family pension determined under this clause shall be limited to the amount of family pension admissible under sub-rule (1), and

(b) After the expiry of the period referred to in sub-clause (a), the family, in receipt of Family pension under that clause shall be entitled to family pension at the rate admissible under sub-rule (1).

(3) In case both wife and husband are Government servants and are governed by the provisions of these rules and one of them

dies while in service or after retirement, the family pension in respect of the deceased shall become payable to the surviving husband or wife and in the event of death of the husband /wife, the surviving child or children shall be granted the two family pensions in respect of the deceased parents, subject to the limits specified below, namely:-

(a)(i) if the surviving child or children is or are eligible to draw two Family pensions at the rate mentioned in sub-rule (2), the amount of both the pensions shall be limited to [1][five thousand one hundred and ninety rupees] per mensum.

(ii) if one of the family pensions ceases to be payable at the rate mentioned in sub-rule (2), and in lieu thereof the pension at the rate mentioned in sub-rule (1) becomes payable, the amount of both the pensions shall also be limited to [1][five thousand one hundred and ninety rupees] per mensum.

(b) if both the Family pensions are payable at the rates mentioned in sub-rule (1), the amount of two pensions shall be limited to [1][five thousand one hundred and ninety rupees] per mensum.

Executive Instructions

Revisions of Pension of pensioners retired/died prior to 1-4-1978:-

Detailed orders were issued in the following GOs to revise the pensions of all State Government Pensioners who were governed by the Revised Pension Rules of 1951 of Ex-Hyderabad State, A.P. LP.Rs.1961, & A.P. G.S. Family Pension Rules, 1964, and who retired prior to 1-4-1978 on superannuation, retiring, invalid or compensation pension.

(i) G.O. (P) No.143, Finance and Planning (FW:Pen.I) Department, dated 30-3-1985.

(ii) G.O. Ms. No.155, Finance and Planning (FW:Pen.I) Department, dated 17-4-1985.

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1. The bracketed words were substituted by G.O.Ms.No.143 Fin & Plg (FW.Pen.I) Dept., dt. 3.6.95 w.e.f. 1.7.92 Earlier the limit was Rs. 1,375/- p.m.

(iii) G.O. Ms.No. 236, Finance and Planning (FW:Pen.I) Department, dated 24-6-1985.

(iv) G.O. Ms. No.255, Finance and Planning (FW-Pen.I) Department, dated 11-7-1985.

(v) G.O. Ms. No.287, Finance and Planning (FW:Pen.I) Department, dated 12-8-1985.

(vi) G.O. Ms. No.323, Finance and Planning (FW:Pen.I) Department, dated 25-9-1985.

(vii) G.O. Ms. No.401, Finance and Planning (FW-PSC) Department, dated 31-12-1985.

(viii) G.O. Ms. No.112, Finance and Planning (FW-PSC.I) Department, dated 2-4-1986.

(ix) G.O. Ms. No.247, Finance and Planning (FW-PSC.I) Department, dated 30-8-1986.

(x) G.O. Ms. No.298, Finance and Planning (FW-Pen.II) Department, dated 28-11-1986.

(xi) G.O. Ms. No.304, Finance and Planning (FW-Pen.II) Department, dated 11-12-1986.

(xii) G.O. Ms. No.42, Finance and Planning (FW-Pen.II) Department, dated 20-2-1987.

(xiii) G.O. Ms. No.55, Finance and Planning (FW-Pen.I) Department, dated 7-3-1987.

(xiv) G.O. Ms. No.118, Finance and Planning (FW-Pen.I) Department, dated 25-4-1987.

Annexure - I

Form for exercising option under the Andhra Pradesh Revised Pension Rules of 1980
(See Rule 3)

'A'

* (Applicable to those who retired or died in harness on or after 29.10.1979 (Refer Rule 3 - Part-I)

I ..... holding the post of ..... in the office of ..... do hereby elect to come under the Andhra Pradesh Revised Pension Rules of 1980/to remain under the Pension Rules applicable to me on 28.10.1979.

'B'

(Applicable to those who retired or died in harness in between 1.4.1978 and 28.10.1979 (Refer Rule 56 Part.II))

*I ..... holding the post of …… in the office of ..... do hereby elect to come under the Andhra Pradesh Revised Pension Rules 1980/ elect to continue to be governed by the Pension Rules applicable to me as on 31.3.1978.

The option hereby exercised is final and will not be modified.

Date : ..... Signature : .....

Station :..... Name : .....

Designation : .....
Office in which

employed : .....

'Attested'
Head of the Office/Department

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* To be scored out if not applicable.

Annexure - II

[1]Form of application for seeking permission to accept commerical employment (See rule 10(1)

1. Name of the Office (in block letters) :

2. Date of retirement :

3. Particulars of the Department/Office in which the Officer served during the last 5 years preceding retirement (with duration) :

Name of the Department	Office Post held	Duration From	To

4. Post held at the time of retirement and the period for which held :

5. Pay scale of the post and pay drawn by the officer at the time of retirement :

6. Pensionary benefits :

Expected Pension sanctioned	Commutation, if any, should be mentioned	Gratuity, if any

7. Details regarding Commercial employment proposed to be taken up :

(a) Name of the Firm/Company/ Co-operative Society etc., :

(b) Products being manufactured by the firm/type of business carried out by the firm etc., :

(c) Whether the official had, during his official career, any dealings with the firm etc., :

(d) Duration and nature of the official dealing with the firm :

(e) Name of job/post offered :

(f) Whether post was advertised, if not, how was offer made (attach newspaper cutting of the advertisement and a copy of the offer of appointment, if any) :

(g) Description of the duties of the job/post :

(h) Remuneration offered for the job/post :

(i) If proposing to set up a practice, indicate :

(a) Professional qualifications in the field of practice :

(b) nature of proposed practice :

8. Any information which the applicant desired to furnish in support of his request :

9. Declaration :

I hereby declare that:

(i) the employment which I propose to take up will not bring me into conflict with Government;

(ii) my commercial duties will not be such that my previous official position or knowledge or experience under Government could be used to give my proposed employer an unfair advantage; and

(iii) my commercial duties will not involve liaison of contract with Government Departments.

Dated : Signature of the applicant

Address :

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1. This form was inserted by G.O.Ms.No.372, Finance and Planning (FW.Pen.I) Department, dated 2.12.1985.

APPENDIX - I

PROCEDURE FOR PROCESSING OF PENSION CASES

1.Preparation of list of Government Servants due for retirement

(a) Every Head of Department/Head of an office shall have the list of all Government servants due to retire on attaining the age of superannuation during the next 18 months prepared once in every 6 months i.e.., on the 1st January and 1st July each year covering both gazetted, non-gazetted and last grade Government servants and forward this list to the Audit Officer / Pension verifying Authority concerned not later than the 31st January and the 31st July, as the case may be, of that year.

(b) In the case of Government servants retiring for reasons other than superannuation, the Head of the Department / Head of the Office shall promptly inform the Audit Officer / Pension Verifying Authority as soon as the impending retirement becomes known to him.

2. Submission of formal application for pension

(a) Every Government servant shall submit, the following forms duly filled in, 18 months in advance to the date of his actual or anticipated retirement. However, in cases where the date of retirement cannot be forseen 18 months in advance, the forms shall be submitted immediately after the date of retirement is settled.

1. Application form in Part-I (it includes application for commutation of Pension, if required)	In duplicate
2. Nomination form (A single nomination form for	In triplicate
(i) Retirement Gratuity	
(ii) Life time arrears of service pension	
(iii) Death relief &	
(iv) Commuted value of pension)	
3. List of family members	In duplicate
4. Declaration of non-receipt of any other pension	In duplicate
5. Descriptive rolls of the Pensioner i.e. Photo, Specimen signature/Left hand	

finger impressions and personal identification mark — In quadruplicate

6. Joint photo with spouse together with the descriptive rolls of the spouse — In quadruplicate

(b) In the case of death of the Government servant while in service, the following forms have to be submitted by the eligible family pension beneficiary.

1. Application form for Family Pension & Retirement Gratuity (Part-I) — In duplicate
2. Copy of death certificate — In duplicate
3. List of family members — In duplicate
4. Declaration of non-receipt of any other pension — In duplicate
5. Descriptive rolls i.e. specimen signatures/ left hand finger impression, photo and identification marks — In quadruplicate

(c) The above forms shall be arranged to be supplied to the retiring employees / families of the deceased Government servant free of cost.

(d) The forms referred to in (a) & (b) above should be in the prescribed proformae which are annexed to these instructions.

[G.O.Ms.No.263, F&P (FW-PSC) Dept., dt. 23.11.1998]

3. Verification of Service Particulars

(a) As service register is a vital record for pension verification, the concerned Heads of Offices shall personally ensure that the service particulars are duly entered in the service registers and are always kept up to date. The following documents should invariably be attached to the Service Register.

1. List of family members duly certified by competent authority.
2. Option to various pension rules exercised from time to time duly countersigned by the competent authority.
3. Option to pay scales exercised from time to time duly countersigned by the competent authority.

4. Nomination form.

(b) Every Head of Office shall as soon as the Government employee (Other than Class-IV & other low paid employees) completes 25 years of service, forward the Service Book to the Accountant General, Andhra Pradesh, for verification of the service particulars and have a certificate recorded in the Service Book to the effect that the service upto the specified date (date should be specified by the Accountant General) has been accepted in audit for purpose of Pension.

In the case of Class-IV and other low paid employees, the verification shall be done by the Head of the Office / Head of the Department since the verification of pension in these cases had been taken out of the purview of the Accountant General.

(c) The Head of the Office shall review the service register of the retiring Government servant, two years before the date of retirement of the Government servant, to satisfy himself that the service registers are completed in all respects and the certificates of verification are recorded there in for the entire service.

(d) In respect of unverified portion of service, if any, the Head of Office shall arrange to verify the same with reference to Pay Bills / Acquittance Rolls.

(e) If any portion of service rendered by the Government servant is not capable of being verified as above, an affidavit shall be called for from the employee duly supported by collateral evidence of contemporary employees. The affidavit should be scrutinised and accepted by the Head of the Office in the case of non-gazetted officers and by the Head of the Department in the case of Gazetted Officers after due verification and necessary entries in this regard should be made in the Service Register.

(f) If the date of appointment is not recorded in the service register, the Head of Office/ Department shall get it established with reference to direct in dependent evidence.

(g) If any portion of service rendered by a Government servant is not capable of being verified in the manner specified above, the Head of the Department concerned may issue a certificate to the effect that the Government servant was in service during the relevant period and was not on extra-ordinary leave or under suspension. This certificate may be issued on the basis of any collateral evidence and

after obtaining from the Government servant in writing, a declaration, that he had, in fact rendered that period of service. He should, at the foot of the statement, make and subscribe to a declaration as to the truth of that statement and should in support of such declaration, produce all documentary evidence and furnish all information which is in his power to produce or furnish.

(h) In cases where the service register itself is lost or is not traceable, once the date of appointment is established with reference to direct independent evidence, an affidavit given by the employee in respect of his service duly supported by collateral evidence of contemporary employees shall be accepted.

[G.O.Ms.No.224, Fin & Plg (FW:Pen.I) Dept., dt 28.8.1982]

(i) Heads of Offices in respect of non-gazetted officers and Heads of Departments in respect of Gazetted Officers shall be personally held responsible for any omission in the verification of service or any other entries in the Service register for the entire period of service of a Government servant.

(j) In the case of sanction of family pension to the families of Government employees who died on or after reorganisation of the States, in whose cases records were lost due to floods or otherwise, it would be sufficient, if an applicant produces collateral evidence about the deceased employee's service or if the number of the P.P.O. of the deceased pensioner is mentioned in the application. In such cases, family pension has to be sanctioned from the date of issue of the order based on the affidavit filed by a contemporary or co-pensioner before the Notary Public. If the number of P.P.O. is indicated in the application, it can be taken, after due verification of P.P.O. that the claim is bonafide one. However, if no particulars are available either in the application of the applicant or with the concerned department for verification, the claim may be rejected straightaway.

These instructions are applicable in case of pensioners and family pensioners and employees who retired/ died before 1964 and also in case of employees whose service records are destroyed not on account of their fault, but on account of floods, fire etc., even subsequent to 1964.

[Circular Memo.No.02663-A1/37/A/Pen.I, dt. 22.3.1994 of Finance & Planning (FW:Pen.I) Department]

(k) Heads of Offices in respect of non-gazetted officers and Heads of

Departments in respect of Gazetted Officers shall be personally held responsible for any omissions in the verification of services or any other entries in the Service Register for the entire period of service of a Government servant.

(l) (i) In the case of Government employees/Local body employees already retired from service prior to 5.5.76, who are initially appointed or are absorbed after attainment of maximum age prescribed for initial appointment, it was ordered that the age rule may be presumed to be relaxed.

[G.O.Ms.No.184, F&P (FW.Pen.I) Dept., dt. 5.5.1976]

(ii) The orders issued in G.O.Ms.No.184, Fin & Plg (FW.Pen.I) Department., dt. 5.5.1976, are extended to all cases to avoid hardship caused due to delay in settlement of pension cases. It is also clarified that the age at appointment can be delinked from the finalisation of pension.

[Circular Memo No.9056-E/267/A2/Pen-I/91, dt. 10.1.92 Fin & Plg (FW.Pen.I) Department]

(m) In the case of Class-IV employees, and other low paid employees like Police Constable, Head Constables, Excise Constables and Forest Guards, etc., detailed verification of service particulars to arrive at the qualifying service of retiring employees of these categories is not necessary. The entries in the Service Book as they are should be accepted without any further scrutiny. The date of birth, the date of appointment and the date of retirement as entered in the service book should be accepted and the qualifying service worked out on that basis excluding :

(i) period specifically entered in the service book as non-qualifying,

(ii) interruptions in service which are automatically condoned,

(iii) suspensions adjudged as penalty; and

(iv) extra-ordinary leave in excess of 3 years granted on other than medical certificate, for prosecuting higher scientific and technical studies and due to his inability to join or rejoin duty on account of civil commotion.

Where there is no entry as to whether a particular period of suspension or extra-ordinary leave counts for pension or not, that period will auto-

matically be taken as qualifying service in the absence of any orders to the contrary subject to the limit applicable to extra-ordinary leave. Therefore, in Part-II of the form for assessing Pension & Gratuity, the date of entry into service, the date of retirement and the periods not counted for pension should be shown. No other verification of the service particulars need be made in the case of these low paid employees.

[G.O.Ms.No.103 Fin & Plg (FW-PSC IV) Dept., dt. 6.4.79]

4. Forms

The forms for pension were originally simplified in G.O.Ms.No.356, Fin & Plg (FW.PSC) Dept., dt. 28.11.1989 and they were further simplified in G.O.Ms.No.263 Fin & Plg (FW.PSC) Dept., dt. 23.11.98. The following are the simplified forms.

A. Service Pension :

1. Form of application for Pension, Gratuity / Commutation Part-I.

2. Nomination.

3. Declaration regarding receipt/non-receipt of any other pension.

4. Descriptive rolls of the Pensioner and Family Pension beneficiary.

(a) Photos - Single & Joint photo

(b) Specimen signatures / Left Hand finger impressions.

(c) Personal identification marks.

5. Form for assessing Pension & Gratuity - Part -II

6. Forwarding Form.

The proforma of the above forms are annexed to this appendix.

5. Preparation of Pension Papers

(a) The Head of the Office shall send the prescribed application form for pension to the retiring Government servant 18 months in advance of the date of retirement with instructions to submit the forms within two months.

(b) It is the responsibility of the Head of the Office to prepare the pension papers of an employee due to retire from service. The respon-

sibility of the employee is restricted only to submission of formal application for pension, descriptive rolls, list of family members and any other declaration / certificates that may be prescribed from time to time. Preparation of the pension papers, calculation of average emoluments, working out the pension, retirement gratuity and family pension admissible is the responsibility of the Head of the Office and the pensioner is in no way responsible for preparation of these papers.

(c) Every Head of the Department / Head of the Office shall undertake the work of preparing pension papers in Part-II of the form i.e. "form for assessing Pension & Gratuity, 6 months before the date on which a Government servant is due to retire on superannuation after verifying the service particulars, dues position etc. during the preceding 12 months. This work shall not be delayed till the Government servant has actually submitted the application for pension. Even in cases where the application for pension along with the descriptive rolls is not received from the retiring Government servant, the other pension papers shall be prepared and finalised by the Head of the Office and forwarded to the Pension sanctioning authority, when he is not himself the authority competent to sanction pension.

(d) Once the pension has been verified by the verifying authority, the release of pension depends upon the submission of the pension papers required, by the pensioner himself. Unless the pensioner furnishes the pension papers, the pension shall not be released and the pensioner himself shall be solely responsible for delay on this account.

6. Procedure for processing of Pension papers

(a) The existing rules provide for the processing and sending the pension papers to the Accountant General/ Audit Officer, Local Funds six months before the known date of retirement. The process of scrutiny of Pension papers should be completed twelve months in advance from the date of retirement. Immediately, any affidavits or information required from the employee should be called for and secured within a period of twelve months and in this period the determination of the qualifying service, calculation of average emoluments and determination of the admissible pension and gratuity should also be completed. The pension paper should

be sent to the officer responsible for verification six months before the date of retirement.

(b) With regard to the question as to by which pension rules a particular employee is governed is has to be decided by the option exercised by the employee. If no option is given by an employee, his case may be finalised with reference to the rule by which he is governed on the date on which he retires.

7. No dues certificate

(a) The Head of the office in respect of non-gazetted officers and Head of the department in respect of Gazetted officers are responsible for correct assessment of dues payable by a Government servant due for retirement. Action should be taken 2 years in advance to the date of retirement of a Government servant to assess the dues on account of :-

(i) Long term loans/advances like House Building Advance, conveyance advance including interest etc. and short term advances that may be outstanding on the date of retirement.

(ii) Government quarters occupied by the retiring Government servant.

(iii) Overpayment of pay and allowances or leave salary etc.

(iv) Audit objections

(v) Stores/Godowns shortages/Misappropriations/Embezzlement

(vi) Advance of leave salary

(vii) Advance salary on transfer

(viii) Telephone/Trunkcall charges

(b) With regard to the assessment of Government dues on account of long term advances like House Building Advance, Conveyance Advance etc the departments should take action to send detailed particulars of recoveries against the loans advanced, to the Accountant General and obtain his clearance about the settlement of loan together with interest, where it has been completely repaid or in other cases, a statement showing the balance still due on that account, so as to be incorporated in the 'No Dues certificate'.

(c) In so far as the dues on account of Government quarters occupied by Government servants are concerned, all Heads of offices/departments should notify the retirements of the officers to the Estate Officer fairly in advance and obtain a 'No Dues Certificate" before issuing a 'No Dues Certificate' in respect of the retiring employee. If the Head of Office/Department issues a 'No dues Certificate' without consulting the Estate officer about the dues on account of the Government quarters occupied by the retiring Government servant, the Heads of Offices/Departments alone shall be responsible for the dues which may remain unrecovered from the terminal benefits.

(d) The 'No dues certificate' shall be served on the officer one year before retirement.

(e) The 'No dues certificate' shall be sent to Accountant General, Andhra Pradesh along with the pension papers six months in advance to the date of retirement.

(f) The dues to the Co-operative institutions can be recovered from the pensionary benefits. But prior show cause notice has to be issued to the pensioner or to the family members and their representation, if any, has to be considered.

[G.O.Ms.No.466, Finance Department, dt. 3.11.1976 w.e.f. 1.11.1976]

8. Pension contribution

Non payment of pension contribution by the borrowing organisations, where such payment is the responsibility of the borrowing organisations, in respect of the employees whose services were lent on foreign service terms & conditions shall not delay the settlement of pension claim of a retiring employee. It is for the lending department to claim this in time.

9. Assessment of Pension and Retirement Gratuity

(a) Part-II(A) of the pension forms simplified in G.O.Ms.No.263 Fin & Plg (FW.PSC) Dept., dt. 23.11.98, deals with the assessment of Pensionary benefits to the retiring Government employe. This form has to be prepared by the Head of the Office from which the Government servant retires/retired, in triplicate and has to be forwarded to the Pension Sanctioning Authority (if he is not himself the Pension Sanctioning Authority) in triplicate along with the documents received from the retiring Government employee/from the beneficiary of the family pension.

(b) In the case of assessment of Family Pension/Retirement Gratuity, Part-II of the form, has to be prepared by the Head of the Office in respect of Non-gazetted Officers, and by the Head of the Department in the case of Gazetted officers in triplicate.

10. Sanction of Pension

(a) The authorities competent to accord sanction for the pension are as indicated below :

Sl.No.	Category of employees	Pension Sanction Authority
1.	*(a) All Non-gazetted officers including class IV employees	Head of the office
	*(b) The Head of the office who is a Non-Gazetted officer	Next higher authority who is Gazetted.
	**(c) All Non-Gazetted officers including class IV employees in secretariat and Heads of Department.	Gazetted officer incharge of the administration of the office concerned.
**2	Initial gazetted category of the state services.	Regional/Zonal officers where such officers exist, otherwise Head of Department.
**3/*2	Gazetted officers in various departments (other than Secretariat Departments)	Head of the Department
**4/*3	Head of the Department	Government (i.e.) secretary of the concerned department in the Secretariat.
**5/*4	Gazetted officers in all departments of secretariat including Finance and Planning (FW) and Law department	

*. The powers to sanction pension is delegated to the authorities indicated above through G.O.Ms.No.262, F&P (PSC) Dept., dt 23-11-98.

** Modified orders delegation power to sanction of pension to the authorities indicated above, and sub paras are renumbered issued by G.O.Ms.No.132 F&P (FW.PSC) Dept., dt 18-9-2000. The earlier delegation of powers issued by G.O.Ms.No.356 F&P (FW.Pen.I) Dept., dt 28-11-89 were as follows :-

Category of employees	Competent Authority
1. All Non-gazetted officers including Class IV employees	Appointing authority
2. Gazetted officers in the various departments (other than Secretariat deparments)	Head of the Department

3. Head of the Department	Government
4. Gazetted officers in all Departments of Secretariat except Law & Finance & Planning (Fin. Wing) Department.	Chief Secretary to Govt.
5. Gazetted officers in Law Department of Secretariat.	Secretary to Government Law Department.
6. Gazetted officers in Finance & Planning (Fin.Wing) Department of Secretariat.	Principal Secretary to Government, Fin & Plg (Fin. Wing) Department.

(b) The authorities competent to sanction the pension should accord sanction for pensionary benefits by signing Part-II-(B) of the form prescribed in G.O.Ms.No.263 Fin & Plg (FW.PSC) Dept., dt.23.11.1998 both in the case of Service Pension/Gratuity in respect of a retiring Government Servant and in the case of Family Pension/Gratuity in respect of the deceased Government servant.

(c) Separate sanction order indicating the amounts sanctioned under Service Pension, Retirement Gratuity, Family Pension and commuted value of pension, is not necessary.

11. Forwarding of Pension papers

(a) (i) The Accountant General, Andhra Pradesh is the authority competent to issue authorisation of Pensionary benefits to the employee of the State. However the work of authorisation of pensionary benefits in respect of Class-IV and other low paid employees i.e. Police constables, Head constables, Excise constables & Forest guards etc., was entrusted to the Audit Officers of the Local Fund Audit Department in each District and in the case of twin cities of Hyderabad & Secunderabad to the Audit Officer working in the office of the Director of Local Fund Audit, Hyderabad, w.e.f. 1.6.1979.

[G.O.Ms.No.102, Fin & Plg (FW.Pen.I) Department, dt. 6.4.1979 and G.O.Ms.No.133, Finance & Planning (FW.PSC) Department, dt. 24.5.88]

(ii) The work of authorisation of Pensionary benefits in respect of Class-IV employees of Andhra Pradesh Guest house at New Delhi was entrusted to the Pay & Accounts Officer, Andhra Pradesh Bhavan, at New Delhi, w.e.f. 1.4.1990.

[G.O.Ms.No.280, Fin & Plg (FW.Pen.I) Department, dt. 2.9.1989]

(b) (i) The Pension Papers in respect of the retiring Government ser-

vants have to be forwarded to the Pension issuing Authority viz. Accountant General, Andhra Pradesh/Local Fund Authorities as the case may be, 6 months in advance to the date of retirement alongwith the service book duly brought upto date together with the part-I of the form submitted by the retiring Government servant, nomination, list of family members, declaration, descriptive rolls, joint photo, Part-II-(A) i.e. form for assessment of Pension & Gratuity, Part-II-(B) i.e. sanction of pension, through the forwarding letter in the form prescribed in G.O.Ms.No.263 Fin & Plg (FW.PSC) Department, dt, 23.11.98. Immediately after the retirement of a Government servant, the Head of the office in respect of a non-gazetted officer and Head of the Department in respect of a Gazetted Officer shall send the last pay certificate to the Accountant General, Andhra Pradesh/ Local Fund Authorities as the case may be.

(ii) Similarly in the case of death of Government servant while in service the family pension papers have to be forwarded to the Accountant General, Andhra Pradesh /Local Fund Authorities, as the case may be, immediately after the death of the Government servant along with the service register of the deceased Government servant, duly brought uptodate, Guardianship certificate in respect of minors, Last pay certificate, death certificate and nomination for Gratuity, if any, filed by the deceased Government servant, through a forwarding letter in the form prescribed in G.O.Ms.No.263, Finance & Planning (FW.PSC) Dept, dt. 23.11.98.

12. Action to be taken to withhold or impose a cut in pension after forwarding the pension papers

The pension sanctioning authorities have to follow the following instructions in cases where the pension has to be either stopped or cut, after forwarding the pension papers.

(i) All the important orders issued by the Department of Secretariat regarding stoppage of pension or cut in pension may be sent to the Accountant General (A&E) as well as to the Deputy Accountant General (Pensions) by name and delivered in their peshis through a special messenger.

(ii) In respect of such orders issued from the Districts, the same may be sent in the name of Accountant General (A&E) and Deputy Accountant General (Pensions) either by Registered post or through special messenger.

(iii) Copies of orders of stoppage/cut in pension may also be sent to the concerned Treasury Officer/Pension Payment Officer for withholding the payment of Pensionary benefits pending receipt of formal instructions from the Accountant General, Andhra Pradesh.

(iv) All the correspondence relating to pension may be marked to Accountant General (A&E)

[Circular memo No.33764-A/55/PSC/93, dt. 15.10.1993 of Finance & Planning (FW.Pen.I) Department]

Note **:** *See also executive instruction No. (ii) under rule 9 and executive instruction No (iv) under rule 52.*

13. Action by the Pension Issuing Authority

(a) After the receipt of the pension papers from the Pension Sanctioning Authority, the Pension issuing authority (i.e., the Accountant General, Andhra Pradesh/Local Fund Authorities) will take action to authorise the pensionary benefits sufficiently early so that the retiring Government servant will be able to get the Pensionary benefits immediately after actual retirement.

(b) When once Part-II-(B) of the pension form was signed and sent, the pension issuing authority has got authority to release the full pensionary benefits unless he hears from the Pension sanctioning authority either to withhold the pension in full or to effect any cut in the pension before the employee actually retired.

(c) All the Pension sanctioning authorities should note that, if they wish to get the service pension or gratuity of a retiring employee withheld or to be released after imposing a cut, they should necessarily inform the Pension Issuing Authority about it before the employee actually retires, as otherwise, the Pension Issuing Authority will release full service Pension and Gratuity admissible under the rules without waiting for any further specific sanction or issue of a certificate by the Pension Sanctioning Authority. The Pension Issuing Authority need not wait for the receipt of Last Pay Certificate. On the other hand, if there are no major recoveries or if the Last Pay Certificate is not received, the Pension Issuing Authority will withhold 10% of Retirement Gratuity or Rs.1000/, whichever is less. Even this withheld amount can be released by the Pension Issuing Authority automatically on the expiry of 3 months after retirement without any reference to the Pension Sanctioning Authorities, if nothing is heard from Pension Sanctioning

Authority. Therefore, it is imperative that the Heads of Office/Departments/Pension Sanctioning Authorities, should communicate to the Pension Issuing Authority, in advance to the actual date of retirement of the Government servant, if there are any circumstances necessitating withholding of release of pension and or Gratuity to the employee who retires and also to communicate the amount due and recoverable from the retirement gratuity failing which they alone shall be held responsible for any loss which may be caused to Government.

14. Procedure to be followed to settle Gratuity and Family Pension in certain cases

A. In the case of employee dying while in service

(i) Retirement Gratuity :

If the deceased Government servant, on the date of death, has rendered more than 5 years but less than 18 years of qualifying service and the spell of last 5 years service has been verified and accepted by the head of the Office/Department, the amount of retirement Gratuity shall be subject to a minimum of *[9 times of his emoluments] as in Rule 46 (1) (b), of Andhra Pradesh Revised Pension Rules 1980, where the verified accepted service is less than 5 years of qualifying service, the amount of service gratuity shall be as in Rule 46 (3) of Andhra Pradesh Revised Pension Rules 1980. If the Government servant had rendered more than 18 years of service and the entire service is not capable of being verified and accepted, but the service for the last five years has been verified and accepted, the family of the deceased Government servant shall be allowed, on provisional basis, gratuity equal to *[9 times the emoluments]. Final amount of the gratuity shall be determined by the Head of Office/Department on the acceptance and verification of the entire spell of service which shall be done by the Head of Office/Department within a period 6 months from the date on which the authority for the payment of provisional gratuity was issued. The balance if any, becoming payable as a result of determination of final amount of Retirement Gratuity, shall then be authorised to the beneficiaries.

* ***Note :-*** *Revised calculation of gratuity in the above cases w.e.f 30-1-99 is as follows :-*

1/4 of pay last drawn for each completed six monthly periods of 18 years is 9 times only as per [G.O.Ms.No.14, F&P (FW.Pen.I) Dept., dt 30-1-99], the earlier provision was 12 times.

(ii) Family Pension :

Within one month of receipt of intimation of date of death of the Government servant, the amount of family pension shall be determined as indicated below :

(a) The service and emoluments for the last years of service shall be verified and accepted by the Head of Office/Department and the family pension determined under Rule 50(2) of Andhra Pradesh Revised Pension Rules 1980, if the deceased Government servant on the date of death had rendered more than one but less than seven years of service.

(b) The service for the last seven years and emoluments for service rendered in the last years shall be verified and accepted by the Head of Office and the amount of family pension and the period for which it is payable shall be determined under Rule 50 (3) of Andhra Pradesh Revised Pension Rules 1980, if the deceased Government servant on the date of death had rendered more than seven years continuous service.

(c) If the deceased Government servant at the time of death has rendered more than seven years of service and the same is not capable of being verified and accepted by the head of Office/Department, but the service rendered during the last year is capable of being verified and accepted, pending the verification of service for 7 years, family pension in accordance with Rule 50 (2) of Andhra Pradesh Revised Pension Rules 1980, shall be calculated. However, within next two months, the service for the last 7 years shall be verified and accepted and the amount of family pension at enhanced rate and the period for which it is payable shall be determined in accordance with Rule 50 (3) of Andhra Pradesh Revised Pension Rules 1980.

[G.O.Ms.No.78, Fin & Plg (FW.Pen.I) Dept., dt. 4-3-1983]

B. In the case of serving employees whose whereabouts are not known :

The following procedure shall be followed for sanction of pension and other retirement benefits in the case of serving employees whose whereabouts are not known.

(i) The family must lodge a report with the concerned Police Station and obtain a report that the employee has not been traced after all efforts had been made by the police.

(ii) An indemnity bond should be taken from the nominee/dependent of the employee that all payments will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim.

(iii) The Head of the Office will assess all Government dues outstanding against the Government servant and effect recovery in accordance with instructions in force for effecting recovery of Government dues.

(iv) The family can apply to the Head of the Office of Government servant for grant of family pension and Retirement Gratuity after one year from the date of disappearance with prescribed procedure for sanction of family pension and Retirement gratuity. In case the disbursement of Retirement gratuity is not affected within three months of the date of application, the interest shall be paid at the rates applicable and responsibility for the delay fixed.

(v) The family pension is admissible from the date of lodging of F.I.R. Family pension will, however, be sanctioned and paid one year after the date of lodging of F.I.R. with police and obtaining a certificate.

(vi) In case of any delay in lodging of F.I.R., no payment is admissible from the date following the date of disappearance to the date of filling the F.I.R.

(vii) The indemnity bond obtained from the family will be retained with the Head of the Office. The bond need not be forwarded to the Accountant General, Andhra Pradesh. However, the fact of obtaining the Bond should be certified by the Head of office while sending the pension papers to the Accountant General, Andhra Pradesh.

[G.O.Ms.No.241, Finance & Planning (FW.Pen.I) Department, dt. 10.9.1987 read with G.O.Ms.No.41, Finance & Planning (FW.Pen.I) Department, dt. 8.2.1994]

C. In the case of Pensioners whose whereabouts are not known :

In case where a pensioner, while drawing a service pension disappears and his/her whereabouts are not known, the following procedure shall be followed.

(i) The family pensioner, in whose favour family pension was already endorsed in the Service Pension Payment Order, has to lodge a

F.I.R. with the police authorities and obtain a report to the effect that the pensioner has not been traced after all efforts made by the family pensioner. The family pension beneficiary shall have to apply to the Pension Sanctioning Authority, with the above documents and indemnity bond and based on the sanction of pension, by the Pension sanctioning authority, the pension disbursing officer will take necessary action for commencement of enhanced family pension/family pension, without any further authorisation of the Accountant General, Andhra Pradesh.

(ii) In respect of cases where there is no family pension endorsement in the Pension Payment Order, the family pension beneficiary has to apply for family pension in the prescribed proforma along with the above documents to the Pension Sanctioning Authority for further action.

(iii) Family Pension is payable from the date of filing of F.I.R. but, however, be sanctioned by the Pension Sanctioning Authority and paid only after one year from the date of filing of F.I.R.

(iv) Life time arrears of service pension from the date of last payment to the date of disappearance will be payable to the nominee/legal heir. No payment will however be admissible as in (i) above

(v) Enhanced family pension will be regulated with reference to the date of disappearance of the pensioner.

(vi) In cases where the date of death is specifically declared by a Court of law, the same date shall be accepted as the actual date of death.

(In respect of cases, where the period of seven years was already over, before the issue of orders in G.O.Ms.No.241, Finance & Planning (FW.Pen.I) Department, dt. 10.9.1987, such cases have to be settled under Section 108 of Indian Evidence Act and Payment regulated accordingly)

The instructions contained in (B) and (C) above, regulate the cases of disappearance in the normal circumstances and not to cases in which officers disappear after committing frauds etc. In the latter types of cases, the family pension needs to be sanctioned only on the Government servant being acquitted by the Court of law or after the conclusion of the disciplinary proceedings etc. as the case may be.

The sanction of family pension ordered above is applicable to those who are entitled to family pension under the rules.

These order shall come into force with immediate effect and also cover the cases which are now pending settlement.

[G.O.Ms.No.41, Fin & Plg (FW.Pen.I) Dept., dt. 8.2.1994]

C (i) : Compassionate Allowance to families of pensioners whose where abouts are not known extend to H.C.S.Rs of Ex-Hyderabad Government :

In the case of Ex. Hyderabad Government pensioners [Compassionate pensioners under H.C.S.Rs] the provisions item under "C" are applicable to families of compassionate pensioners under H.C.S.Rs of Ex. Hyderabad Government also w.e.f. 10-9-87

[G.O.Ms.No 95 F&P (FW.PSC) Dept, dt 5-6-98]

D. Sanction of Family Pension where records are destroyed on account of flood, fires etc. :

In the case of pensioners and family pensioners and employees who retired/died before 1964 and also in case of employees whose service records are destroyed not on account of their fault but on account of flood, fires etc. even subsequent to 1964, the following order are issued.

To avoid hardship, in the above types of cases, it would be sufficient, if an applicant produces collateral evidence about the deceased employee's service or if the number of Pension Payment Order of the deceased pensioner is mentioned in the application, in respect of cases where no service documents are available for entertaining applications for sanction of family pension. In such cases, family pension has to be sanctioned from the date of issue of the order, based on the affidavit filed by a contemporary or co-pensioner before the Notary Public. It is further clarified that in case the number of Pension Payment Order is indicated, there may not be any need to verify, the particulars, since it can be taken after due verification of Pension Payment Order number, that the claim is a bonafide one. If no such particulars are available either in the application furnished by the applicant or with the concerned department for verification, the claim may be rejected straightaway.

[Circular Memo No. 02663-A/37/Pen.I/94, dt. 22.3.1994 of Finance & Planning (FW.Pen.I) Department - w.e.f. 22.3.1994]

15. (a) Provisional Pension

Provisional pension to all Gazetted Officer shall be sanctioned by Government only. In the case of non-gazetted officers, however, provisional pension may be sanctioned by the authorities competent to sanction the normal pension admissible under the rules.

(b) Anticipatory Pension :

Anticipatory Pension may be sanctioned by the Heads of Offices, pending sanction of the competent pension sanctioning authority for anticipatory pension. The authority competent to sanction pension under the rules should sanction the anticipatory pension within 3 months from the date from which it has been sanctioned by the Head of the Office. Anticipatory Pension shall continue to be paid until the regular pension is sanctioned.

(c) The authorities competent to sanction anticipatory pension or provisional pension under the existing rule should inform both the Pension Issuing Authority and the Treasury Officer of the fact of sanction of anticipatory pension or provisional Pension. Failure to follow the above instructions may result in recovery from the officer sanctioning the anticipatory pension or provisional pension of any amount drawn in excess by the pensioner due to the final pension payment order being issued without the knowledge of the anticipatory pension or provisional pension having been issued. Payment of anticipatory or provisional pension shall cease once they receive intimation about the release of regular pension from the Audit Officer concerned.

16. The forms for application for Pension/Family Pension assessment of Pension/Family Pension etc., as simplified in G.O.Ms.No.263, Finance and Planning (FW:PSC) Department, dated 23-11-1998 are annexed.

REVISED PENSION FORMS

[G.O.Ms.No.263 Fin & Plg. (FW.PSC) Dept., dt.23.11.98]

FORM OF APPLICATION FOR SERVICE PENSION/ FAMILY PENSION/RETIREMENT GRATUITY/SERVICE GRATUITY/COMMUTATION

(To be furnished in duplicate)

Part I

(Information to be furnished by the Government Servant / Applicant)

(The Pension Sanctioning Authority shall forward the application duly processed to the AG (A&E) / LF Authority within a period of 30 days)

1.	(a) Name of the Government servant (b) Post held		
2.	Name of the Applicant (in case of death of government servant)		
3.	Permanent Address		
4.	Address after retirement		
5.	Commutation of Pension (a) Whether willing to commute *40% of monthly pension, subject to A.P.Civil Pensions (Commutation) Rules, 1944 (b) If the answer is 'NO' specify the fraction less than *40%	YES/No	
6.	(a) Name of the Pension Disbursing Authority (b) Name of the Paying Bank from where pension payment is desired by the pensioner / family pensioner gratuitant	Name of the Bank and Branch	S.B.Acct No.

***Note :-** Consequent on the issue of orders in G.O.Ms.No.158 Fin & Plg (FW.Pen.I) Dept., dt. 16.9.99 enhancing the maximum pension that can be commuted upto 40% w.e.f. 1.4.99, this 1/3rd was to be changed as 40% at both the places.*

7. List of family members

(a)	(b)	(c)	(d)	Martial/Employment status of the children of the applicant/deceased Govt.servant	
Sl. No.	Name of the family member	Date of Birth	Relationship with Gover-ment servant	Married or unmarried. Date of Marriage if married	Whether employed or not Give details of employment

Instructions :

1. The Government servant is instructed to fill up the proforma very carefully as the data furnished is vital for sanction of family pension. He/She may note that alternations of the data furnished at a later date is not permissible.
2. The "family" for the purpose mean "wife" or "husband" as the case may be, "sons" and "unmarried daughters" as laid down in Rule 50 (12) (for Family Pension) and Rule 46(5) (for gratuity) of A.P.Revised Pension Rules 1980.
3. In case of death while in service of Government servant, the answer 'Married' in case of daughters will be understood that the daughter is already married as on the date of death of the Government servant.

DECLARATION

1. I undertake to refund the amount of Pension, Gratuity and Commutation, if it is found subsequently to be in excess of the amount to which I was entitled under the Rules.

2. I solemnly affirms that the particulars given by me in Part-I at item 7 are correct and true to the best of my knowledge. If found that false in future, I am liable for suitable action as may be taken by the Government.

3. The particulars given above are correct and true to the best of my knowledge. If found false in future I may be liable for any action that may be taken by the Government.

Place :

Date :

Signature of the

Government Servant / Applicant

To be filled in by the Head of the Office

1. Applicant for pension / gratuity etc. in Part-I is received on _____ (Date to be recorded).

2. Certified that the person/persons mentioned by the Government servant/Applicant in item 7 of Part I are legally entitled to receive the pension/share in gratuity.

3. Guardianship certificate : (to be filled in wherever necessary)

This is to certify that the following minors of the deceased Government Servant Late Sri/Smt._____ is/are under the guardianship of Sri/Smt. _____

Name	**Date of Birth**
1.	
2.	
3.	

Place :

Date :

Signature of the
Head of Office

Office Seal :

Part-II (A)

<table>
<tr><td colspan="2">Information to be filled up by the Pension Sanctioning Authority</td></tr>
<tr><td colspan="2">1. Name of the Government Servant and post held</td></tr>
<tr><td colspan="2">2. Father’s name/Husband’s name</td></tr>
<tr><td colspan="2">3. Name of the Applicant
(in case of death of Government servant)</td></tr>
<tr><td colspan="2">4. Date of Birth of Government servant</td></tr>
<tr><td colspan="2">5. Date of entering into service</td></tr>
<tr><td colspan="2">6. Date of retirement/death</td></tr>
<tr><td colspan="2">7. Designation and office from which the
Government servant retires/retired/died</td></tr>
<tr><td rowspan="12">8. The rules applicable :

(a) The relevant Rule under the AP Revised Pension Rules, 1980 applicable (tick the rule number (s) applicable and strike out the rest)</td><td>Rule 33 Superannuation Pension (Rule 42)</td></tr>
<tr><td>Rule 34 Retiring Pension (Rule 43/44)</td></tr>
<tr><td>Rule 35 Pension absorption under a corporation</td></tr>
<tr><td>Rule 37 Invalid Pension</td></tr>
<tr><td>Rule 38 Compensation Pension</td></tr>
<tr><td>Rule 39 Compulsory Retirement Pension</td></tr>
<tr><td>Rule 40 Compassionate Allowance</td></tr>
<tr><td>Rule 43 Retirement on completion of 20 yrs of qualifying service</td></tr>
<tr><td>Rule 44 Retirement on completion of 33 years of qualifying service</td></tr>
<tr><td>Rule 46 Retirement Gratuity</td></tr>
<tr><td>Rule 50 Family Pension</td></tr>
<tr><td colspan="2">(b) Whether ANTICIPATORY PENSION is being sanctioned in terms of Rule 51 Yes/No</td></tr>
<tr><td colspan="2">(c) Whether PROVISIONAL PENSION is being sanctioned in terms of Rule 9 (4) read with rule 52 Yes/No</td></tr>
<tr><td colspan="2">(d) Any other rule applicable</td></tr>
<tr><td colspan="2">9. Total service (6 - 5)</td></tr>
</table>

10. Periods of non-qualifying service		
(a) E.O.L.		
(b) Suspension period		
(c) Dies - non		
(d) Boy service		
(e) Any other service not qualifying for pension		
Total non-qualifying service (a to e)		
11. Net qualifying service (9-10)		
12. Weightage if any		
13. Total qualifying service for calculation of pension (11+12)		
14. Last pay drawn (Rule 31, 46(4), 50(12)(c) APRPRs, 1980 Para 4 of G.O.Ms.No.87, Fin & Plg.(FW:Pen.I) Dept.,dt. 25.5.98)		
15. Calculation of service pension/Service Gratuity (Rule 45 of APRPRs 1980)*		
16. Calculation of Retirement gratuity (Rule 46 of APRPRs, 1980)		
17. Calculation of Family Pension (a) Enhanced family pension (b) Normal family pension		
18. Period of Payment of Pension	As applicable to the case under consideration	
(a) Service Pension	From	till death
(b) Enhanced Family Pension	From	To
(c) Normal Family Pension	From	To

***Note :-** In view of the orders issued in G.O.Ms.No.235 Fin & Plg (FW.FR.-II) Dept., dt. 27.10.98, the benefit of increment falling due on the day following the date of retirement has to be taken as last pay drawn for pensionary benefits.*

19. Government dues to be recovered in respect of	Principal	Interest	Total
(a) House Building Advance			
(b) Motor Car/Cycle Advance			
(c) Marriage Advance			
(d) Advance Leave Salary			
(e) Advance Salary on Transfer			
(f) Dues on Account of Government Quarters			
(g) Telephone/Trunk Call Charges			
(h) Festival Advance			
(i) Education Advance			
(j) Computer Advance			
(k) Other Government Dues			
Total			

Note :- Information with conditions will not be accepted by Pension Issuing Authority. Amounts for recovery should be specified and should be in whole rupees. Absence of information will be understood as no dues for recovery.

20. LPC is enclosed/LPC will be sent after retirement

Part - II (B)

Sanction of Pension

a. Certificate of competency to accord sanction (applicable in case of sanction of pension to non-gazetted officers including Class-IV employees);

(i) I am declared by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated modified orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dated 18-9-2000 and read with G.O.Ms.No.262 F&P (FW.PSC) Dept, dt 23-11-98.

OR

(ii) I am the next Gazetted Authority in the hierarchy to the Head of the office in this case who is a non-gazetted officer and hence, I am competent to accord sanction under the powers delegated modi-

fied orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dated 18-9-2000 and read with G.O.Ms.No.262 F&P (FW.PSC) Dept, dt 23-11-98.

(Strike off whichever is not applicable)

b. Sanction Order :

Pensionary benefits including commutation found admissible under the rules may be authorised. It is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending / contemplated against retiring / retired government servant to whom I am the authority for sanction of pension.

(i) Service pension	:
(ii) Retiring gratuity	:
(iii) Commutation	:
(iv) Family pension	:
(a) Enhanced Family Pension	:
(b) Normal Family Pension	:

Signature and Designation of Pension Sanctioning Authority

Office Seal : *Date :*

Note 1 :- This is to be prepared in duplicate by the Pension Sanctioning Authority, one for the record of Pension Sanctioning Authority and the other one to be sent to Account General/Local Fund Audit Officer.

Note 2 :- The Pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by the government servant / Applicant in Part-I.

Note 3 :- If the Pensionary benefits are not to be released, Part-II-B shall be struck off.

Note 4 :- If there is any likelihood of delay, Anticipatory Pension / Anticipatary Gratuity as per Rule 51 of A.P. Revised Pension Rules 1980 shall be drawn and paid by the Head of Office to the beneficiary without any delay.

Note 5 :- Heads of Departments are those listed in Appendix-I mentioned in Article 6 of A.P. Financial Code Volume-I / Subsidiary Rule 32 (ii) of FR.9.

ANNEXURE - I

DESCRIPTIVE ROLLS

*A. SPACE FOR PHOTOGRAPHS

Single Photo ☐ Joint Photo ☐

Service Pensioner/FamilyPensioner/ Gratuity/Guardian of Minor or Handicapped Child

Joint Photo of Service Pensioner with Family Pension beneficiary/Guardian with Minor or Handicapped Child.

(Attestation has to be done across the Photos by a Gazetted Officer of A.P. Government in Service)

B. SPECIMEN SIGNATURE OF :

(i) Service Pensioner :

Specimen signature of Sri/Smt/Kum. _____

Son/Wife/Daughter of _____

1.

2.

3.

(ii) Family Pensioner/Gratuitant/Guardian of Minor or Handicapped Child :

Specimen Signature of Sri/Smt/Kum _____

Wife/Husband/Son/Daughter/Guardian of _____

1.

2.

3.

*C. PERSONAL IDENTIFICATION MARKS OF :

(i) Service Pensioner : Sri/Smt/Kum _____

1.

2.

(ii) Family Pensioner/Gratuitant/Guardian of Minor of Handicapped Child :

Sri/Smt/Kum _____

1.

2.

D. LEFT HAND THUMB AND FINGER IMPRESSIONS OF SERVICE PENSIONER/FAMILY PENSIONER/GRATUITANT/GUARDIAN OF MINOR OR HANDICAPPED CHILD: (TO BE GIVEN BY THE ILLITERATE OR THOSE UNABLE TO SIGN AND FOR OTHERS IT IS OPTIONAL)

Details	Thumb finger	Fore finger	Middle finger	Ring finger	Little finger
Service Pensioner					
Family Pensioner Gratuitant/					
Guardian of Minor/ Handicapped Child					

Place :

Attested by
Signature :

Date :

Name

Designation

Office Seal :

(Attestation has to be done by a Gazetted Officer of A.P.State Government in Service).

Note 3 :- 3 copies will be forwarded to Accountant General/Local Fund Audit Officer by Pension Sanctioning Authority and one will be retained by the Pension Sanctioning Authority.

* Please see Page No : 183

ANNEXURE - II

NOMINATION

(The Government servant may use separate forms, if he wishes to make different nominations for each type of payment mentioned below)

I hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive Life Time Arrears of Pension. Retirement Gratuity that may be sanctioned by Government, in the event of my death while in service and right to receive on my death Life Time Arrears of pension, Retirement Gratuity, commuted value of pension. Death Relief which having become admissible to me on retirement which may remain unpaid at my death.

Name address of Nominee (s)	Relationship with Govt. Servant	Age	Amount share payable to each in Col.1	Contingencies on the happening of which the nomination shall become invalid (Death need not be mentioned)	Name and address relationship and age of the alternative nominee(s) to whom the right conferred on the nominee(s) in Col.1 shall pass in the event of the nomination to him/her/ them becoming ineffective	Amount or share payable to each in Col.6
1	2	3	4	5	6	7

This nomination supersedes the nomination made by me earlier on _____

N.B :- The Government Servant shall draw lines across the blank space below the last entry to prevent the insertions of any name after he/she has signed.

Dated this _____ day of _____ 200____at_____

Witness :

1. Signature, Name and Address :

2. Signature, Name and Address :

Signature of the Government Servant

Name :

Designation :

Office :

Countersigned

Signature of Head of office/Department :

Date :

Name and Designation :

Office Seal :

Note (1) :- The Government servant who has a family may nominate one member or more than one member of the family as defined in Rule 46(5) of A.P. Revised Pension Rules, 1980.

Note (2) :- The Government servant who has no family may nominate a person or persons, or a body of individuals whether incorporated or not.

Note (3) :- The Government servant may note that the nomination with signature of two witnesses shall only have the legal validity of a WILL.

Note (4) :- This nomination form is to be submitted by the employee in triplicate, one for use of the pension sanctioning authority and two copies to be forwarded to the Accountant General/Local Fund Audit Offices.

Note (5) :- For the purpose of Rules 46, 47, 48 and 49 of Revised Pension Rules 1980, family in relation to a Government servant means :-

(i) Wife or wives in the case of a male Government servant.

(ii) Husband, in the case of a female Government servant.

(iii) Sons including steps sons, posthumous son, and adopted sons (whose personal law permits such adoption)

(iv) Unmarried daughters including step daughters, posthumous daughters and adopted daughters. (Whose personal law permits such adoption)

(v) Widowed daughters including step daughters and adopted daughters

(vi) Father
(vii) Mother
(Including adoptive parents in the case of individuals whose personal law permits adoption)

(viii) Brothers below the age of 18 years including step brothers.

(ix) Unmarried sisters and widowed sisters including step sisters.

(x) Married daughters, and

(xi) Children of a pre-deceased son.

ANNEXURE - III

BY REGISTERED POST

FROM

_____
(Pension sanctioning Authority)
To
The _____
(Disciplinary Authority /
Appointing Authority /
Head of the Department)

Sub : Pension-Sanction of Pension and Other Retiring Benefits in respect of Sri/Smt._____ Designation_____ Regarding.

***

I am to inform you that the Pension/Family Pension application from Sri/Smt._____retired/retiring on _____as _____ was forwarded to AGAP/LFA on _____As per the records held by me no disciplinary /judicial proceedings are pending /contemplated against the above retiring/retired Government employee. I request you to verify whether any such case is pending against the above employee which entails withholding or withdrawing pension or part of pension permanently or for specified period as laid down under Rule 9 of RPRs.1980. If so the AG (A&E) / Dy. Accountant General (Pension), o/o A.G.(A & E) AP, Hyd / Local Fund Officer may be intimated accordingly by name either by Registered post or through a special messenger within one month from the date of issue of this letter for withholding pensionary benefits as contemplated in Govt. Memo.No.33764-A/55/PSC/93, Finance & Planning (FW-PSC) Department, dt. 15-10-1993 and reiterated in Government memo no. 37254/361/A2/Pen-I/98, Finance & Planning (FW.Pen.I) Department, dated 4-7-1998. Copies of such orders shall also be sent to the concerned Treasury Officers/PPO for withholding the pensionary benefits. In this connection the instructions issued in Para 2, Part-II (B) of G.O.Ms.No.263, Finance & Planning (FW-PSC) Department, dt 23-11-1998 may be scrupulously followed.

Station :

Date :

Yours Sincerely
(PENSION SANCTIONING AUTHORITY)

*Annexure A and C

In addition to the documents prescribed to the pension/family pension proposals in the G.O.Ms.No.263, Fin & Plg (FW.PSC) Department., dt.23-11-1998 the following documents are also the furnished

a) Four copies of the photograph of pensioner duly attested by the competent Department Authority with their names written on the photograph.

b) To paste one duly attested copy of photograph on the application form itself.

c) (3) copies of the marks of identification.

[Cir.Memo.No.13910/90/A1/PSC/04, dt.21-06-2004]

The following are salient features of the simplified forms.

Part - I

Information to be furnished by the Government servant/Applicant :-

The Government Servant/applicant (in case of death of the Government Servant) shall furnish the information in Part-I and submit in duplicate to the Head of the Office. This form is intended for Service Pension/ Family Pension/Retirement Gratuity/Service Gratuity and commutation of pension. In this form information regarding the personal particulars and family particulars (i.e.) name, present address, address after retirement, portion of pension proposed to be commuted etc., and also particulars such as date of submission of Part-I of the form of application for pension/gratuity/ commutation, name of the Bank with Account Number are required to be indicated. The list of family members has to be filled against item (7) of the Part-I of the form. The instructions for filling up the list as laid down below item (7) at page (2) of the Part-I of the form should be strictly adhered to.

Further the pensioner has to give declaration/undertaking for refund of the excess amount if any received by him/her so as to enable the pension sanctioning authority/Pension disbursing authority to effect recoveries from the pensionary benefits admissible treating the undertaking given by him/ her as the consent letter for recovery from the pension. The Government Servant/applicant is primarily responsible to furnish the particulars in the Part-I of the form. If the particulars given by the Government Servant/applicant are found false/untrue in future he/she will be liable for Civil/Criminal action by the competent authority apart from taking action under codal provisions.

The Head of the Office has to indicate the date of receipt of application for pension/gratuity/commutation etc. The Head of the Office has to certify that the persons mentioned in the list of family members are legally entitled to receive the pension/ share of gratuity. The head of the Office has also to issue the Guardianship certificate if the pensioner happens to be minor.

Part-II-A

Information to be furnished by the Pension Sanctioning Authority :-

The Pension Sanctioning Authority is expected to fill in all the 20 items in the format without giving any scope for doubt or ambiguity of the information given avoiding corrections, over writings etc. The Pension Sanctioning Authority has to calculate the qualifying service correctly duly deducting the

non-qualifying service such as extraordinary leave, suspension, “dies-non,” boy service etc. The weightage admissible may be included and the net qualifying service shall be determined. In respect of the outstanding government dues all the required information should be gathered, calculated and indicated correctly against the principal and interest separately in respect of the interest bearing advances due from the pensioner if any. If no amount is outstanding against a particular advance the word. “NIL” should be written against the said advance.

Part-II-B

Details of sanction of Retirement/Death benefits :-

Since the Government issued orders delegating powers to sanction pension by the Head of Offices also through G.O.Ms.No.262 Fin & Plg (FW-PSC) Dept., dt. 23-11-98 as such a certificate of competency is required to be issued by Pension Sanctioning Authority invariably. Heads of the departments are those who are listed in Appendix-I mentioned in Art.6 of A.P.F.C. Vol.I/subsidiary definition (ii) under A.P.F.R. 9 (32).

The pension sanctioning authority has to sanction service pension/retirement gratuity/commutation/family pension etc., and sign the same in token of sanction accorded to the retiring employee. Pension sanctioning authority while according sanction for Pension and Other Retirement Benefits shall verify regarding the disciplinary / Judicial proceedings pending/contemplated against the retiring/retired Government servant as there may be number of disciplinary authority in a department and it may not be possible for pension sanctioning authority to know whether any disciplinary/ judicial proceeding are pending/contemplated against the retiring/retired Government servant. Therefore the pension sanctioning authority shall inform the Disciplinary Authority/Appointing Authority/Head of the Department as the case may be in the proforma prescribed in the Annexure-III about forwarding of the pension application form of the retiring Government servant to AG (A&E)/ L.F. Authority. The Disciplinary Authority/Appointing Authority/Head of the Department shall verify whether any such proceedings are pending/contemplated against the said government servant and take action if the Pendency of disciplinary/judicial proceedings come to notice only after the pension application form of the retiring/retired Government servant was sent to Pension Issuing Authority. The authority concerned shall send the necessary orders to the AG(A&E)/Dy.Accountant General (Pensions) O/o. AG (A&E), A.P. Hyderabad/the L.F. Authority by name either through the special messenger or by registered post about the stoppage of pensionary benefits or cut in pension as instructed in Government Memo.No.33764-A/55/

PSC/93, Finance and Planning (FW:PSC) Department, dated 15-10-1993 and reiterated in Government Memo No.37254/361/A2/Pen.I/98, dated 4-7-1998. The copies of such order should invariably be sent to the District Treasury Office/Pension Payment Office as the case may be.

3. Descriptive Rolls and nomination forms are appended as Annexure-I and Annexure-II respectively 4 copies of the descriptive rolls of service pension/family pension beneficiary are required to be forwarded separately with application form 4 copies of the Descriptive Rolls of family pensioner and each gratuitant are required to be furnished with the application form in case of death of Government Servant while in service.

4. 3 copies will be furnished to Accountant-General, Andhra Pradesh/ Local Fund Authority retaining one copy by pension sanctioning authority. The Accountant-General, Andhra Pradesh/Local Fund Authority will send one copy to Pension Disbursing Authority retaining two copies for office record and future use. The descriptive rolls have to be attested by the Gazetted Officer of State Government in service.

5. The Government Servant has to fill up the nomination forms carefully in triplicate as per notes (1) to (5) mentioned in the Annexure II of application form. One copy will be retained by the Pension Sanctioning Authority and two copies will be forwarded to Accountant-General, Andhra Pradesh/Local Fund Authority. The nomination form should not contain any corrections whatsoever.

17. New Pension Scheme - Contributory Pension Scheme w.e.f.1-9-2004

The following are salient features of the Contributory Pension Scheme

(i) It is mandatory for all the new employees, who are recruited on or after 1-9-2004 to become members of the Scheme. Each employee will pay a monthly contribution of 10% of the Basic Pay and DA from his salary to the Contributory Pension Scheme.

(ii) A matching contribution will be made by the State Government for each employee, who contributes to the scheme.

(iii) The contribution towards Contributory Pension Scheme shall be recovered from the salary of the employees every month as is done now for General Provident Fund.

(iv) Accountant General (A&E) Andhra Pradesh, Hyderabad will maintain the accounts for the Contributory Pension Scheme as in the case of General Provident Fund. Index numbers to the employees who join the Contributory Pension Scheme will be allotted by Accountant General (A&E) A.P. Hyderabad on receipt of applications from the Heads of the Departments/Heads of Offices in the prescribed form annexed to this order (Annexure-I). Index numbers will be in separate types or series for (i) Government employees (ii) Employees of Aided Educational Institutions and (iii) Other employees.

(v) Nomination has to be filed at the time of admission and has to be revised upon marriage of the subscriber and thereafter once in five years. Necessary entry to the effect of filing the nomination along with name of nominee(s) should be noted in the Service Register of the concerned employee.

(vi) Schedule of recovery to be attached to the Pay bill showing the Contribution to Pension Scheme has been prescribed separately for Government employees as in Annexure II and the employees of the Aided Educational Institutions as in Annexure III. Each Drawing and Disbursing Officers should prepare the schedule and enclose along with the Pay Bill.

(vii) The amount recovered from the Pay Bill shall be credited to the following new Deposit Head of Account by the Pay and Accounts Offices / Treasuries / Sub-Treasuries **in respect of Government employees.**

1. Small Savings, Provident Fund etc. - (c) Other Accounts	
8011.	Insurance and Pension Funds
M.H.106 -	Other Insurance and Pension Funds
SH (04)	A.P. State Government employees Contributory Pension Scheme (to be opened)
001 -	Employees Contribution
002 -	Government Contribution

(viii) The amount recovered **in respect of employees of Aided Educational Institutions should be credited** to:

8011.	Insurance and Pension Funds
M.H.106 -	Other Insurance and Pension Funds
SH (05)	A.P. Aided Educational Institution Employees Contributory Pension Scheme (to be opened)
001 -	Employees Contribution
002 -	Government Contribution

(ix) The recovery schedules attached to the Pay bills by the Drawing and Disbursing Officers shall be removed and handed over to Accounts Officer, Fund Management, Office of the Accountant General (A&E), Hyderabad in a separate cover by Treasury Officers / Pay and Accounts Officers every month.

(x) The reasons for non-recovery from a particular employee in any month should be furnished by the Drawing and Disbursing Officers concerned in the recovery schedule without fail.

(xi) The Government contribution and the employees contribution will be adjusted by the Accountant General every month and the total of both contributions have to be transferred to Pension Fund Regulatory and Development Authority or any agency authorised by Pension Fund Regulatory and Development Authority for this purpose on monthly basis after obtaining clearance from Pension Fund Regulatory and Development Authority (PFRDA). The Government contribution to the scheme shall be debited to the following head of account:-

2071 -	Pension and other Retirement benefits
01 -	Civil
MH 800 -	Other Expenditure
SH (05)	Contribution to Contributory Pension Scheme of Andhra Pradesh State Government Employees (to be opened)
320 -	Contributions

by book adjustment by the Accountant General with reference to the amount contributed by the employees and initially credited to "(8011 –MH 106-SH (04) and (8011 – MH 106 – SH (105)")

(xii) Heads of Departments / Head of Offices should get the Index numbers from the Accountant General for all the new employees who have already joined the Government service on or after 1-9-2004 within a

month from the date of this G.O. As and when new employees join in future, they should be admitted to this scheme compulsorily by the Heads of Department/ Heads of Offices by promptly applying for allotment of the Index No. to the Accountant General within a month from the date of joining of the new employee.

(xiii) Arrears of subscription to the Contributory Pension Scheme from 1-9-2004 will be deducted from the new employees already joined after 1-9-2004 along with current month subscription (i.e. one Subscription for current month and one additional for subscription arrears.)

(xiv) The Index number allotted by the Accountant General for joining the Contributory Pension Fund Scheme should be entered in the first page of the Service Register with necessary attestation.

(G.O.Ms.No.655, Fin (Pen-I) Dept., dt. 22-9-2004)

Annexure – I

GOVERNMENT ☐	AIDED EDUCATIONAL INSTITUTIONS ☐

APPLICATION FOR ADMISSION TO THE ANDHRA PRADESH CONTRIBUTORY PENSION SCHEME

(G.O.Ms.No. 655 Fianance (Pen-I) Dept dated 22-9-2004)
(To be furnished in Duplicate)

CPS Index Number	

(to be alloted by AG (A&E), AP)

1.	Name of the Applicant	:
2.	Sex *	: Male ☐ Female ☐
3.	Martial Status *	: Married ☐ Unmarried ☐
4.	Official Designation	:
5.	Office to which attached	:
6.	Service to which the applicant belongs	:
7.	Date of first entry into service :	
8.	Whether appointed in Government /Aided Educational Institution	:
9.	Scale of Pay	:
10.	Basic Pay	:
11.	Date of Birth	:
12.	Date of Superannuation	:
13.	Whether appointement is regular or under Rule 10 (a) (i) of the General Rules for the A.P. State And Subordinate Services	:
14.	Whether recruited for Pensionable Service	: Yes ☐ No ☐
15.	Community of the Applicant (For Statistical Purposes only)	: SC/ST/BC/MBC/OC ☐
16.	Nomination (a) Name of the Nominee	:

* Tick ☑whichever is applicable

	(b) Age (c) Relationship	
17.	C.P.S. Plan opted **	: Plan-I / Plan-II/Plan-III
18.	Remarks, if any	

Signature of the Applicant

Station:

Date :

CERTIFICATE TO BE FURNISHED BY THE HEAD OF THE OFFICE

Certified that Sri /Smt./Kum _____ is a regular employee appointed to pensionable service and is eligible to join the Andhra Pradesh Government Pension Scheme.

Signature of the Head of the Office
With full address/Office Seal

Station:

Date:

** Not to be filled now.

Annexure– II

CONTRIBUTORY PENSION SCHEME
(GOVERNMENT SERVICE)
(G.O. Ms. No. 655 Finance (Pen-I)Dept. dated 22-9-2004)

PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF _____200

District Treasury/Sub-Treasury : D.D.O. :
Sub-Treasury Code : D.D.O. Code :
Sub Account No :

Head of Account:

1. Small Savings, Provident Fund etc. - (c) Other Accounts
   8011 Insurance and Pension Funds
   M.H. 106 - Other Insurance and Pension Funds
   SH (04) A.P. State Government Employees Contributory Pension Scheme (to be opened)
   001 - Employees Contribution
   002 - Government Contribution

S.No	CPS Index No	Name	Plan Type	Basic Pay Rs.	D.A. Rs.	Total Rs.
1	2	3	4	5	6	7

Employees Contribution		
Current Rs 8	Arrears	
	Instalment No. 9	Amount Rs. 10

The Basic Pay entered in the Column 5 of the Statement has been verified with entries in the Service Book and Pay bill.

Signature of the Drawing Officer
With Designation

INSTRUCTIONS:

a. During Non-drawal of Pay and Allowances for any individual “NIL” particulars should be shown in Col. 5 to Col. 10 but, Col.1 to Col. 3 should be filled up without fail.

b. In case of “Transfer to” or “ Transfer from “ other Office, the facts may be mentioned for two consecutive months against the employees’ name.

c. C.P.S. Index Number and Name details should be entered in the first page of the Service Register with necessary attestation.

HOW TO FILL UP C.P.S. SCHEDULE:

1) Column (2)	:	CPS Index Number should be given correctly.
2) Column (3)	:	Initial and Name should be furnished as in the Service Register
3) Column (5) & (6)	:	Basic Pay and D.A. should be furnished as per the Pay and D.A. drawn in the particular month.
4) Column (8) to (10)	:	(i) Employees Contribution has to be deducted from the Supplementary Bill also. (eg) arrears of Pay, Incremental arrears and D.A. Arrears Consequent on D.A. revision. (ii) Arrears of subscription when recovered in instalments, the instalment number should be noted (eg) 01/14, 02/14 etc

Annexure– III

CONTRIBUTORY PENSION SCHEME
(GOVERNMENT SERVICE)
(G.O. Ms. No. 655 Finance (Pen-I)Dept. dated 22-9-2004)

PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF _____200

District Treasury/Sub-Treasury :
Sub-Treasury Code :
D.D.O. :
D.D.O. Code :
Sub Account No :

Head of Account:

1. Small Savings, Provident Fund etc. - (c) Other Accounts
   8011 Insurance and Pension Funds
   M.H. 106 - Other Insurance and Pension Funds
   SH (04) A.P. State Government Employees Contributory Pension Scheme (to be opened)
   001 - Employees Contribution
   002 - Government Contribution

S.No	CPS Index No	Name	Plan Type	Basic Pay Rs.	D.A. Rs.	Total Rs.
1	2	3	4	5	6	7

Employees Contribution		
Current Rs 8	Arrears	
	Instalment No. 9	Amount Rs. 10

The Basic Pay entered in the Column 5 of the Statement has been verified with entries in the Service Book and Pay bill.

Signature of the Drawing Officer
With Designation

INSTRUCTIONS:

a. During Non-drawal of Pay and Allowances for any individual “NIL” particulars should be shown in Col. 5 to Col. 10 but, Col.1 to Col. 3 should be filled up without fail.

b. In case of “Transfer to” or “ Transfer from “ other Office, the facts may be mentioned for two consecutive months against the employees’ name.

c. C.P.S. Index Number and Name details should be entered in the first page of the Service Register with necessary attestation.

HOW TO FILL UP C.P.S. SCHEDULE:

1) Column (2)	:	CPS Index Number should be given correctly.
2) Column (3)	:	Initial and Name should be furnished as in the Service Register
3) Column (5) & (6)	:	Basic Pay and D.A. should be furnished as per the Pay and D.A. drawn in the particular month.
4) Column (8) to (10)	:	(i) Employees Contribution has to be deducted from the Supplementary Bill also. (eg) arrears of Pay, Incremental arrears and D.A. Arrears Consequent on D.A. revision. (ii) Arrears of subscription when recovered in instalments, the instalment number should be noted (eg) 01/14, 02/14 etc

APPENDIX - II

IMPORTANT PROVISIONS OF A.P. PENSION CODE AND IMPORTANT ORDERS OF GOVERNMENT WITH REGARD TO REGULATION OF PAY & ALLOWANCES DURING THE PERIOD OF RE-EMPLOYMENT OF PENSIONERS

SECTION - I

GENERAL

Article 509 - A :- No officer, civil or military, may retire, with the view of being re-employed, and drawing pension in addition to pay, whether in the general service or in the service of any Local funds.

Article 510 :- When a person who was formerly in the civil or military employment of any Government in India obtains re-employment, whether temporarily or permanently, in Government service or in the service of the Local fund, it shall be incumbent on him to declare to the appointing authority the amount of any gratuity, bonus or pension granted to him in respect of the previous employment. The authority reappointing him shall specifically state in the order of reappointment whether any deduction is to made from pension or salary as required by the rules in this chapter and shall communicate a copy of the order to the Audit officer.

Note :- The principle of this article applies in the case of continued employment from Government service. The amount of pension to be declared is that sanctioned originally (i.e. it shall be inclusive of any amount that may have been commuted (vide Articles 524 B, 524 C)

Article 510-A :- The attention of every officer who is re-employed should be specifically called to the provisions of this chapter by the authority re-employing him, and, whenever he becomes aware of such an appointment, by the Audit Officer, but the failure of such authority to do this will not be admitted as a ground for conducting any breach of the regulations contained in this chapter.

Article 510-B :- Not withstanding anything contained in the rules in this chapter, a wound or other extra-ordinary pension sanctioned and a wound or injury or disability pension or disability addition to pension awarded under

the military rules shall continue to be drawn by a retired Government servant, civil or military, during re-employment or continued employment, and shall be subject only to the conditions of its award. The amount of such pension or addition to pension shall not be taken into account when fixing the pay during re-employment or continued employment.

Note :- Where military pension is consolidated and service and disability elements are not explicitly differentiated, the total pension may be split up in the following manner. The service portion of the pension will be represented by the service pension earned or, if no service pension has been earned, by the proportionate service pension calculated with reference to the minimum ordinary pension admissible for the rank and the actual length of service rendered. In calculating this service element, an amount of fifty paisa being ignored. The disability portion of the pension will be the balance.

Section - II

Re-employment of a Civil Pensioner

I. After compensation Pension

Article 514 (a) :- An officer who has obtained compensation pension, if re-employed, may retain his pension in addition to his pay, provided that if he is re-employed in a post paid from consolidated fund, the pension shall remain wholly or partly in abeyance, if the sum of the pension and the interim pay on re-employment exceeds his substantive pay at the time of his discharge, that is, an officer can draw so much of pension only as will make his initial pay plus pension equal to his substantive pay at the time of his discharge. Once the amount of the pension has been fixed in confirmity with the above condition, the officer shall be entitled to receive the benefits of increments in his new scale or promotion to another scale or post without a further corresponding reduction in pension, nor shall the amount of pension so fixed be varied during leave. In the case, however, if a pensioner is re-employed in either a permanent or temporary appointment for 'bonafide' temporary duty lasting for not more than an year, the Government or, in cases where the pension does not exceed Rs.10/- a month, the officer who controls the establishment of which the pensioner is to be employed, may allow the pension to be drawn in whole or in part even though the sum total of pay and pension exceeds his substantive pay at the time of discharge.

Note 3 under Article 514 (a) :- Government may permit an officer who has obtained a compensation pension and is afterwards re-employed in a permanent or temporary appointment duly sanctioned by competent authority, to draw his full pension, in addition to the pay and allowances of the appointment, irrespective of the period of such re-employment.

Note 4 under Article 514 (a) :- The Government may delegate its power under this Article to Heads of Departments, in respect of pensioners whose re-employment they are authorised to order.

Article 514 (b) :- If his re-employment is in qualifying service, he may either retain his pension [subject to the proviso of clause (a)] in which case his former service will not count for future pension or cease to draw any part of his pension and count his previous service. Pension intermediately drawn need not be refunded.

Note :- An officer counts his previous service under Clause (b) if on re-employment his pension remains wholly in abeyance under the proviso to clause (a).

Article 516 :- If an officer does not, within three months from the date of his re-employment exercise the option conceded by Article 514, of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of the Government.

II. After Invalid Pension :

Article 519 :- There is no bar to the re-employment of an officer, who has regained health after obtaining invalid pension, or if an officer is invalidated as being incapacitated for employment in a particular branch of the service, to his re-employment in some other branch of the service. The rules in such a case as to refunding gratuity, drawing pension and counting service are the same as in the case of re-employment after compensation pension.

III. After superannuation or Retiring Pension :

Article 520 :- An officer who is in receipt of a superannuation or retiring pension shall not be re-employed or continue to be employed in service paid from the consolidated fund or from a local fund, except on public grounds, provided that sanction to re-employment or extension of the term of employment may be given -

(i) by Government, or

(ii) by any authority subordinate to Government to whom the Government may delegate its power under this Article, in respect of pensioner re-employed in establishment under the control of such authority.

Note :- Government may declare that the restrictions contained in this Article shall not apply to any particular local fund or class of local funds in its territories or that they shall apply subject to such modifications as it may direct.

Article 521:- The authority competent to fix the pay and allowances of the appointment in which the pensioner is employed shall determine whether his pension shall be held wholly or partly in abeyance. If the pension is drawn wholly or in part, such authority shall take the fact into account in fixing the pay to be allowed to him.

Note :- Where the employment is in service paid from local fund, the authority determining whether the pension shall be wholly or partly held in abeyance shall be, either -

(i) the authority administering the local fund, if so empowered by the Government by special or general orders in this behalf, or

(ii) in any other case, the Government or such other authority as the Government may prescribe.

Fixation of Pay on re-employment :

I. (a) : In respect of Government servants retired on or after 1.7.1992 with the benefit of Revised Scales of Pays of 1993 or in respect of pensioners (whose pension has been consolidated in terms of G.O.Ms.No.239, Finance & Planning (FW.P.I) Department, dt. 4.6.1993 read with G.O.Ms.No.77, Finance & Planning (FW.P.I) Department, dt. 23.2.1994) re-employed in State Government service on or after 1.7.1992, their re-employment should be in the Revised Scales of Pay 1993 corresponding to the post in which they are re-employed. Their pay should be regulated in accordance with the following provisions :

(i) Re-employed pensioner shall be allowed to draw pay only in the prescribed scales of pay for the posts in which they are re-employed. No protection of the scales of pay of the posts held by them prior to retirement shall be given.

(ii) In all cases where the pension is fully ignored the initial pay on re-employment shall be fixed at the minimum of the scale of pay of the re-employment post.

(iii) In cases where the entire pension and pensionary benefits are not ignored for pay fixation, the initial pay on re-employment shall be fixed at the same stage as the last pay drawn before retirement. If there is no such stage in the re-employed post, the pay shall be fixed at the stage below that pay. If the maximum of pay scale in which a pensioner is re-employed is less than the last pay drawn by him before retirement his initial pay shall be fixed at the maximum of the scale of pay of the re-employed post. Similarly, if the minimum of the scale of pay in which a pensioner is re-employed is more than the last pay drawn by him before retirement, his initial pay shall be fixed at the minimum of the scale of the pay of the re-employed post.

(iv) In all these cases, the non-ignorable part of the pension shall be reduced from the pay so fixed.

(v) Once the initial pay of a re-employed pensioner has been fixed in the manner indicated above, he may be allowed to draw normal increments in the time scale of the post to which he is appointed as if the pay had been fixed at the minimum or the higher stage, as the case may be (i.e.before an adjustment on account of pension is made) provided that the pay and gross pension taken together should not at any time exceed *[Rs.10,380/-] p.m.

(vi) In all cases where the above limits are exceeded, the pension and other retirement benefits may be paid in full and the necessary adjustments made in the pay so as to ensure that the total of pay and pensionary benefits is within the prescribed limit.

(vii) The re-employed pensioner will, in addition to pay as fixed above, shall be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefits.

(viii) For purpose of calculation of D.A., H.R.A., C.C.A., the aggregate of re-employed pay fixed plus pension shall be taken as the basic pay.

(ix) The re-employed pensioners are not eligible for relief on pension during the period of re-employment and the pension disbursing officers should obtain a certificate of non re-employment from the pensioner twice a year i.e. January and July.

(b) In respect of Government servants re-employed in the state Government service before 1.7.1992 and continuing on re-employment beyond that date, (irrespective whether they have retired with or without a pension and or Gratuity or any other retirement benefits i.e., Contributory Provident Fund etc., from a Civil post or from the Armed Forces) their pay shall be regulated as follows :

(i) The pay of the re-employed pensioners, already fixed in the pre-revised scales in accordance with the provisions contained in G.O.Ms.No.341, Finance & Planning (FW.PSC) Department, dt. 14.12.1987 may be fixed in the Revised Pay Scales of 1993 in accordance with the provisions of G.O.(P) No. 162, Finance & Planning (FW.PC.I) Department, dt. 20.5.93 read with G.O.(P)No.187, Finance & Planning (FW.PC.I) Dept, dt. 19.1.1994.

(ii) The re-employed pensioners should exercise their option in the manner laid down in G.O.(P) No. 162, Finance & Planning (FW.PC.I) Department, dt. 20.5.93 read with G.O.(P)No. 187, Finance & Planning (FW.PC.I) Department, dt. 19.1.1994, within three months from 2.4.1994, failing which they should be deemed to have opted to Revised Pay Scales 1993 w.e.f. 1.7.1992.

(iii) Once the pay of the re-employed pensioner is fixed as in (i) above, he may be allowed to draw periodical increments in the Revised Pay Scales 1993, provided the pay and gross pension taken together do not, at any time, exceed *[Rs. 10,380/-] p.m.

(iv) The provisions contained in items (iv), (vi), (vii), (viii) & (ix) of (a) above are also applicable to these re-employed pensioners.

(c) The principles contained in items (a) & (b) above are not applicable to :-

(i) All India Service Pensioners who are re-employed after 1.7.1992;

(ii) Employees of the Industrial and Commercial undertakings of Government.

(iii) Contingent establishment

(iv) Part-time employees of the Government

(v) Ex-combatant clerks

(vi) Judges of High Court & Supreme Court; and

(vii) Those employed on contract.

[G.O.Ms.No.201, Fin & Plg (FW.PSC) Dept., dt. 2.4.1994]

d) [1][Para 10 in respect of re-employed pensioners of All India Services the limit shall be Rs. 26,000/- w.e.f. 1-1-96]

II. The following standard terms & conditions are applicable to the civil pensioners re-employed in Government.

(1) Period of re-employment :

The exact period for which the re-employment is sanctioned by the competent authority should be specified. (It should be specifically stated that the re-employment is liable to be terminated at any time without issuing any notice or assigning any reasons, if the need for such re-employment ceases, even before the completion of the period of re-employment sanctioned by the Competent authority).

(2) Pay on Re-employment. **(3)** Annual Increment. **(4)** Dearness Allowance. **(5)** House Rent Allowance. **(6)** Compensatory Allowance.	These should be allowed in Accordance with the instructions issued vide G.O.Ms.No.201, Finance & Planning (FW-PSC) Department, dt. 2-4-1994.

(7) Special Pays and other allowances :

During the period of re-employment, only such Special Pays and other allowances which are attached to the post in which the Pensioner is re-employed, should only be allowed.

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1. Item (d) IX of Rule of fixation of pay on re-employed was substituted by G.O.Ms.No.12, F&P (FW.PSC) Dept., dt. 17-2-98. The earlier sub clause (d) of IX issued by G.O.Ms.No. 201 F&P (FW.PSC) Dept. dt. 2-4-94 was as follow :-

"In respect of All India Service Pensioners who are re-employed on or after 1-7-92, their pay shall be fixed in accordance with the instructions contained in G.O.Ms.No.341, F&P (FW.PSC) Dept, dt. 14-12-87"

(8) Medical Concessions :

The re-employed pensioners should be allowed the medical concessions in accordance with the Medical Attendance Rules 1972 as amended from time to time and also basing on the executive instructions issued by Government from time to time, which are applicable to the State Pensioners.

(9) Travelling allowances :

During the period of re-employment, the Pensioner shall be allowed the Travelling Allowance and Daily Allowance as tour under the A.P. Travelling Allowance Rules as admissible to the post.

(10) Leave Travel Concession :

During the period of re-employment, the pensioner shall be allowed Leave Travel Concession as follows :

(a) If the Pensioner is re-employed immediately after retirement without any break, the normal L.T.C. facility as admissible to the serving State Government employees is to be allowed.

(b) If the Pensioner is re-employed, after a break between retirement and re-employment, the L.T.C. facility may be allowed only after completion of 5 years of service on re-employment. (Rule 2(b) of L.T.C. Rules)

(11) Leave :

During the period of re-employment, the pensioner should be allowed Leave as admissible to temporary Government Servants.

(Ruling 1 under F.R. 103)

(12) Surrender of Leave :

During the period of re-employment, the pensioner should be allowed surrender leave as admissible to the serving temporary Government Servants.

[G.O.Ms.No. 221, Finance, dt. 23-8-1974 and G.O.Ms.No.316, Finance & Planning (F.R.I), Dt. 25-4-1974]

(13) Encashment of Earned Leave :

(a) During the period of re-employment, the benefit of encashment of earned leave may be allowed to those who are re-employed

without any gap in service after attaining the age of superannuation.

[G.O.Ms.No.324, Finance, dt. 30-7-1976]

(b) After the expiry of the period of re-employment, the balance of Earned Leave at credit may be permitted to be encashed subject to the condition that the total period of E.L. permitted to be encashed, at the time of retirement and after the expiry of the period of re-employment put together, should not exceed 240 days.

[Government Memo No. 21016-A/PSC/94, Dt. 23.6.1994 of Finance & Planning (FW-PSC) Department]

III. For the correct determination of pay of Government servants re-employed in Government service, as per rules, the competent authorities, should obtain the following information in respect of all officers viz, Gazetted, non-gazetted officers and last grade Government servants from the Audit Officer who reported on the title to the pension etc.

(i) Post held substantively on the date of retirement and substantive pay in that post together with scale of Pay.

(ii) Other posts if any, held in an officiating capacity on the date of retirement and officiating pay drawn in the post together with the scale of pay.

(iii) In the case of (ii) above, the dates of actual officiation.

(iv) (a) Special pay, Provisional pay and deputation allowance if any, drawn on the date of retirement and the period for which it was drawn continuously and whether he was holding a permanent post on that date.

(b) The portion counted as emoluments for pension should be indicated.

(c) Gross pension, including the amount commuted, particulars of Pension Payment Order, to be quoted.

[G.O.Ms.No.288, Finance and Planning (FW.Pen.I) Department, dt. 16.6.1972]

IV. Competent authorities after getting the above information, should fix the pay of the re-employed officers as per the provisions contained above,

in consultation with Government in Finance & Planning (Fin.Wing) Department and communicate the same in the sanction letter to the Accountant General.

[G.O.Ms.No.288, Finance and Planning (FW.Pen.I) Department, dt. 16.6.1972]

V. In cases where there has been a delay in the sanction of pension for which reason the amount of pension is not known on the date of re-employment, the officer may be allowed to draw the pay last drawn by him before retirement keeping the pension in abeyance.

[G.O.Ms.No.288, Fin & Plg (FW.Pen.I) Dept., dt. 16.6.1972]

V. (a) Revised orders of fixation of pay on re-employed pensioners in terms of RPs 1999 :-

The pay of the re-employed pensioners shall be regulated in accordance with provisions indicated below :

1. Re-employed pensioner shall be allowed to draw pay only in pay scales of pay for the posts in which they are re-employed. No protection of the scales of pay of the posts held by them prior to retirement shall be given.

2. (a) In all the cases where the pension is fully ignored, the initial pay on re-employment shall be fixed at the minimum of the scale of pay of the re-employed post.

(b) In cases where the entire pension and pensionary benefits are not ignored for fixation of pay, the initial pay on re-employment shall be fixed at the same stage as the last pay drawn before retirement. If there is no such stage in the scale of re-employed post, the pay, shall be fixed at the stage next above the pay last drawn. If the maximum pay of the scale in which pensioners is re-employed, is less than the last pay drawn by him, initial pay shall be fixed at the maximum of pay of the re-employed post. Similarly, if the minimum pay of the scale in which pensioner is re-employed, is more than the last pay drawn by him, initial pay shall be fixed at the minimum of pay of the re-employed post.

(c) In all the cases, the non-ignorable part of the pension shall be reduced from the pay so fixed.

(d) Once the initial pay of the re-employed pensioner has been fixed, he is eligible for normal increments in the time scale of the post to which he is appointed as if the pay had been fixed at the minimum or the higher stage, as the case may be (i.e., before an adjustment on account of pension is made) provided that the pay and gross pension taken together should not exceed at any time the maximum of the pay prescribed in the pay scales in force. (Now it is Rs.19,645 for the State Pensioners and Rs.26,000 to IAS pensioners).

(e) In these orders, unless the context otherwise require-

(i) PENSION means the gross monthly pension and/or pension equivalent of retirement gratuity and/or pension equivalent of gratuity or Government's contribution to Contributory Provident Fund and / or other retirement benefits, if any payable under the Andhra Pradesh revised Pension Rules, 1980 or the relevant rules of the Government of body under which re-employed pensioners was serving prior to his retirement and Consolidated from time to time. Where pension has been commuted partly or fully, pension means the gross pension payable prior to commutation.

(ii) LAST PAY drawn means the actual pay drawn before his retirement on which his original pension was sanctioned.

3. In all the cases where the maximum limit prescribed above are exceeded the pension and other retirement benefits may be paid in full and the necessary adjustments made in the pay so as to ensure that the total of pension and pay is within the prescribed limits.

4. The re-employed pensioner shall be permitted to draw separately in addition to pay, any pension sanctioned to him and to retain any other form of retirement benefits.

5. The Dearness Allowance, House Rent Allowance, City compensatory Allowance etc., shall be calculated on the aggregated amount of pay in the re-employed post and the pension treating the same as basic pay.

6. The re-employed pensioners are not eligible for dearness relief on pension during period of re-employment and

the pension disbursing officers should obtain a certificate of non-re-employment from the pensioners twice in a year i.e. in the months of January and July.

7. The standard terms and conditions of re-employment issued in the reference third read above will continue inforce.

8. The pensioners who are on re-employment as on the date are eligible for re-fixation of their pay in terms of these orders based on the consolidated pension and revised pay scales.

9. These orders are come in force from date 16-10-2000.

10. These orders are applicable to all Governments employees who are re-employed or appointed after retirement and continuing on re-employment, other than those employed on contract basis, whether they have retired with or without a pension and or gratuity or any other retirement benefits i.e. Contributory Provident Fund etc., from Civil posts or from the Armed Forces.

11. These orders will not apply to the employees of the Industrial and Commercial Undertakings of Government and Contingent Establishment and part-time employees of the Government, Judges of High Court and Supreme Court.

[G.O.Ms.No.145, Finance (FW.PSC) Dept., dt. 16-10-2000]

VI. In case of commutation of Pension by re-employed Pensioners

Article 524-B :- In the case of a pensioner who is re-employed in Government service or in the service of a Local Fund and who commutes a portion of his pension after such re-employment, the amount of pension which the pensioner is entitled to draw under the rules in this section, shall be the amount to which he would have been entitled had there been no communication, less the amount commuted.

In the case of a pensioner whose pension is held wholly in abeyance during such re-employment, and who commutes a portion of his pension during this period, his pay during re-employment shall be reduced by the amount of pension commuted with effect from the date on which the commutation becomes absolute. In the case of a pensioner whose pension is held

partly in abeyance during such re-employment and who during this period, commutes, a portion of his pension in excess of the portion actually drawn, his pay during re-employment shall be reduced, with effect from the date on which the commutation becomes absolute, by an amount representing the difference between the portion of pension commuted and the portion of pension drawn, until the commutation.

Article 524-C :- In the case of pensioner a portion of whose pension has been commuted before re-employment, the original amount of the pension should be taken into consideration in fixing the total receipts during re-employment or continued employment and not merely the uncommuted pension.

Note :-

(a) (i) Pension equivalent of Retirement Gratuity need not be deducted from the pay fixed during re-employment w.e.f. 1.4.90.

(ii) In respect of those re-employed prior to 1.4.1990 the pay shall be refixed w.e.f. 1.4.1990, without taking into account the pension equivalent of Gratuity.

[G.O.Ms.No.375, Fin & Plg (FW.PSC) Dept., dt. 19.10.1990]

(b) Pension equivalent of Gratuity was ordered to be restored to those pensioners who opted to the DCRG benefit as per G.O.Ms.No. 396, Finance & Planning (FW.PI) Department, dt. 22.9.1962, (i.e., those Government servants opted to continue in C.S.Rs.)

[G.O.Ms.No. 254, Fin & Plg (FW.Pen.I) Dept, dt 4.8.1989]

(c) (i) The limit of Rs.2,750/- occurring in two places in clause

(d) and in clause (f) of ruling 3 under Article 521 of C.S.Rs. was enhanced to Rs.3,500/-

[G.O.Ms.No.261, Fin & Plg (FW.PI) Dept., dt. 25.5.1980]

(ii) Consequent on the introduction of Revised Scales of Pay 1986, w.e.f. 1.7.1986, revised orders were issued for regulating the pay of the re-employed pensioners in two parts.

Part I :- regulating the pay of those persons re-employed prior to 1.7.1986; and

Part II :- regulating the pay of the those re-employed for the first time, after 1.7.1986.

In both the above cases, the pay fixed on re-employment plus pension, put together, should not exceed Rs. 8.000/- p.m.

[G.O.Ms.No.341, Fin & Plg (FW.PSC) Dept., dt. 14.12.1987]

Section - III

Re-employment of a Military Pensioner

Article 525 :- Except where it is otherwise expressly provided, the rules in section II of this chapter do not apply to a military officer, departmental officer, warrant or non-commissioned officer or solider who is taken into or allowed to continue in civil employ (after he has been granted a pension under military rules). The claims of such an officer to salary in the civil department are governed by Articles 526 to 528. His pension for service in the Civil department will not be effected by his military pension.

Article 526 :-

(a) Where a pensioner formerly in military service obtains employment in the civil department after having been granted a military pension and continues to draw his military pension, the authority competent to fix the pay and allowances of the post in which he is re-employed, shall take into account the amount of pension, including such portion of it as may have been commuted.

(b) Where a military officer, departmental officer, warrant or non-commissioned officer or solider, who is granted a pension under military rules, while he is in civil employ, draws such pension while he is in civil employ, the authority competent to fix the pay and allowances of the post in civil employ, may, with effect from the date from which the pension is granted, reduce such pay and allowances with reference to such officer or soldier by any amount not exceeding the amount of such pension.

(c) In cases of military personel, who retire from the military service before attaining the age of 55 years and are re-employed in civil posts, on or after 22nd December 1971, the pension shown below shall be ignored in fixing their pay on such re-employment.

(i) In the case of service officers and officers holding Group 'A' posts in civil service, the first Rs.500/- of pension;

(ii) In the case of personnel below commissioned officer's rank and officers holding group 'B' or lower posts in civilian side, at the time of retirement, their entire pension.

Note :- The pension for the purpose of these order includes other forms of retirement benefits.

Article 528-B :- The Pension of the heir of an Indian military officer or non-commissioned officer or solider, or the heir of a medical subordinate, will during employment in any civil department, merge in his salary.

This position is in accordance with the executive orders issued in G.O.Ms.No.223, Finance & Planning (FW.P.I) Department, dt. 19.7.1986, read with G.O.Ms.No.18, Finance & Planning (FW.P.I) Department, dt. 30.1.1987.

Note :-

(a) The limit of Rs. 50/- occurring in sub-clauses (i) & (ii) of clause (c) of Article 526, of Andhra Pradesh Pension Code Volume - I was raised to Rs.125/-

[G.O.Ms.No. 330, Fin & Plg (FW.P.I) Dept. dt 19.12.79]

(b) Sub-clauses (i) & (ii) of clause (c) of Article 526 Andhra Pradesh Pension Code Volume-I were changed as shown below :

(i) In respect of serving officers; the first Rs.250/-

(ii) In respect of personnel, below commissioned officer's rank, the entire amount of pension.

[G.O.Ms.No.257, Fin & Plg. (FW.P.I) Dept., dt. 2.9.83]

Section IV

Pension for new service

Article 529 :- Except as provided in Article 525 to 528-B, an officer who, having been discharged with a pension, is subsequently re-employed, may not count his new service for a separate pension. Pension (if any) is

admissible only for the new service combined with the old, the whole being counted as one service.

Article 530 :- If an officer, who has obtained a compensation or invalid pension is re-employed in pensionable service and retains the pension (see Article 514) the pension or Gratuity admissible for his subsequent service is subject to the following limitations, namely, that the Gratuity or the capital value for the pension shall not be greater than the different between the value of the pension that would be admissible at the time of the officer's final retirement, if the two periods of service were combined, and the value of the pension already granted for the previous service.

Article 531 :-

(a) If a Gratuity received for the earlier service has not been refunded, gratuity or pension (as the case may be) may be allowed for the subsequent service, on condition that the amount of such gratuity or the present value of such pension plus the amounts of previous gratuity shall not exceed the amount of gratuity or the present value of the pension that would have been admissible had the gratuity received for the earlier service been refunded.

(b) If the amount of such gratuity or the present value of such pension, plus the amount of the previous gratuity, exceed the amount of gratuity or the present value of the pension that would have been admissible if the gratuity received from earlier service had been refunded, the excess must be disallowed.

Article 531-A :- For the purpose of Article 530 & 531, the Capital or present value of pension shall be calculated in accordance with the table prescribed by the Government under the Andhra Pradesh Civil Pensions (Commutation) Rules, 1944.

Section - V

Guidelines for fixation of pay and other terms of retired judges of the Supreme Court and High Courts on their appointment on Commission, Committees of Enquiry

The Government of India, Ministry of Law & Justice (Department of Justice) New Delhi, in their Letter No.24/28/80 Justice, Dt. 20-10-1987 issued the following guidelines in regard to fixation of pay and other

terms of retired judges of Supreme Court and High Courts, on their appointment on Commission/Committee of Enquiry.

A. Retired Judges re-employed on whole-time basis :

(i) Pay, which together with pension and pension equivalent of other forms of retirement benefits, may be restricted to Rs.8,000/- per month in case of retired High Court Judges and Rs. 9,000/- per month in the case of retired Chief Justice of High Courts/Judges of Supreme Court w.e.f. 1-4-1986.

(ii) Dearness Allowances as payable to officers of All India Services getting pay of Rs.6,700/- per month and above either from the date from which it was admissible to sitting Judges or from the date on which they are appointed to Commissions/Committees of Enquiry, whichever is later.

(iii) Compensatory (City) Allowance as should be admissible the serving Judges of Supreme Court and High Courts at the Headquarters station of the Committee/Commission.

(iv) Travelling Allowance and Daily Allowance may be paid according to their entitlement on the rates at the time of their re-employment. They will also be entitled to facility of temporary Government accommodation in Guest Houses / Inspection Bungalows run by the Central Government, wherever available, on payment of normal rent at outstations, of the class to which Government servants of the highest class are eligible.

(v) Transfer T.A. as admissible to a Government servant of the highest grade from Home Town to Headquarters for joining the Commission/Committee and from Headquarters to Home Town at the end of assignment.

(vi) Rent free furnished accommodation or house rent allowance at 12 ½ % of pay in lieu there of subject to a maximum of Rs.1,000/-

(vii) Medical facilities of CGHS may be made available. Where CGHS is not available they may be entitled to medical facilities as available to Cabinet Ministers.

(viii) Leave as admissible to other re-employed pensioners under C.C.S. (Leave)Rules, 1972.

(ix) L.T.C.for self and family as admissible to re-employed pensioners and the entitlement will be that of the highest grade in Central Government.

(x) Conveyance facilities may be made available as admissible to the serving judges at the time of their re-employment.

B. Retired Judges re-employed on part-time basis etc :-

If the quantum of work does not justify whole-time employment in case where a re-employed Judge wishes to make his headquarters the place, where he has taken up residence after retirement instead of the headquarters of the Commission/Committee, there should be no whole-time appointment and accordingly no salary would be admissible. In case of such part-time employment, the re-employed Judges will be eligible to get travelling allowance and facility of temporary Government accommodation while on tour in connection with the Commission/Committee, as admissible under A(iv) above and daily allowance at the following rates :-

(a) Retired Chief Justice of India Rs.120/- per day
(b) Retired Chief Justice of High Court or retired Judge of High Court Rs. 100/- per day
(c) Retired Judge of High Court Rs.90/- per day

This daily allowance will be admissible only for the actual days spent on the Commission's / Committee's work, and no other concession by way of boarding / lodging or transport will be admissible. If the place of normal residence happens to be the same as the headquarters of the Commission / Committee and no salary is given, a 'perdiem' honorarium equal to the above rates, may be allowed.

[Endt. No. 2176/Spl.B/87-1, dt. 24-10-1987 of GA (Spl-B) Department read with UO Note No.2771/SC.F/8824, dt. 18-7-1990 GA (SC-F) Department]

APPENDIX - III

Invalid Pension/Medical Examination

Extracts of the provisions contained in Andhra Pradesh Pension Code

Article 441 :- An invalid pension is awarded, on his retirement from the public service, to an officer who, by bodily or mental infirmity, is permanently incapacitated for the public service or for the particular branch of it to which he belongs.

Rulings

1. [Not printed].

2. If a Government servant who, under the conditions of his service, is liable to be deputed for military duty is found physically unfit for such duty when called upon, he is liable to be invalidated from service, See Article 441. A decision to invalid such Government servant may not however, be given effect to if a Medical Board or other competent medical authority is of opinion that the Government servant concerned may become fit for military duty if he undergoes suitable medical or surgical treatment. If, on the other hand, the Government servant declines to undergo the treatment, he will be invalidated and his case will not be considered as one of the complete and permanent incapacity for service and he will not as a matter of right be entitled to any pension. It is open to the Government to decide in such case whether any pension should be allowed and if so, whether it should be the full or a reduced pension.

Article 442 :- An officer applying for an invalid pension shall submit a medical certificate of incapacity in the manner specified below :-

(a) If the officers submitting the application is on leave, elsewhere than in India, then the Medical examination shall be arranged through the Indian Missions abroad by a Medical Board consisting of a physician, Surgeon and an Opthalmologist, each of them having the status of a consultant. The service of doctors approved for the officers and staff of the Mission concerned shall be utilised for this purpose, provided that they fulfil the above conditions. A lady doctor shall be included as a member of the Medical

Board whenever a woman candidate is to be examined.

(b) If the officer submitting the application is in India, then the examining medical authority shall be -

(1) A Medical Board, in the case of all Gazetted Government servants and those non-gazetted Government servants, whose pay, as defined in rule 9 (21) of the Fundamental Rules exceeds [1][Rs.2840/-] per mensem.

(2) A Civil Surgeon or a District Medical Officer or Medical Officer of equivalent status in other cases.

(c) Except in the case of the officer on leave elsewhere than in India, no medical certificate of incapacity for service may be granted unless the applicant produced a letter to show that the head of his office or department is aware of his intention to appear before the Medical Board/Officer. The Medical Board/Officer shall also be a supplied by the head of the office or department in which the applicant is employed, with a statement of what appears from official records to be the applicant's age. Where the applicant has a service book, the age recorded therein shall be reported.

(d) In the case of civilian in the various administrative services who, under an agreement, are liable for field service, incapacity for service, must be established by a Military Medical Board the members of which will attest the medical certificate.

Rulings

1. The Medical Certificate referred to in this Article should invariably be drawn up in Medical Form No. 1-17 (Civil Medical Form No.32)

2. The system of taking finger-prints by Medical Officers on the medical certificates in the case of invalid pensions and communication

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1. The expression "Rs. 2840" was substituted by G.O.Ms.No.405, Finance & Planning (FW.P.I) department, dt. 15.12.1993 w.e.f. 1.1.1993.

Note :- The monetary limit of Rs. 500/- contained in Article 442 (b) (I) was enhanced to Rs. 750/- by G.O.Ms.No.274, Finance & Planning (FW.P.I) department, dt. 19.7.1985, and to Rs. 1450/- by G.O.Ms.No.19, Finance & Planning (FW.P.I) department, dt. 16.1.1989.

of pension should remain in force.

3. Commissioned Medical Officers, District. Medical Officers and Civil Surgeons are alone authorised to grant certificates of un-fitness for further service.

4. Honorary Surgeons and Physicians may issue certificates, invaliding for further service, Government servants who are patients in their wards on receipt of a requisition from the heads of departments to which the Government servant belongs.

Such invaliding certificates issued in the cities of Hyderabad and Secunderabad should be countersigned by the Director of Medical Services.

5. All cases in which it is certified that the incapacity for service is due to irregular, intemperate habits should be submitted to Government for orders through the proper channel, together with the opinion of the Director of Medical services.

6. The countersignature of the Director of Medical Services in the in valid certificates of an officer serving in the mofussil is not necessary. But all cases in which the Medical Officer certifies that the incapacity of an officer is due to irregular or intemperate habits, should be sub mitted to Government through the proper channel together with the opinion of the Director of Medical Services for the orders of Government.

7. The Government have decided that in the case of non-gazetted mofussil police officers residing in Hyderabad or Secunderabad during their period of leave the certificate of unfitness for further service should be granted by the Police Surgeon.

8. The Government may dispense with a medical certificate of incapacity for further service in a case of gratuity and sanction the application.

9. All non-gazetted Government servants as to whose fitness for further service there may be doubt, should unless they happen to be absent in other district, on long leave, be sent for examination before the District Medical Officer of the district in which they are

serving. Where a Government servant's jurisdiction falls within more than one Revenue district, he may be required to appear before the District Medical Officer of such district as may be departmentally convenient. If, in special cases, this procedure has necessarily to be departed from, the reasons therefor should be recorded in writing and communicated to the Commissioned Medical Officer who is asked to examine the applicant.

10. Invaliding medical certificates under this article should be given by Medical Officers registered under Medical Registration Act and if any doubt arises in a particular case, it should be referred to the Director of Medical Services for decision or countersignature.

11. The Medical Superintendent, Union Mission Tuberculosis Sanatorium, Madanapalle, is deemed to be a Civil Surgeon for granting invaliding certificates to Government servants under his treatment for tuberculosis provided that he is registered under the Medical Registration Act. The invaliding certificates should be counter signed by the Director of Medical Services.

12. The disease from which an applicant is suffering is curable by an operation, but this, he refuses to undergo and is therefore invalided. In these circumstances no pension or gratuity is admissible. The Government consider that each case of invalidation on account of a curable disease should be decided on its merits. The A.G. is requested to forward such cases for the orders of Government.

Article 443 :- (a) A succinct statement of the medical case, and of the treatment adopted, should, if possible, be appended.

(b) If the Examining Medical Officer, although unable to discover any specific disease in the officer, considers him incapacitated for further service by general debility while still under the age of fifty-five years, he should give detailed reasons for his opinion, and, if possible a second medical opinion should always, in such a case be obtained.

(c) In a case of this kind special explanation will be expected from the head of the office or department, of the grounds on which it is proposed to invalid the officer.

Article 444 :- A simple certificate that inefficiency, is due to old-age or natural decay from advancing years, is not sufficient in the case of an officer whose recorded age is less than fifty-years, but a Medical Officer is at liberty, when certifying that the officer is incapacitated for further service by general debility, to state his reasons for believing the age to be understand.

Form of Medical Certificate elsewhere than in India

Article 445 :- The form of medical certificate given by the Medical Board arranged by the Indian Mission abroad, in respect of an officer applying for invalid pension while on leave elsewhere than in India, shall be as follows :-

Form

We have carefully examined Mr. .... Taking into account all the facts of the case as well as his present condition, we consider that he is incapable of discharging the duties of his situation and that such incapability is likely to be permanent. His incapacity does not appear to us to have been caused by irregular or intemperate habits.

In our opinion his incapacity is the result of irregular or intemperate habits.

Note :- If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made in the form. “We are of opinion that A/B, is fit for further service of a less laborious character than that which he has been doing or may, after resting for ..... months, be fit for further service of a less laborious character than that which he has been doing”.

[G.O.Ms.No.37, Finance Department, dt. 14-2-1974]

Article 446 :- If any doubt arises regarding the validity of a certificate by the Medical Board arranged by the Indian Mission abroad the Audit Officer must not, of his own motion, reject the certificate as invalid, but must submit the matter for the decision of the Government.

Note :- Government may delegate its power under this article to Heads of Departments.

Forms of Medical Certificate in India

Article 447 :- (a) The form of the certificate to be given respecting an officer applying for pension in India is as follows :-

Certified that I (We) have carefully examined A.B. son of C.D. ..... in the .....
His age is by his own statement ..... years any by appearance about ..... years. I (We) consider A.B. to be completely and permanently incapacitated for further service of any kind (or in the department to which he belongs) in consequence of (here state disease or cause). His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits.

Note :- If the incapacity is the result of irregular or intemperate habits, the following will be substituted for the last sentence :-

"In my/(our) opinion his incapacity is ..... directly due to .....
has been accelerated or aggravated by irregular or intemperate habits".

[G.O.Ms.No.2107, Finance, dt. 2.11.1959]

If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made : I am (we are) of opinion that A.B. is fit for further service of a less laborious character than that which he has been doing (or may, after resting for ..... months, be fit for further service of a less laborious character than that which he has been doing).

(b) The object of the alternative certificate of partial incapacity is that an officer should, if possible be employed even on lower pay, so that the expenses of pensioning him may be avoided. If there be no means of employing him even on lower pay, then he may be admitted to pension; but it should be considered whether, in view of his capacity for partially earning a living, it is necessary to grant to him the full pension admissible under rule.

Special Precautions in the Police

Article 449 :- Superintendents of Police should be on their guard against

endeavours to retire on invalid pension by officers who are capable of serving longer.

Article 450 :- Medical Officers should confine themselves recommending leave so such policemen as are not likely to benefit by a further stay in hospital and should not certify that a policeman is incapacitated for further service unless they are officially requested to report upon his incapacity for further service.

Article 451 :- Medical Officers should be specifically searching in their examination of the physical unfitness of every applicant for pension, and, whenever the number of applicants for pension is large, the examination should, if possible, be conducted by two Medical Officers.

Restrictions

Article 452 :- An officer discharged on other grounds has no claim under Article 441 even although he can produce medical evidence of incapacity for service.

Article 454 :- If the incapacity is directly due to irregular or intemperate habits to pension can be granted. If it has not been directly caused by such habits, but has been accelerated or aggravated by them, it will be for the authority by which the pension is grantable to decide what reduction should be made on this account.

Rulings

1. The mere fact that an officer has suffered from syphilis is not sufficient to bring him under the operation of this article, provided there is nothing against his character in other respects. In the event of his retirement being necessitated by such cause, the record of his service should be examined. The presumption may be against the officer, but it should not be accepted as other than a presumption and should be viewed as capable of being completely rebutted by the general evidence as to character and conduct.

2. It is for the authority, which is empowered to sanction his pension or gratuity, to decide whether the incapacity is the result of irregular or in-

temperate habits. The Audit Officer should certify the applicant's title to pension or gratuity with some such proviso as the following :-

"Provided that the sanctioning authority is of opinion, on consideration of the Medical certificate and other evidence as to habits and character, that the capacity has not been proved to be caused by irregular or intemperate habits".

3. (a) A Government servant reported to be suffering from leprosy or syphilis should not at once be invalided but should be granted such leave as may be necessary, but not exceeding the amount to his credit to enable him to undergo proper treatment and he should be invalided from service in the former case only if after undergoing the treatment for the full period of the leave to his credit he is still certified to be infected with the disease, and in the latter case only if he refused to undergo the treatment prescribed by competent medical authority or is such authority considers the treatment has failed.

(b) The following instructions have also been issued by Government for the guidance of medical officers in cases of syphilis and leprosy :-

(i) Syphilis and leprosy are amenable to treatment.

(ii) A Government servant reported to be suffering from the diseases need not necessarily be invalided from service.

(iii) He may be granted such leave as it necessary but not exceeding the amount which he has to his credit in order to enable him to undergo proper treatment.

(iv) A Government servant who is suffering from these diseases and who refused to undergo the treatment prescribed by competent medical authority or where such authority considers that the treatment has failed, is liable to be invalided from service.

(v) The question of the grant of an invalid pension will be decided on the merits of the case.

(vi) A Government servant who has been granted leave to undergo treatment for syphilis should be allowed to return to duty only on the production of a certificate from the Director of the King Institute, Guindy, or other recognized laboratory, that his

Wasserman reaction has been negative for two consecutive examinations made at an interval of three months or, if the head of office is satisfied that adequate facilities for continued treatment exist at the station to which the individual is posted. In the case of Government servants under the treatment of a Government Medical Officer, the Wasserman test will be conducted free of charge at a Government laboratory.

(c) If, however, he actually undergoes the treatment prescribed while under regular leave due, there is no objection to the grant of leave not due in continuation thereof.

Article 455 :- An officer who has submitted under Article 442, a medical certificate of incapacity for further service shall, if he is on duty, be invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the medical certificates, or if he is granted leave under the subsidiary rule 24 under rule 74 (a) contained in Annexure II-Part I of the Fundamental Rules, on the expiry of such leave, if he is on leave at the time of submission of the said medical certificate, he shall be invalidated from service on the expiry of that leave or extension of leave if any granted to him under subsidiary rule 24 under rule 74 (a) contained in Annexure II - Part I of the Fundamental Rules and if the medical authority has declared a Government servant fit for further service of less laborious character than that which he has been doing he may, if possible, be employed on lower pay and if there be no means of employing him even on a lower pay, he shall be admitted to pension.

APPENDIX IV

Important provisions in A.P. Civil Pensions (Commutation) Rules 1944, and important orders issued by Government in regard to Commutation of Pension and Restoration of Commuted portion of Pension.

1. Applicability :-

The A.P. Civil Pensions (Commutation) Rules, 1944 are applicable to all Government servants under the rule making control of the Government of Andhra Pradesh.

[Rules 2 of A.P. Civil Pensions (Commutation) Rules, 1944]

2. Commutation of Pension :-

a) A Government servant to whom the A.P. Civil Pension (Commutation) Rules 1944 apply, shall subject to the conditions herein after specified, be allowed to commute for a lump payment any portion not exceeding one third of the pension granted to him by the State Government

Based on the recomendations of PRC, 1999 the limit for commutation of pension under A.P Civil Pension (commutation) rules 1944 shall be enhanced to 40% of the pension sanctioned to the pensioner from 1-4-99. All other provisions for this purpose shall remain unchanged.

[G.O.Ms.No. 158, F&P (FW.Pen.I) Dept., dt 16-9-99 w.e.f.1-4-99]

Provided that -

(i) the expenditure involved can be meet from the sanctioned budget grants; and

(ii) the residue of the pension after the commutation, together with the uncommuted portion of any permanent pension or pensions payable to the Government servant by a local body or by any Government in India shall not be less than Rs. 370/- (Rupees three hundred and seventy only)

[*Rules 3(1) of Commutation Rules as amended in G.O.Ms.No.239, Finance & Planning (Finance Wing-Pension.I) Department, dated 16.9.1991 and further amended in G.O.Ms.No.90, Finance & Planning (Finance Wing Pension.I) Department, dated 8.3.1994 w.e.f. 16.9.1991]*

(iii) The minimum pension is inclusive of commutation portion of pension. As such commuted portion of pension will be deducted from the minimum pension of Rs. 1,275/- p.m. while making monthly disbursement w.e.f.

1.4.99, except of pensioners whose commutation is restored as per the existing orders.

[As per para 16 of G.O.(P).No.156, F&P (FW.Pen-I) Dept. dt.16-9-99]

b) The portion of the Pension to be Commuted should consist of whole rupees.

(Note :- Rule 3 (1) of Commutation Rules)

(c) Notwithstanding anything contained in sub rule (1) of rule 3 of A.P. Civil Pensions (Commutation) Rules 1944 the State Government may in their discretion, refuse Commutation of Pension in the case of a pensioner who has been guilty of grave misconduct which would, in their opinion have justified the withholding of his pension under Art 351 of the CSRs.

(Rule 3 (2) of Commutation Rules)

d) A Government servant against whom judicial or departmental proceedings has been instituted or a pensioner against whom any such proceeding has been instituted or continued under Art 351-A of the C.S.Rs shall not be permitted to Commute any part of his pension during the pendency of such proceedings.

(Rule 3 (3) of Commutation Rules)

e) A Government servant to whom a compassionate allowance is sanctioned under Art-353 of CSRs/241 of HCSRs, may be allowed to commute for a lump payment, any portion of such allowance according to these rules, with the permission of the Government in Finance Department, subject to the condition that he should produce proof that the commutation amount so sanctioned should be invested by him for the permanent benefit of his family. For this purpose, the commuter, shall apply for permission to commute his compassionate allowance to the Secretary to Government, Finance Department, along with an undertaking duly certified by a Gazetted Officer of this State Government in the form prescribed in Annexure I-A to the Commutation Rules.

(Rules 3 (4) of Commutation Rules)

3. Submission of Application for Commutation :-

a) The application for Commutation of a portion of a pension need not be submitted separately in cases where the pensioner desires to commute the pension simultaneously along with service pension. Column No. 5 of the application form for service pension prescribed in G.O.Ms.No.263,

Finance & Planning (Finance Wing-PSC) Department, dated 23.11.1998, provides for expressing the desire for commutation also. This form has to be submitted to the Head of the Office.

b) In cases where the pensioner did not request for simultaneous commutation along with service pension but desires to commute the portion of pension before the expiry of the period of one year from the date of retirement, the application in the form prescribed in G.O.Ms.No.119, Finance & Planning (Finance Wing - Pension.I) Department, dated 17.4.86, shall be addressed to the Head of the Office.

c) In cases where the pensioner did not request for simultaneous commutation along with service pension, but desires to commute a portion of pension after the expiry of the period of one year from the date of retirement, the application in the form prescribed in G.O. (P) No.8, Finance & Planning (Finance Wing - Pension.I) Department, dated 7.1.80 & G.O.Ms.No.34, Finance & Planning (Finance Wing - Pension.I) Department, dated 25.2.81 shall be submitted to the Head of the Office.

d) An applicant who has commuted a fraction of his final pension and after such commutation, if his pension has been revised and enhanced restrospectively as a result of Government's decision, the applicant shall be paid the difference between the commuted value determined with reference to enhanced pension and commuted value already authorised. These orders shall take effect from 29.11.91 and the cases which have not been finalised on the date of issue of these orders shall be finalised accordingly.

[G.O.Ms.No.392, Finance & Planning (FW.Pen.I) Department, dated 2.12.93 as amended in G.O.Ms.No.245, Finance & Planning (FW.Pen.I) Department, dt. 16.6.1994]

e) The orders issued for payment of difference of amount in commutation due to revision in pension consequent on revision of pay scales 1993 issued in G.O.Ms.No.392, F&P (FW.Pen.I) Dept., dt. 2-12-93 are extended to the cases whose first commutation was under medical scheme. Such pensioner need not under go medical examination again. In cases where the age is loaded in medical examination for commutation in the first instance, the same shall be adopted for determine the revised commuted value under these orders and the date on which the commutation became absolute in the first instance shall also remain the same. However, these orders do not apply to cases where the pensioner has declined to accept the commutation amount on the basis of loaded age and withdraw his application for commutation

earlier. These orders shall take effect from 29-11-91.

[G.O.Ms.No.189 F&P (FW.Pen.I) Dept., dt. 18.7.95]

4. Medical Examination dispensed with in certain cases :-

Commutation without Medical Examination :-

a) If the application for commutation of pension is received within one year after retirement on superannuation, medical examination is not necessary.

[G.O.Ms.No.67, Finance & Planning (Finance Wing - Pension.I) Department, dated 28.2.78]

b) i) The benefit of commutation of pension without medical examination is extended to the cases of (1) Retiring Pension, (2) Pension on absorption in or under a Corporation or Company or Body and who elects to receive monthly Pension and Retirement Gratuity. (3) Compensation Pension, (4) Voluntary Retirement after 20 years.

ii) These orders shall not apply to Government servants (a) who retire on invalid pension; and (b) who, on absorption in or under a Corporation or Company or Body, elect to the alternative of receiving the Retirement Gratuity & lumpsum in lieu of Pension and (c) who apply for commutation after one year of retirement.

iii) In the case of Government servants absorbed in a Corporation / Company / Body and who elect to receive monthly pension and Retirement Gratuity, the period of one year for the purpose of commutation shall be reckoned from the date of issue of Government orders allowing such absorption.

iv) In the case of those to whom only provisional pension is granted, if after conclusion, entire pension is withheld, the question of commutation does not arise. In the case of others to whom pension was allowed either in full or in part, the period of one year has to be reckoned from the date of issue of orders on conclusion of the proceedings.

The Government servant has to apply in the prescribed form and the commutation will become absolute on the date on which the application is received by the Head of the Office.

[G.O.Ms.No.239, Finance & Planning (Finance Wing - Pension. I) Department, dated 13.9.82]

c) The period of one year has to be reckoned from the date of actual retirement (not from the date of attainment of 55/58 or 60 years but from the last day of the month) in the case of commutation of pension without medical examination.

[G.O.Ms.No.332, Finance & Planning (Finance Wing - Pension.I) Department, dated 19.12.79]

5. Cases where medical examination is necessary :-

a) Commutation after medical examination :-

i) If the application for commutation of pension is made by the pensioner, after one year from the date of retirement, commutation of pension should not be sanctioned unless, such medical authority as may be prescribed in this behalf by sanctioning authority, certifies that the pensioner's bodily health and prospects of duration of life and such as to justify commutation.

[Rule 5(1) of commutation rules read with G.O.Ms.No.67, Finance & Planning (FW - Pen.I) Department, dated 28.2.78]

ii) The certifying medical authority shall subject the pensioner to a strict medical examination, requiring him to furnish such information as to his health and habits as is usually required of persons proposing to assure their lives in assurance companies and report in such form as may be prescribed by the State Government.

[Rule 5(2) of the Commutation Rules]

iii) If the pensioner furnishes any information found to be false within his knowledge or wilfully suppresses any material fact in answer to any question, written or oral, put to him in connection with his medical examination, the sanctioning authority may cancel the sanction at any time before payment is actually made, and such a statement or supression may be treated as grave misconduct for the purpose of Art 351 of C.S.Rs.

[Rule 5(3) of Commutation Rules]

b) Second medical examination :

A pensioner, after he has once been refused Commutation on medical grounds, or after he has once declined to accept Commutation on the basis of an addition of years to his actual age, may apply for a second medical examination at his own expense, if atleast a year has elapsed since his

first examination. Such a re-examination shall invariably be made by the standing Medical Board.

(Note 1 under regulation 6 of the Commutation Rules)

c) Special Medical Examination :

If in the opinion of the medical authority prescribed, any special examination is necessary which it is not in a position to carry out itself, it may require the applicant to undergo such examination at his own expense. No refund of such expenditure will be given by Government irrespective of the result of the examination.

(Note 2 under regulation 6 of the Commutation Rules)

6. Procedure for Commutation of Pension where medical examination is not necessary :-

a) i) If the Government servant desires to commute any portion of pension simultaneously with service pension, he/she should indicate such desire to commute any portion of pension in Column No.5 of the application for service pension prescribed in G.O.Ms.No.263, Finance & Planning (Finance Wing - PSC) Department, dated 23.11.98.

ii) The capitalised value of commutation will be authorised by the pension issuing authority simultaneously along with service pension.

(G.O.Ms.No.263, Finance & Planning (Finance Wing - PSC) Department, dated 23.11.98)

b) If the pensioner did not express any desire for simultaneous commutation alongwith service pension at the time of retirement but wishes to commute any portion of pension after retirement or wishes for further commutation, within the period of one year from the date of retirement, he/she should submit the application in the form in Annexure - I to this appendix.

[G.O.Ms.NO.119, Fin & Plg (Finance Wing. Pen.I) Dept. dt. 17.4.86]

7. Procedure for the commutation of Pension where medical examination is necessary :-

1. The form of application for commutation of pensions prescribed in G.O.Ms.No.8, Finance and Planning (F.W.Pen.I), dt 7.1.80 (vide Annexure II to this appendix) shall be used.

Pensioner should submit application :

2. The pensioner after completing the particulars in Part-I of Form 'A' of the application for commutation of pension should submit it to the head of the office from where he retires.

Action to be taken by the Head of the Office :

3. On receipt of the application for commutation from the pensioner, the head of the office will scrutinise the particulars given in Part-I of Form 'A' of application for commutation of pensions with reference to the pension file, if it is with him, and transmit the same to the commutation sanctioning authority by completing Part-II of Form 'A'.

Action to be taken by the Pension Sectioning Authority :

4. The pension sanctioning authority on receipt of the application for commutation of pensions from the head of the office should verify the particulars in the form with reference to the pension file, if the pension file is not with the Head of the office but is with him. If it is already verified by the Head of office with reference to the pension file no further scrutiny is necessary again by the Pension sanctioning authority, who will accord administrative sanction for the commutation for a lump payment of the pension as found admissible under the rules by the Accountant-General subject to the Medical authorities' recommendations, by completing Part-I of Form 'B' of the application.

Where, however, the head of the office is the pension sanctioning authority he will accord administrative sanction for payment of the commutation for a lump payment of the pension as found admissible under the rules, by the Accountant-General subject to the medical authorities' recommendations by completing Part-I of Form 'B' and forward the application.

Thereafter, the pension sanctioning authority shall forward the application to the District Medical Officer/Medical Board to arrange for the medical examination of the applicant by the proper medical authority by completing Part-II of Form 'B'.

Note : The pensioner shall be asked to appear for Medical Examination before the District Medical Officer of the District in which he draws his pension or any other Medical Officer selected by the Government in case

the Capitalised value, inclusive of the amount paid on account of previous commutation is less than Rs. 15,000/- and before standing Medical Board, without any preliminary medical examination, if the capitalised value, inclusive of the amount paid on account of previous commutations is Rs.15,000 or more.

[G.O.Ms.No.144, Finance & Planning (FW.P.I) Dept, dt,6.5.82]

At the same time the pension sanctioning authority shall inform by completing Part-III of Form 'B', the applicant enclosing Form 'C' that the medical authority shown therein has been requested to arrange for the medical examination and to inform the applicant of the date and thereof.

Action to be taken by the Medical Authority :

5. The medical authority shall inform the applicant about the date, time and place of the medical examination with a request to appear for the medical examination. The pensioner shall accordingly appear before the medical authority along with Form 'C' with Part-I thereof duly completed except for affixing his signature.

6. The medical authority shall complete the medical examination, complete Part-II of Form 'C' of the application and communicate his report in Part-III of Form 'C' to the Accountant General.

Action to be taken by the Accountant-General :

7. The Accountant-General shall, on receipt of the report, verify the commutation sum admissible keeping in view the medical report and issue authorisation to the concerned treasury for release of the commutation amount to the pensioner under intimation to the pension sanctioning authority and the pensioner.

Action to be taken when age is loaded as a result of Medical Examination :

8. In the medical examination, if the age is loaded, the Accountant-General shall issue a registered notice to the pensioner indicating the commutation amount admissible to him on the basis of the medical report and request the pensioner to inform within 14 days from the date of receipt of the notice, if he is willing to accept the commutation amount admissible to him as indicated by him on the basis of the assumed higher age. If the

pensioner communicates his willingness to accept the commutation amount on the basis of the loaded age within 14 days from the date of receipt of commutation, or, if he does not send any reply to the notice within the period of 14 days, the commutation shall become absolute on the date of receipt of reply accepting the amount or on expiry of the period of 14 days from the date of receipt of the notice by the pensioner and the Accountant-General is authorised to presume acceptance of the amount admissible on the basis of the higher assessed age and to release the amount to the pensioner.

On the other hand, if the pensioner declines to accept the commutation amount admissible on the basis of the higher age within 14 days from the date of receipt of the notice referred to above, he shall be deemed to have withdrawn his commutation application., He should necessarily inform the head of the office about the withdrawal of his application when he (the applicant) does so in response to the Accountant-General's intimation.

If the employee withdraws his application for commutation where the age is loaded as a result of the medical report, the Accountant-General shall return the papers to the pension sanctioning authority indicating the withdrawal of the application by the Pensioner. The Accountant-General shall not release the commutation amount when the applicant has declined to accept the commutation amount on the basis of the higher age as per medical report.

8.(a) Authorities competent to conduct medical examination :-

i) In case when the capitalised value inclusive of the amount paid on account of previous commutation is less than Rs. 15,000/- the applicant shall be asked to appear for medical examination before the District Medical Officer of the District in which he draws his pension or any other Medical Officer selected by the Government.

ii) In case when the capitalised value inclusive of the amount paid on account of previous commutations is Rs.15,000/- or more, the applicant shall be sent for examination before the standing Medical Board without any preliminary medical examination.

[G.O.Ms.No.35, Finance & Planning (FW.P.I) Dept. dt. 16.2.82]

9. Procedure for Medical Examination :-

a) The medical authority after obtaining from the applicant, a statement as shown in Part-I of Form 'C' (which must be signed in the

presence of such authority) shall subject him to a strict examination, enter the results in Part-II of Form 'C' and record its option as to the accuracy with which the pensioner has answered the questions prescribed in Part I regarding his medical history and habits. Lastly it shall attest the unattested copy of the photograph of the pensioner, complete the certificate contained in Part-III of Form 'C' and in the case of Government servant other than that who is literate enough to sign his name, obtain in its presence, his left hand thumb and finger impressions.

[Regulations 5 (iii) of the Regulations contained in Commutation Rules]

b) In the case of an applicant who has been or is about to be granted an invalid pension, the grounds of invalidation or the statement of the medical case shall be duly considered by the certifying medical authority before the certificate (Part-III of Form 'C') is signed.

[Regulations 5 (iv) of the Regulations contained in Commutation Rules]

c) The signature of the Medical Authority in Part-III of Form 'C' shall be dated invariably.

[G.O.Ms.No.295, Finance & Planning (FW.Pen.II) Dept. dt. 7.9.70]

10. Date on which the commutation becomes absolute :-

Subject to the provision contained in Clause (B) of Rule 5 and to the withdrawal of the application as per the procedure contained in G.O.(P) No.7 Finance & Planning (FW.Pen.I) Department, dt. 7.1.80, the commutation shall become absolute i.e. the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue, on the date on which the commuted value of pension is received by the pensioner or three months after the issue of authority asking the pensioner to collect the commuted value of pension by the Accountant General, whichever is earlier, which shall be entered in both the halves of the Pension Payment Order by the Treasury Officer under intimation to the A.G., A.P. Payment of commuted value shall be made to the applicant as expeditiously as possible, but in case of an impaired life, no payment shall be made until either a written acceptance of the commutation has been received or the period within which the application for commutation may be withdrawn, has expired.

Note :- The amount of Rs.5,000/- specified in sub-paras (i) & (ii) of regulations 6 is enhanced to Rs.10,000/- by G.O.Ms.No.269, Finance Department, dt. 8.10.1975.

[Rule 7(2) of commutation Rules as amended in G.O.Ms.No.121, Finance & Planning (FW.Pen-I) Department, dt. 20.4.79, read with G.O.(P) No. 7, Finance & Planning (FW.Pen-I) Department, dt. 7.1.80]

11. Date from which reduction of pension becomes operative :-

a) The reduction in the amount of Pension on account of Commutation shall become operative from the date of receipt of the commuted value of pension by the pensioner or 3 months after the issue of authority asking the pensioner to collect the commuted value of pension by the A.G., A.P., whichever is earlier.

[G.O.Ms.No.324, Finance & Planning Department, dt. 20.9.77 and circular memo no. 2066-C/123/78-I, dt 2.11.78 of Finance Department]

b) In the case of upward revision of pension and the payment of difference in commuted value of pension as per G.O.Ms.No.273, Finance & Planning (FW.Pen-I) Department, dt. 11.9.80, the reduction from pension will be made from the date of receipt of the revised commuted value of pension or three months after the issue of the authority by A.G., A.P. asking the pensioner to collect the revised commuted value of pension whichever is earlier.

[G.O.Ms.No.303, Finance & Planning (FW.Pen-I) Department, dt. 16.10.80]

12. Amount of capitilised value of pension :-

a) The lumpsum payable on commutation shall be calculated in accordance with a table of present values prescribed by the Government from time to time. For the purpose of this rule, the age in the case of impaired lives shall be assumed to be such age, not being less than he actual age, as the certifying medical authority may direct. In the event of the table of present values applicable to an applicant having been modified between the date of administrative sanction to Commutation and the date on which commutation is due to become absolute, payment shall be made in accordance with the table so modified; but it shall be open to the applicant, if the table so modified is less favourable to him than the table before it was so modified, to withdraw his application by notice in writing sent within 14 days of the date on which he receives notice of the modification.

[Rule 6 of the Commutation Rules]

b) The lumpsum payable on commutation to Government servants who have served under more than one Government, when the commutation tables applied by the different Governments are not identical, shall be calculated according to the commutation table of the Government under whose rule making contract they are at the time of retirement. In the case of Government servants who are temporarily lent by one Government to another, the commutation shall be according to the table of lending Government and in the case of those who are permanently transferred from one Government to another it shall be according to the table of the Government to which their services have been permanently transferred.

[Note under rule 6 of commutation rules]

c) The commutation table prescribed in G.O.Ms.No.238, Finance Department, dt. 26.4.1972 effective from 1.8.1971 is annexed as Annexure.III to this appendix.

13. Authorities competent to sanction Commutation of Pension

a) The following are the authorities competent to sanction commutation of pension to the various categories of employees.

Category of Officers	Sanctioning Authority
1	2
[1][1. (a) All Non-gazetted officers including Class-IV employees	Head of the Office
(b) The Head of the office, who is a Non-Gazetted officer.	Next higher authority who is gazetted.
(c) All Non-gazetted officers including Class-IV employees in secretariat and Heads of Department	Gazetted officer incharge of the administration of the office concerned.
2. Initial gazetted category of the state services.	Regional/Zonal officers where such officers exist otherwise head of the department.
3. Gazetted officers in various departments (other than secretariat departments)	Head of the department

4.	Head of the department	Government (i.e.) secretary of the concerned department in the secretariat.
5.	Gazetted officers in all departments of secretariat including Fin & Plg (FW) and Law departments.	

1. Larger delegation of powers to sanction pension to subordinate authorities modified oders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dt. 18-9-2000 read with G.O.Ms.No.262 F&P (FW.PSC) Department, dt. 23-11-98. The earlier order issued by G.O.Ms.No. 67 F&P (FW.Pen.I) Dept., dt 25-2-78 was as follow :-

Category of Officers	Sanctioning Authority
1	2
1. All Gazetted Officers other than Heads of Department.	Head of the Department
2. Head of the Department	Government in the concerned Administrative Department
3. Gazetted officers in the Secretariat.	Chief Secretary in case of all Departments except Finance & Law
4. Non-gazetted officers	Authority competent to fill up the posts.
5. Class-IV employees	

b) The commutation sanctioning authority will have to sanction not for specific amount admissible but accord sanction for the amount admissible under the rules by the Accountant-General, Andhra Pradesh. No further sanction is necessary from the commutation sanctioning authority.

[G.M.No.72/160-C/2629/Pen-I/79-I, dt. 6.11.78 of Finance & Planning (FW.Pen.I) Department]

14. Verification & authorisation of commutation application of Class-IV and other low paid employees :-

All the commutation applications of Class-IV and other low paid employees shall be verified and authorised by the respective Local Fund Audit Authorities who are now dealing with the pension cases of all such employees.

The following procedure shall be followed :

i) The concerned departmental authority shall forward the commutation application, after it is filled up and attested as per the existing procedures, to the concerned Local Fund Authority (Viz. Pension Issuing Authority)

ii) The Pension Issuing Authority shall after verification and audit check, issue the authorisation for payment of the amount. The payment shall be authorised on the same Treasury as the pension and gratuity.

iii) This procedure shall come into force in respect of the commutation application received by the concerned departmental authorities on and after 1.6.86. Application for commutation of pension received prior to 1.6.86 shall be dealt with in accordance with the existing procedure and shall be referred to Accountant-General Andhra Pradesh.

iv) This procedure shall be in respect of pension cases settled under the departmental scheme and authorised by the Local Fund Audit Authorities. The pension cases settled by the Accountant-General Andhra Pradesh, shall continue to be referred to Accountant-General Andhra Pradesh, for authorisation.

v) The amount of commutation shall be allocated among the various states in accordance with the existing procedures.

[G.O.Ms.No.134, Finance & Planning (FW.Pen.I) Dept, dt. 2.5.86]

15. Payment of Commuted Value of Pension :-

In the case of pensioners drawing pension in India the lumpsum amount of commuted value of pension shall be payable in Rupees only. In other cases, it shall be payable at the office through which pension is drawn, the rate of exchange for conversion of the lumpsum, where the question of conversion arises, shall be such rate as the Government may by order prescribe.

[Rule 8 of Commutation Rules]

16. Rescinding of Commutation of Pension - Not permissible :-

A Commutation once given effect cannot be rescinded, i.e., the portion of pension commuted cannot be restored on refund of its capitalised value.

* 17. Procedure for the Payment of Commuted Value of Pension to the survivors in the event of death of the Pensioner before receiving the same :-

* This procedure has to be followed in cases where the Government servant did not request for commutation in the application for service pension prescribed in G.O.Ms.No.356, Finance & Planning (FW.Pen.I) Department, dt. 28.11.1989.]

The following procedure shall be followed for the payment of commuted value of pension to the survivors in the event of death of the pensioner before receiving the same.

i) A person who is eligible to file the application for commutation of pension under the existing rules (whether under the medical or non-medical scheme) shall make a nomination in the form given in Annexure - IV to this Appendix and attach it to the application for commutation of pension conferring on one or more persons the right to receive the commuted value of pension in case the applicant dies without receiving the commuted value on or after the date on which the commutation becomes absolute.

ii) If there is no such nomination or if the nomination made does not subsist, the commutation value shall be paid to the family in the manner indicated in Rule 47 (b) of Andhra Pradesh, Revised Pension Rules 1980.

iii) If in any case, the commuted value cannot be paid in the manner indicated in paras (i) & (ii) above the same shall be paid to his legal heirs.

[G.O.Ms.No.253, Finance & Planning (FW.Pen.I) Dept. dt. 12.9.1986]

18. Restoration of Commuted portion of Pension :-

The commuted portion of pension was ordered to be restored to the pensioners on completion of 15 years from their date of retirement, if the commutation was simultaneous with retirement.

If there is any time gap between the date of retirement and date of commutation, the commuted portion of pension shall be restored after expiry of 15 years from the date on which reduction in Pension on account of commutation became/becomes effective.

No pensioner shall be entitled to commute his/ her Pension again on the ground that the commuted portion has been restored to him/her.

[G.O.Ms.No.44, Finance and Planning (FW.Pen.I) Dept, dt. 19.2.91]

Note :- *The position prior to the issue of orders in G.O.Ms.No.44, Finance & Planning (FW.Pen.I) Dept, dt. 19.2.1991 was as follows :*

i) In respect of those employees who retired on superannuation at the age of 55 years & commuted before attaining the age of 56, restoration shall be made from the date the pensioner attained the age of 70 years or from 1.4.80 whichever is earlier.

[G.O.Ms.No.108, Finance Department, dt. 31.3.80]

ii) In the case of pensioners retired on superannuation & commuted their pension in between the age of 56 to 63/65 years, restoration is permissible as per the tables annexed to G.O.(P) No. 169, Finance and planning (FW.Pen.I) Department, dt. 26.6.80, w.e.f. 1.4.80.

iii) Restoration of Pension is extended to the pensioners who retired otherwise than on superannuation also except those retired voluntarily before attaining the age of superannuation on other than grounds of invalidation from service for medical reasons.

[G.O.(P) No. 338, Finance & Planning (FW.Pen.I) Dept. dt. 27.11.80, w.e.f. 1.4.80]

iv) a) Restoration of pension is order to the pensioners who retired on superannuation and who, for the first time, commuted a portion of pension, after attaining the age of 63/65 years, restoration has to be made from the date of attainment of age indicated in the tables annexed to G.O.Ms.No.98, Finance and Planning (FW.Pen.I) Dept. dt. 27.4.81.

b) This benefit was allowed to all other pensioners retired excluding those retired voluntarily on other than medical grounds.

[G.O.Ms.No.296, Finance and Planning (FW.Pen.I) Dept. dt. 18.11.82]

v) Restoration of commuted portion of pension has been extended to those who retired on voluntary basis also w.e.f. 1.4.80

The date on which he would have retired on superannuation, had he continued in service is to be the criterion for restoration of the commuted portion of pension on attaining the prescribed age.

vi) In the case of employees retired voluntarily and commuted a portion of pension, the restoration of pension is permissible only if the Government servant is not re-employed. An affidavit to that effect, in the form prescribed in G.O.Ms.No.176, Fin & Plg. (FW.Pen.I) Dept., dt. 23.6.82, has to be furnished by the pensioner till the date of superannuation.

[G.O.Ms.No.176, Fin & Plg (FW.Pen.I) Dept., dt. 23.6.82]

19. Restoration of communted portion of pension absorbed employees :

(a) The benefit of restoration of admissible commuted portion of pension after a period of 15 years from the date of commutation is permissible to those Government servants who have been absorbed in a public sector underakings / Autonomous bodies, and have exercised option in favour of pro-rate monthly pension and Gratuity (with option to commute 1/3rd pension). The benefit is, however, not admissible to those Government servants who have commuted or opted to commute 100% of their pension on absorption.

[G.O.Ms.No. 1, F&P (FW.Pen.I) Dept., dt 14-1-96]

(b) The benefit of restoration 1/3 of commuted portion of pension after period of 15 years from the date of commutation is also permissible for the Government servants who have been absorbed in a Public Sector undertaking/Autonomous Bodies, and have commuted or opted to commute 100% of their pension on absorption.

The restored amount of 1/3rd commuted portion of pension is not to be further enhanced to minimum pension fixed from time to time. However, it is eligible for consolidation of pension ordered from time to time.

[G.O.Ms.No.168 F&P (FW.Pen.I) Dept., dt. 5-10-99]

20. Restoration of commuted portion of pension-Instructions :

To avoid hard-ship to the pensioners in restoration of commuted portion of pension after completion of 15 years and who were drawing pension through public sector banks, the provisions of G.O.(P) No 229, F&P (FW.PSC) Dept., dt. 22-8-85 are clearly stated that to lodged the PPOs of pensioners with the banks. In the P.P.Os, the date on which the pension is restorable is indicated and hence the public sector banks can restore the commuted value of the pension on the due date without the pensioners to approching the District Treasury officers. All the public Sector Banks are requested to restore the commuted value of pension to the pensioner after verification from the Pension payment orders.

(Cir.memo.No.19960/316/A2/Pen.I/96 dated 11-7-1996 of Fin & Plg (FW.Pen.I) Department)

Annexure - I
Form of application for Commutation of Pension without Medical Examination

Part - I

To
The .....
(Head of Office)
.....
.....

Photo

Sir,

Sub :- Commutation of Pension without Medical Examination :

I furnish below the relevant particulars and request that I may be permitted to commute a part of my pension as indicated below. An attested copy of my photograph is pasted on this application.

1.	Name in Block Letters	
2.	Date of Birth	
3.	Pension Rules by which governed	
4.	Date of Superannuation on attaining the age of 58 years (60 years in the case of Class IV Employees)	
5.	Designation of the post held at the time of Superannuation and the name of the Office / Department	
6.	Amount of Pension sanctioned and whether it is provisional or final	
7.	* Class of Pension as defined in Chapter XVIII of A.P. Pension Code	

* Classes of Pension :
Superannuation Pension / Compensation Pension / Invalid Pension / Retiring Pension.

8.	Name of Treasury or Bank and account number from which pension is being drawn (If being drawn through bank)	
9.	Name of the Treasury or Bank through which the Commuted value is desired to be paid. **	
10.	Designation of the Accounts Officer and the Number & date of Pension payment order, if issued.	
11.	Whether pension has already been commuted and if so, how much	
12.	Amount (in whole Rupees) proposed to be commuted	
13.	Particulars of any application for Commutation of Pension made previously and whether appeared before any medical authority or not	

Signature
Full Postal Address

Part - II

Forwarded to the . . . . . .
(Accounts Officer) for certifying the Commuted Value admissible.

Place : Signature

Date : Name and address of the Head of the Office

** The Bank should be the same as the one from where the Pension is drawn.

Annexure - II
Application form for commutation of pension where medical examination is necessary

"Form-A"

PART-I

To

The

.....
(Head of Office)

Subject :- Commutation of Pension.

Space for Photograph

Sir,

I furnish below the relevant particulars and request that I may be permitted to commute a part of my pension as indicated below. An attested copy of my photograph is affixed on this application.

	1.	Name in Block Letters :	
	2.	Date of Birth :	
	3.	Pension rules by which governed (*)	
4.	a)	Whether a portion of pension has already been commuted, if so, how much ?	
	b)	Whether any application for commutation of pension has ever been rejected.	
	c)	Whether commutation of pension has ever been accepted/	

* Pension Rules contained in Civil Service Regulations, old Pension Rules in H.C.S Rules, Revised Pension Rules, 1951 or Liberalised Pension Rules, 1961.

	declined to be accepted on the basis of an addition of years to the actual age recommended by the Medical Authority, if so, what are its particulars.	
5.	Amount (in whole rupees) proposed to be commuted	
6.	Name of Treasury or Bank and Account No. from which pension is being drawn, if being drawn through bank.	
7.	Name of the Treasury or Bank (#) through which the commuted value is desired to be paid.	
8.	If the pension is drawn outside Andhra Pradesh State, which Accounts Officer / Pension Issuing Authority issued the authority for payment of pension.	
9.	Date of superannuation.	
10.	Designation of the post held at the time of superannuation and the name of department/office.	
11.	Amount of pension sanctioned and whether it is provisional or final	
12.	Class of pension as defined in Chapter-VIII of the Andhra Pradesh Pension Code ($)	
13.	Designation of the Accounts Officer / Pension Issuing Authority and the number and date of the Pension Payment Order.	
14.	Station at which (area near to ordinary residence) medical examination is preferred.	

Full Postal Address : Signature

(#) the bank should be the same as the one from where pension is drawn.
($) Compensation pension Invalid pension / Superannuation pension / Retiring pension.

PART- II

Forwarded in original to ..... for according
(Pension Sanctioning Authority)
administrative sanction for payment of the commuted value admissible subject to the report of the competent medical authority.

Place : Signature

Date : Name and address of
the Head of Office

FORM - B
PART - I

The commutation for a lumpsum payment of the pension as found admissible under the rules by the Accoutnant-General is administratively sanctioned subject to the medical authority's recommendations. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute or, if the medical authority directs that years shall be added to that age, to consequent assumed age.

Place : Signature

Date : Name and address of
the Pension Sanctioning
Authority with Office Stamp

PART - II

Forwarded in original to .....
(Here enter the designation and address)
the District Medical Officer/Medical Board ..... with the request that he/it will arrange for the medical examination of the applicant by the proper medical authority as early as possible within three months from the date of administrative sanction (vide Form 'B' - Part.I) but not earlier than ..... and to inform the applicant direct in sufficient time
(date of retirement)
where and when he should appear for the medical examination.

(*) The next birthday of the applicant falls on ..... and his medical examination may be arranged before that date but within the period prescribed in the sanctioning order vide Form 'B' Part-II.

Place : Signature

Date : Name and address of
the Pension Sanctioning
Authority with Officer Stamp

(*) With one copy of Form 'C'

PART - III

Forwarded to .....

(Here enter the name and address of the applicant)

The.....

(Here enter the designation and address of the medical authority)

has been requested to arrange for the medical examination (+) and to inform Sri. ..... where and when he should appear for the examination. He should bring with him the enclosed Form 'C' with the particulars required in Part-I thereof duly completed except for the signature.

Place : Signature

Date : Name and address of the Pension Sanctioning Authority with Office Stamp

[G.O.Ms.No.8, Fin & Plg (FW.Pen.I) Dept., dt. 7.1.1980]

(+) The fee for medical examination of pension is Rs.16 whether the medical examination is conducted by a single medical officer or by the standing Medical Board provided that in the case of pensioners drawing Rs. 30 and less a month, the fee shall be Rs.10 when the examination is conducted by a single Medical Officer. In the case of Medical examination by the standing Medical Board, the applicant shall pay Rs. 4 out the fee of Rs.16 into a Government Treasury or into the State Bank of Hyderabad or their agents to the credit of the Government under the Head "0210 - Medical & Public Health - 01 - Urban & Health Services - 501 - Services & Service fees" and make over the receipt together with the remaining fee of Rs. 12 in cash to the Standing Medical Board at the time of examination (vide Regulation 6 V) of the regulation governing the procedure for commutation of pension issued in G.O.Ms.No.263, Finance, dt. 1-4-1963.

Form - C

Medical examination by the .....
(Here enter the medical authority)

Part - I

Statement to be filled in by the applicant for commutation of a portion of his pension under Andhra Pradesh Civil Pensions (Commutation) Rules, 1944.

The applicant must complete this statement prior to his examination by the .....
(Here enter the medical authority)
and must sign the declaration appended thereto in the presence of that authority.

1. State your name in full
(in block letters)

2. State place of birth

3. State your age and date of birth

4. Furnish the following particulars concerning your family :

Father's age if living and State of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at and cause of death

Mother's age if living and State of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at and cause of death

5.	Have you ever been examined : a) For Life Insurance, or/and b) by any Government Medical Officer or State Medical Board, Civil or State ? If so, state details and with what result ?	
6.	Have you ever been granted leave on medical certificate in the previous five years ? If so, state periods of leave and nature of illness ?	
7.	Have you ever : a) had small pox, intermittent of any other fever, enlargement or suppuration of glands, spitting of blood, Asthama, Inflation of lungs, Pleurisy, heart disease, fainting, attacks, rheumatism, appendicitis, epilepsy, insanity or other disease of the ear, syphillies, gonorhoea, or b) had any other disease or injury which required confinement to bed or medical or surgical treatment, or c) undergone any surgical operation, or d) suffered from any illness, wound or service during war ?	
8.	Have you Hernia ?	
9.	Have you varicocele, varicose veins or piles ?	
10.	is your vision in each eye good ?	
11.	Is your hearing in each ear good ?	
12.	Have you any congential or acquired malformation, defect or deformity ?	

13. Is there any further matter concerning your healthy not covered by the above questions such as presence of albumen or sugar in the urine marked increase or decrease in your weight in the last three years or being under treatment of any doctor within the last three months and the nature of illness for which such treatment was taken.

Declaration By Applicant

(To be signed in presence of the medical authority)

I declare all the above answered to be, to the best of my belief, __ and correct.

I will fully reveal to the medical authority all circumstances with my knowledge that concern my health and fitness.

I am fully aware that by wilfully making a false statement concealing a relevant fact I shall incur the risk of losing the commutation. I have applied for and of having my pension with held or withdrawn under Rule 238 of the Hyderabad Civil Services Rules/Article 351 of the Andhra Pradesh Pension Code.

Signed in presence of .....

Applicant's Signature.

Signature & Designation of
Medical Authority

PART - II

(To be filled in by the examining medical authority)

General Examination :

1. Apparent age
2. Height
3. Weight
4. Pulse
   a) Sitting
   b) Standing
   What is the character of pulse ?

5. Blood Pressure :
   a) Systolic
   b) Diastalic

6. Is there any evidence of disease, of the main organs
   a) Heart
   b) Lungs
   c) Liver
   d) Spleen
   e) Kidney

7. Investigations
   a) Urine
   b) Blood
   c) X-ray Chest
   d) E.C.G.

   (State Specific Gravity)

8. Has the applicant a hernia ? if so state the kind and if reducible.
9. Describe any scars or identifying marks.
10. Any additional information

PART - III

I/We have carefully examined Shri/Smt/Kumari and am/are of opinion that :-

He/She is in good bodily health and has the prospect of an average duration of life.

OR

He/She is not in bodily health and is not a fit subject for commutation.

OR

Although He/She is suffering from ..... He/She is considered a fit subject for commutation but his/her age for the purpose of commutation i.e., the age next birth day should be taken to be ..... (in words) years more than his/her actual age.

Station : .....

Date : .....

Left Hand thumb and finger impressions of non-gazetted Government servant (in the case of illiterate persons only)

(Signature and designations of examining medical authority)

[G.O.Ms.No.34, Finance & Planning (FW.P.I) Dept. 25-2-1981]

ANNEXURE - III

Commutation Table prescribed under rule 10 (Effective from the 1st August 1971)

Commutation values for a pension of Rupees 1 per annum

Age next birthday	Commutation value expressed as number of year's purchase
17	19.28
18	19.20
19	19.11
20	19.01
21	18.91
22	18.81
23	18.70
24	18.59
25	18.47
26	18.34
27	18.21
28	18.07
29	17.93
30	17.78
31	17.62
32	17.46
33	17.29
34	17.11
35	16.92
36	16.72
37	16.52
38	16.31
39	16.09
40	15.87
41	15.64

Age next birthday	Commutation value expressed as number of year's purchase
42	15.40
43	15.15
44	14.90
45	14.64
46	14.37
47	14.10
48	13.82
49	13.54
50	13.25
51	12.95
52	12.66
53	12.35
54	12.05
55	11.73
56	11.42
57	11.10
58	10.78
59	10.46
60	10.13
61	9.81
62	9.48
63	9.15
64	8.82
65	8.50
66	8.17
67	7.85
68	7.53
69	7.22
70	6.91
71	6.60
72	6.30
73	6.01

Age next birthday				Commutation value expressed as number of year's purchase
74	...	...	...	5.72
75	...	...	...	5.44
76	...	...	...	5.17
77	...	...	...	4.90
78	...	...	...	4.65
79	...	...	...	4.40
80	...	...	...	4.17
81	...	...	...	3.94
82	...	...	...	3.72
83	...	...	...	3.52
84	...	...	...	3.32
85	...	...	...	3.13

ANNEXURE - IV

Form of Nomination to receive the commuted value of pension

To

The ..... (Head of Office)

..... (Place)

Sir,

I ..... , hereby nominate the person (s) named below to receive the commuted value of pension under instruction (i) of para 2 of G.O.Ms.No.253, Finance and Planning (FW.Pen.I) Department, dt. 12.9.86.

Note : - This form is necessary only in case where the nomination form was not submitted simultaneously as specified in G.O.Ms.No.356, Finance & Planning (FW.PSC) Department, dt. 28.11.1989.

Name & address of the nominee	Relationship with pensioner	Date of Birth	If nominee is minor, name and address of Person (s) who may receive the said commuted value during nominee's minority	Name & address of other nominees in case the nominee under Col. (1) predec-eases the pensioner.
1	2	3	4	5

Relationship with pensioner	Date of birth if the nominee is minor	Name & address of the person (s) who may receive the commuted value of pension during the other nominees minority	Contingency on happening of which nomination shall become invalid
6	7	8	9

Place : .....

Date : .....

Witness :

Signature : .....

Name : .....

Address : .....

Signature (or thumb impression of illiterate) & name of the pensioner and address.

Signature of the Head of Office :

Stamp

Acknowledgment to be sent by the Head of Office

Certified that the nomination has been received from .....

..... (name of person)

whose address is .....

Place : Signature of
Head of Office
Date : Full Address

[G.O.Ms.No.253, Finance & Planning (FW.Pen.I) Dept. dt. 12.9.86]

APPENDIX - V

Extraordinary Pensions

(Extract from Manual of Pensions issued in 1976)

209. Extraordinary pension is sanctioned under the Extraordinary Pension Rules, Andhra Pradesh Extraordinary pension/gratuity/family pension is awarded to a person to whom these rules are applicable vide para 210 below and who suffers an injury or is killed or dies as a result of accident or violence. It is also awarded to those who contract.

(i) venereal disease or septicaemia whether such disease is contracted by a medical officer as a result of attendance in the course of his official duty on any patient or of conducting post-mortem examination in the course of that duty; or

(ii) a disease solely or directly attributable to an accident; or

(iii) an epidemic disease contracted by an officer in consequence of his being ordered on duty to an area in which such disease is prevalent or in consequence of his attending voluntarily out of humanitarian motives, upon any person suffering from any such disease, in any area where he happens to be in the performance of his duties. The injury or disease may be a risk of office or special risk of office. The term “accident”, “disease”, “injury”, “risk of office” and “special risk” and “violence”, are defined in the rules. These terms, therefore, have the specific meaning, as defined in these rules, in the application of these rules.

209.1 This is a special award in addition to the pension or gratuity admissible under any other rules unless stated otherwise in the rules.

210. **To whom applicable** :- It shall apply to all persons paid from civil estimates other than those to whom the Workmen’s Compensation Act 1923 (Act VIII of 1923) applies, whether their appointment is permanent or temporary or on time scale of pay or fixed pay or piece-work rates, who are under the rule-making control of the State Government.

211. **Competent authority to award Extraordinary Pension :-** Extraordinary pension is awarded under these rules with the sanction of the

State Government only. In making an award the State Government may take into consideration the degree of default or contributory negligence on the part of the Government servant who sustains an injury or dies as a result of an injury or is killed.

212. **Award of extraordinary pension not to affect other pensions unless where so stated in the rules - not to be taken into account for fixing pay on re-employment:-** An award made under these rules except where otherwise stated in the rules, shall not affect any other pension or gratuity for which the Government servant concerned or his family may be eligible under any other rules and the pension granted under the provisions of these rules shall not be taken into account in fixing the pay of the pensioner on his continued employment or re-employment in Government service.

213. **Extraordinary Pension Rules to prevail where these rules and Family Pension Rules of 1964 are applicable in certain cases :-** In respect of cases arising on and after 24-1-1969 family pension to the families of Government servants governed by the Family Pension Rules of 1964 as well as the Extraordinary Pension Rules of Andhra Pradesh, who die as a result of “risk of Office” or “special risk of office” as defined in these rules, shall be paid only under these rules and not under the Family Pension Scheme of 1964. For the purposes of the Extraordinary Pension Rules, “injuries”, as defined in the rules, are classified into 3 classes and depending upon the class under which the injury sustained by a Government servant falls, the gratuity or pension admissible to him has to be determined with reference to rule 9 of the Extraordinary Pension Rules. The classification of injuries are as follows :

Class ‘A’ :- Injuries caused as a result of special risk of office which have resulted in the permanent loss of an eye or a limb or are of a more serious nature.

Class ‘B’ :- Injuries caused as a result of special risk of office and equivalent, in respect of the degree of disablement which they cause to the loss of a limb or are very severe; or injuries caused as a result of risk of office which have resulted in the permanent lost of an eye or limb or are of a more serious nature.

Class ‘C’ :- Injuries caused as a result of special risk of office which are severe, but not very severe, and likely to be permanent; or injuries caused as

a result of risk of office which are equivalent, in respect of the degree of disablement which they cause, to the loss of a limb or which are very severe and likely to be permanent.

214. **Temporary pensions also admissible :-** These rules also provide for grant of temporary pensions which are continued from year to year on the certificate of a Medical Board in certain specified cases as provided for in the rules.

215. **Temporary pensions can be converted into permanent pensions under certain circumstances :-** The temporary pension awarded under these rules may be converted into a permanent injury pension when the government servant is invalidated out of service on account of the injury in respect of which the temporary pension was awarded; or when the temporary pension has been drawn for not less than 5 years; or at any time if the Medical Board certifies that is sees no reason to believe that there will ever be a perceptible decrease in the degree of disablement.

216. **Scale of benefit***s* :- The scale of benefits admissible to widows and children of a Government servant, when the Government servant is killed or dies of injury received as a result of "special risk of office" or "risk of office" as the case may be (as defined in the rules) is admissible at the scale given in the rules (vide Rule 10 of the Extraordinary Pension Rules).

216.1. In the case of widows and motherless children of Government servants governed by the Andhra Pradesh Government Servants (Family Pension) Rules 1964 and the Extraordinary Pensions Rules, who are killed or who die of injury received as a result of "special risk of office" or "risk of office" as the case may be (as defined in the Rules) will be granted family pension under the Extraordinary Pension Rules at the scales, laid down in these rules besides gratuity if admissible under the provisions of Rule 10 of these rules.

216.2 **Payment to widows where more than one widow is left behind and one of whom is totally denied a share in the property left behind** :- In the event of Government servant leaving behind two or more lawful widows, the pension or gratuity admissible under these rules to the widows shall be divided equally among all the widows. If, however, any of widows is totally denied any share in the property of the Government servant under a will or deed made by him, such widow shall be ineligible to receive any award and shall not be taken into account for the purposes of these rules.

216.3 **Payment where any one widow is left behind but is totally denied a share in the property of the deceased** :- In the event of a Government servant leaving behind only one widow who is totally denied any share in the property of the Government servant under a will or deed made by him, she shall be ineligible to receive any award under these rules.

216.4 **Payment where no widow or children are left behind** :- If the deceased Government servant has left neither a widow nor a child, an award may be made to his father and his mother individually or jointly and in the absence of the father and the mother, to minor brothers and sisters, individually or collectively, if they were largely dependent on the Government servant for support and are in pecuniary need; but the total amount of the awards in the case shall not exceed one-half of the pension that would have been admissible to the widow under rule 10; and that each minor brother's and sister's share should not exceed the amount of pension specified in Schedule III (appended to these rules) for a "child who is not motherless".

216.5 Any award made to the father or mother or minor brothers and sisters will, in the event of an improvement in the pecuniary circumstances of the pensioner, be subject to review in such manner, as the State Government may by order prescribe.

217. **Where award under these rules not admissible** :- No award shall be made in respect of :

(i) an injury sustained more than five years before the date of application; or
(ii) death which occurred more than seven years
(a) after the injury due to violence or accident (as defined in the rules) was sustained; or
(b) after the Government servant was medically reported as unfit for duty on account of the decease of which he died.

218. **Date of effect** :- The Family Pension under these rules will take effect from the day following the date of death of the Government servant or from such other date as the State Government may decide.

219. **Tenure of pensions** :- The Extraordinary Family Pensions will be tenable :-

(a) in the case of a widow or mother until death or remarriage whichever occurs earlier.

(b) in the case of a minor son, or minor brother, until he attains the age of 18;

(c) in the case of an unmarried daughter or minor sister until marriage or until she attains the age of 21 whichever occurs earlier; and

(d) in the case of a father, for life.

220. **Procedure for award of Pensions** :- In respect of matters of procedure, all awards under these rules are subject to any procedural rules relating to ordinary pensions to the extent that such procedural rules are, applicable and are not inconsistent with these rules.

220.1 When a claim for any injury pension or gratuity or family pension arises, the head of the office or of the department in which the injured, or the deceased Government servant was employed will forward the claim through usual channel through the Accountant General to the State Government with the following documents :-

(i) A full statement of circumstances in which the injury was received; the disease was contracted or the death occurred;

(ii) The application for injury pension or gratuity in Form A, or as the case may be, the application for family pension in Form B.

(iii) In the case of an injured Government servant or one who has contracted a disease, a medical report in Form C. In the case of a deceased Government servant a medical report as to the death or reliable evidence as to the actual occurrence of death if the Government servant lost his life in such circumstances that a medical report cannot be secured.

220.2 The audit officer shall furnish a report as to whether an award is admissible under the rules and; if so, of what amount.

221. **Extraordinary Pension Rules applicable to air journeys** :- The Extraordinary Pension Rules, Andhra Pradesh shall apply to air journeys also, just as they apply to other modes of journeys according to circumstances of each case. An officer who travel on duty by air under proper authority and receives an injury and the family of an officer who meets with death while so travelling, shall be eligible for compensation under the Extraordinary Pension Rules, Andhra Pradesh, provided the case satisfies the other conditions in these rules. An officer travelling on duty by air should

be regarded as exposed to “special risk of Office” as defined in Rule 3(7) of the Extraordinary Pension Rules, Andhra Pradesh.

(G.O.Ms.No.411, Finance, dated 17th June, 1963)

222. **Where an opinion of Medical Board is shown to be an error of judgement a second Medical Board can be constituted** :- Where the Government are satisfied on the evidence placed before them by a Government servant in respect of whom a medical report for the purpose of grant of wound or other Extraordinary Pension has been received by them, of the possibility of an error of judgement in the decision of the Medical Board which examined him, Government may direct a second Medical Board consisting of members, other than those who constituted the first Medical Board, to examine the officer and submit a report to the Government in the matter; pension shall be granted to the Officer in accordance with the decision of the second Medical Board.

(G.O.Ms.No.225, Finance, dated 4th November, 1966)

APPENDIX - VI

Verification and authorisation of Pensions in respects of Class IV and other low paid employees

1.1 The work relating to verification of services and issue of authorisations of Pensionery benefits in respect of Class IV employees and other low paid employees like Police Constables, Head Constables etc., was entrusted to the following Heads of Departments and Head of Offices, w.e.f. 1.1.1977

(i)	Heads of Departments	
(a)	Director of Agriculture	
(b)	Director of School Education	Entire Class IV strength
(c)	Director of Medical Services	
(ii)	Heads of Offices :	
(a)	Superintendents of Police/ Commissioner of Police, Hyderabad.	Head Constables, Police Constables and other Class IV employees.
(b)	Superintendents of Excise	Excise Constables and other Class IV employees.
(c)	District / Divisional Forest Officers	Forest Guards and other Class IV employees.

However, the following two categories of cases will continue to be attended to by the Accountant General, Andhra Pradesh.

(i) Cases of revision of Pension which were already dealt by Accountant General, Andhra Pradesh.

(ii) Compassionate Pension/Family Pension under Andhra Pradesh Government Servants Family Pension Rules, 1964.

The Accountant General, Andhra Pradesh has to conduct the post audit of the cases dealt by the Heads of Departments/Offices.

(G.O.Ms.No.375, Finance & Planning (Finance Wing - Pension.I) Department, dated 30.8.76)

1.2 (i) The scheme contemplated in G.O.Ms.No.375, Finance and Planning (Finance Wing - Pension.I) Department, dated 30.8.76, was extended to other departments also in respect of retirements/deaths in service on or after 1.6.1979.

(ii) The work of verification of services of Class IV and other low paid employees of equivalent rank has to be attended to by the Heads of Offices. If the Head of the Office is a non-gazetted Government servant, his next immediate Gazetted Officer of that Department has to attend.

(iii) The authority competent to fill up the post is the authority competent to sanction pension in those cases.

1.3 The scheme of verification of services and authorisation of pensionary benefits contemplated in G.O.Ms.No.375, Finance & Planning (Finance Wing - Pension.I) Department, dated 30.8.76 and in G.O.Ms.No.102, Finance & Planning (Finance Wing - Pension.I) Department, dated 6.4.79 was extended to the Class IV employees of all the Departments of Secretariat in respect of cases of retirements/death while in service on or after 1.6.1981.

(G.O.Ms.No.206, Finance & Planning (Finance Wing - PSC-I) Department, dated 18.8.81)

1.4 The work of authorisation of Pensionary benefits to the Class IV and other low paid employees like Police Constables, Head Constables, Excise Constables and Forest Guards was entrusted to the Audit Officer, Local Funds in each District and the Audit Officer, Local Fund working in the office of the director of Local Fund Audit. Hyderabad in respect of cases relating to the Class IV employees in the Offices of Heads of Departments including Secretariat.

(G.O.Ms.No.102, Finance & Planning (Finance Wing - PSC.IV) Department dated 6.4.79, G.O.Ms.No.162, Finance & Planning (Finance Wing - PSC.I) Department, dated 10.7.81, G.O.Ms.No.144, Finance & Planning (Finance Wing - PSCIV) Department, dated 9.5.79, and G.O.Ms.No.133, Finance & Planning (Finance Wing - PSC) Department, dated 24.5.88)

1.5 All the commutation applications of Class IV and other low paid employees shall be verified and authorised by the respective Local Fund Audit

Authorities who are dealing with the Pension cases of such employees.

(G.O.Ms.No.134, Finance & Planning (Finance Wing - Pension.I) Department, dated 2.5.86)

1.6 The pension cases of Class IV employees of Andhra Pradesh Guest House, New Delhi including commutation, shall be verified and sanctioned by the Office of the Special Commissioner, Government of Andhra Pradesh, New Delhi and necessary authorisation for disbursement of Pension/ Retirement Gratuity/Commutation etc., shall be issued by the Pay and Accounts Officer at New Delhi, with effect from 1.4.1990.

(G.O.Ms.No.280, Finance & Planning (Finance Wing - Pension.I) Department, dated 2.9.89)

1.7 The work relating to verification and authorisation of Pensionary benefits in respect of Class IV and other low paid employees of this State working in other States under the administrative control of the Officers of those States, will continue to be attended to by the Accountant General, Andhra Pradesh, Hyderabad.

(G.O.Ms.No.118, Finance & Planning (Finance Wing - PSC.I) Department, dated 7.4.82)

1.8 (a) The respective Pension issuing Authorities i.e. Audit Officer Local Funds in each District and the Audit Officer working in the Directorate of Local Fund Audit, Hyderabad are authorised to issue special payment orders authorising payment of "**Special Allowances**" such as Special Allowance attached to President's Police Medals awarded to Police Constables/ Head Constables debiting the expenditure to the service Major Head of the Department, provided such awards are made under valid orders and payment is a continuing one even after retirement.

(G.O.Ms.No. 300, Finance & Planning (Finance Wing - PSC.I) Department, dated 22.8.85)

(b) The respective pension issuing authorities who are authorising the pensionary benefits shall also authorise the Police Medals sanctioned in G.O.Ms.No.519, Home (Police.A) Department, dt.29.10.85, which envisage payment of recurring grants for life of the employees, by issuing separate payment orders.

(G.O.Ms.No.73, Finance & Planning (Finance Wing - PSC) Department, dated 25.2.89)

1.9 The work of verification, sanction and release of the compassionate gratuities is not covered by the scheme of verification and authorisation of pensionary benefits of Class IV and other low paid employees ordered in G.O.Ms.No.102, Finance & Planning (Finance Wing - PSC.IV) Dept, dt 6.4.79. The procedure obtaining hitherto will continue.

(G.O.Ms.No.315, Finance & Planning (Finance Wing - PSCI) Department, dated 14.12.81)

2. The detailed verification of the service of the Class IV and other low paid employees is dispensed with. The qualifying service has to be arrived at taking into account the entries recorded in the Service Register as they are, without any further scrutiny. The date of birth, date of retirement as entered in the service book, will be accepted and the qualifying service will be worked out on the basis of these dates after excluding the periods of non-qualifying service, if any.

(G.O.Ms.No.103, Finance & Planning (Finance Wing - PSC.IV) Department, dated 6.4.79)

3.1 The Heads of Departments / Heads of Offices should maintain the following registers and forms in connection with the implementation of the scheme of verification & authorisation of Pensionary benefits in respect of Class IV & other low paid employees.

Registers :

(i) Register of applications for Pension & Gratuity,
(ii) Alphabetical register of Pension & Gratuity,
(iii) Register of Pension payment orders issued,
(iv) Gratuity Register.

Forms :

(i) Certificate & report on Pension and / or Gratuity,
(ii) Letter conveying verification of Pension,
(iii) Pension Payment Order - Pensioner’s portion,

(iv) Pension Payment Order - Disburser's Portion,

(v) Gratuity Payment Order

(vi) Revision of Pension - Amendment to Pension Payment Order.

(G.O.Ms.No.431, Finance & Planning (Finance Wing - Pension.I) Department, dated 5.10.76)

3.2 Various check lists were prescribed to enable the Heads of Departments/ Heads of Office to correctly arrive at the Pensionary benefits admissible to the Class IV & other low paid employees and to issue authorisations thereof.

The returns to be submitted were also prescribed for watching the issue of Pension Payment Orders/ Gratuity Payment Orders etc.

(G.O.Ms.No.491, Finance & Planning (Finance Wing - Pension.I) Department, dated 3.12.76)

3.3 The Heads of Offices / Heads of Departments and Pension issuing Authorities should follow the procedure detailed in G.O.Ms.No.431, Finance & Planning (Finance Wing - Pension.I) Department, dated 5.10.76 and G.O.Ms.No.491, Finance & Planning (Finance Wing - Pension.I) Dept, dt 3.12.76, in the matter of verification of services.

(a) The allocation of Pension liability has to be done by the Pension verifying Authority while the liability on account of relief on such pension has to be allocated by the Pension Issuing Authority.

(b) Pension sanctioning Authorities have to maintain the following registers.

(i) Register of application for Pension and Gratuity,

(ii) Alphabetical Register of Pensioners and Gratuitents.

(c) Head of the Office has to prepare the Pension papers and to send to Pension Sanctioning Authority.

(d) Pension Sanctioning Authority has to check and accord sanction and then to forward to Pension Issuing Authority.

(e) Pension Issuing Authority has to issue Pension Payment Order/Gratuity Payment Order.

(f) Pension issuing Authority has to maintain the following registers.

(i) Register of Pension Payment Orders issued,
(ii) Gratuity Register.

(g) Pension Disburing Officers shall maintain separate accounts for these pensions as distinct by those authorised by Accountant General, Andhra Pradesh.

(G.O.Ms.No.104, Finance & Planning (Finance Wing - PSC.IV) Department, dated 6.4.79)

3.4 The forms and Registers specified in G.O.Ms.No.431, Finance & Planning (Finance Wing - Pension.I) Department, dated 5.10.76 are standardised to enable the Director of Printing and Stationery to Print and Supply to the Departments.

(G.O.Ms.No.25, Finance & Planning (Finance Wing - PSC.I) Department, dated 28.1.83)

4. The Pension files in respect of Class IV and other low paid employees need not be sent to Accountant General's Office for post audit. They should be made available to the audit parties of Accountant General, Andhra Pradesh during the course of local audits of the Offices of the Pension sanctioning authorities.

(Cir.memo No.40139/1308/Pen.I/86, dated 13.2.87 of Finance & Planning (Finance Wing - Pension.I) Department)

5. If as a result of post audit, the Accountant General points out any error in the amount of Pension/Retirement Gratuity / Family Pension already sanctioned by the Departmental Officers and released by the Pension Issuing Authorities as per orders in G.O.Ms.No.375, Finance & Planning (Finance Wing - Pension.I) Department, dated 30.8.86 and G.O.Ms.No.102, Finance &Planning (Finance Wing - PSC.IV) Department, dated 6.4.79, the Pension Issuing Authorities should immediately issue amendment to Pension Payment Order or issue a revised Gratuity Payment Order for the difference or

for the recovery of excess paid Pension/ Retirement Gratuity without insisting for a fresh sanction for the revised amount. Copy of amendment order to the Pension Payment Order or the revised Pension Payment Order should be furnished to the Pension Sanctioning Authority who, on receipt, shall take note of the revision in the original sanction order and service Book of the Government servant.

(Cir.memo. No. 22017/H/1259/PSC.I/84-1, dated 5.9.84 of Finance & Planning (Finance Wing - PSC.I) Department)

6. The following procedure should be followed in the matter of transfer of pensions from one District Treasury to another.

(a) Action to be taken by the Pensioner :

The pensioner should apply for transfer of pension to the Sub-Treasury Office / District Treasury Office / Pension Payment Office, where he is drawing his pension. With the application, the pensioner should surrender the pensioner's half of the pension Payment Order to the Sub-Treasury Office / District Treasury Office / Pension Payment Office, and obtain an acknowledgment.

(b) Action to be taken by the Sub-Treasury / District Treasury Office / Pension Payment Office :

The Sub-Treasury Officer should send both the Disburser's and Pensioner's halves of Pension Payment Order, along with the descriptive rolls of the Pensioners, to the District Treasury Office of his district after indicating on both halves of Pension Payment Order, the month upto and including which payment has been made. He should also cancel the entry in the Pension Payment Order register in his Office with a note to the effect "Transferred to District Treasury Office for arranging payment at . . . . . .
. . . . . .
. . . . . Sub-Treasury / District Treasury / Pension Payment Office."

(c) Action to be taken by the District Treasury Office / Pension Payment Office

The District Treasury Officer on receipt of both halves of Pension Payment Order with the descriptive rolls from the Sub-Treasury or the Dis-

trict Treasury Office / Pension Payment Office, on surrender of both halves of the Pension Payment Orders by the pensioners as the case may be should prepare a transfer order in the form prescribed (Annexure - I) and send both the halves of the Pension Payment Order along with the descriptive rolls, to the District Treasury Office of the District concerned Pension Payment Office, where payment is desired under intimation to the Pension Issuing Authority and Accountant General, Andhra Pradesh. At the same time, the District Treasury Office / Pension Payment Office, should cancel the entry in the Pension Payment Order register in his Office, making a note to the effect "Transferred for payment at . . . . Sub-Treasury / District Treasury / Pension Payment Office".

(d) Action by the Pension Issuing Authority which issued Pension Payment Order :

On receipt of intimation from the District Treasury Office / Pension Payment Office, regarding transfer of the Pension Payment Order to the concerned District, the Pension Issuing Authority which issued the Pension Payment Order should take action to (a) send an extract of the Pension Payment Order register to the Pension Issuing Authority of the District where payment is desired with a covering letter in the form given (Annexure - II) and (ii) cancel the entry in the Pension Payment Register in his Office in red ink taking a note to the effect "Transferred for payment at . . . . Sub-Treasury / District Treasury / Pension Payment Office."

(e) Action by the Pension Issuing Authorities of the District where payment is desired.

The Pension Issuing Authority of the District where payment is desired, should, on receipt of Pension Payment Register extract from the Pension Issuing Authority (which issued Pension Payment Order) take an entry of the Pension Payment Order in the Pension Payment Order Register by giving a fresh Pension Payment Order number of the series of his District. After taking entry in this register, the Pension Issuing Authority should intimate the District Treasury that the payment of pension on the said Pension Payment Order may be effected from that Treasury / Sub-Treasury . . . . under him from the due date i.e. the month following the one upto which it has been paid at the previous treasury. This intimation should be in the form appended (Annexure - III). A copy of this should be given to the pensioner, who should surrender this at the Treasury /

Sub - Treasury / Pension Payment Office, where the pension is to be disbursed after transfer.

(f) Action in District Treasury / Sub-Treasury / Pension Payment Office, where payment is to be made.

The District Treasury Officer / Sub-Treasury Officer, Pension Payment Officer on receipt of both halves of the Pension Payment Order together with the descriptive rolls from the District Treasury Office / Pension Payment Office, where the Pension Payment Order was under payment, check whether the Sub-Treasury Office, District Treasury Office / Pension Payment Office, has indicated the date upto which payment has been made thereon and await intimation from the Pension Issuing Authority of his district. **He should not make any payment until the intimation is received from the Pension Issuing Authority of his District / Twin Cities,** On receipt of intimation from the Pension Issuing Authority of his district and twin cities the District Treasury Officer / Pension Payment Officers, should take action similar to that prescribed to be taken on receipt of a fresh Pension Payment Order and after observing the formalities should make payment at the District Treasury / Pension Payment Office. If the payment is desired at the Sub-Treasury, the Pension Payment Order should be sent to the Sub-Treasury concerned, duly taking note in the Pension Payment Register.

Before commencing payment, the Sub-Treasury Office / District Treasury Office / Pension Payment Office should carefully note the last month upto which payment has been made and pay the pension from the month following the month upto which the pension has been paid last, after the pensioner surrenders the copy of the intimation received from the Pension Issuing Authority regarding transfer of the Pension Payment Order.

[Circular memo No. 33168/83/PSC-IV/79, dt. 13-8.1979 of Finance & Planning (FW.PSC-IV) Department]

7. Verification and Authorisation of Pensions in respect of certain categories of Teachers :

The work of verification and sanction of pension in respect of Lower Grade Teachers, Higher Grade Teachers and Secondary Grade Teachers, under all managements (namely, Government, Local Bodies, Municipalities and Aided Management) in the Districts of Hyderabad, Krishna and Kurnool

is entrusted to the District Educational Officers of the said Districts from which the said categories of Teachers retire.

The work of authorisation of pensionery benefits in respect of the above categories of the Teachers in the above three Districts is entrusted to the Audit Officer, Local Funds in the concerned Districts.

The following types of pension cases will continue to be dealt with by the Accountant General, Andhra Pradesh.

(i) Cases of revision in which the original pension has been verified and released by the Accountant General, Andhra Pradesh.

(ii) Cases of Compassionate Pensions / Family Pensions under the scheme other than the Andhra Pradesh Government Servants (Family Pension) Rules, 1964, where the service Pension has been settled by the Accountant General, Andhra Pradesh.

(G.O.Ms.No.340, Education (T.1) Department, dated 22.3.80)

A N N E X U R E - I
MEMO FOR TRANSFER OF PAYMENT OF PENSION FROM ONE DISTRICT TO ANOTHER.

1. Name of the Pensioner :	
2. Pension Payment Order No :	
3. Class of Pension :	
4. Monthly amount of Pension :	
5. Head of Debit (Full Classification as adopted in the accounts) :	
6. Name of Treasury to which transferred :	
7. Date on which and period for which Last Payment was made :	
8. Date with effect from which pension is payable from the new treasury :	
9. Amount of Pension commuted, if any :	
10. Are there any special conditions on which the continuance of the pension or any part of it depends :	
11. Date of Application :	
12. Date Station :	

PENSION PAYMENT OFFICER/
DISTRICT TREASURY OFFICER

To
The Pension Payment Office . . . . . .
The District Treasury Office . . . . . .
Forwarded with both halves of P.P.O.No.. . . . . together with . . . . . .

Copy forwarded to the . . . . . .(Pension Issuing Authority) for information and necessary action.

Copy forwarded to Sri . . . . . .

ANNEXURE - II

No . . . .   Dated : . . . .

- -

From

The

To

The

Sir,

Sub :- Pensions - Tranasfer of P.P.O.No.. from Sub/ District Treasury to . . . . Sub/District Treasury - Regarding.

* * *

I am to state that Sri . . . . holder of Pension Payment Order No . . . . dated . . . . has requested for transfer of pension from . . . . Sub-Treasury/District Treasury to . . . . Sub-Treasury/ District Treasury. I am, therefore, to forward herewith extract of the Pension Payment Order Register and request that the payment on the above Pension Payment Order may kindly be transferred accordingly.

The receipt of this letter may please be acknowledged.

Yours faithfully,

(Signature)

(Designation)

A N N E X U R E - III

OFFICE OF THE
No. . . . . Dated: . . . .
- --
From
The

To
The Treasury Officer,

Sir,

I am to state that the Pension Payment Order No. . . . . dated . . . . in favour of Sri/Smt . . . . .a Government pensioner, has been registered in this office and to request that you will please arrange for payment of the Pension of Rs. . . . . per mensem from the . . . . Treasury with effect from . . . .

The Pension is debitable to
Please acknowledge receipt of this intimation.

Yours faithfully,

(Signature)
(Designation)

Copy forwarded for information to the Government Pensioner with reference to his application dated the . . . .

(Signature)
(Designation)

APPENDIX - VII

Nomination for the Payment of Arears of Pension

Every pensioner, to whom any pension is payable, has to nominate any other person, to receive after the death of the pensioner, all moneys payable to the pensioner on account of such pension, before or after the date of such nomination and which remains unpaid immediately before the date of the death of the pensioner. For this purpose, every pensioner, who has retired has to nominate a person in Form 'A', annexed, in triplicate and submit the same to the respective pension disbursing authority. The pension disburing authority, after due verification shall return one copy to the pensioner and the other copy to the Head of the Office/Department from where, the pensioner retired while retaining the third copy with him. In the case of those who retire hereafter, the person should submit the nomination within three months before or after the date of retirement. The Head of the office after receipt of the same, shall return one copy, duly attested, to the pensioner and one copy to the Pension issuing authority, who shall pass it on to the Pension disburing authority alongwith Pension Payment Order, after due verification. In cases where the nomination made earlier has to be modified for any reason, indicating the cases where a nominee predeceases the pensioner, the revised nomination has to be made in form 'B' annexed. A nomination made in accordance with these instructions and accepted by the Pension Disbursing Authority or the Head of the Office, shall be conclusive proof with regard to the person nominated to receive arrears of pension. The arrears of pension payable under these instructions, however, will be paid according to the existing rules governing the mode of payment of pension. If the pensioner fails to make a nomination within the sptipulated period, the heirs of the deceased pensioner will have to follow the normal procedure laid down in the Treasury rules, for claiming life time arrears as usual.

The pension disburing authorities, in the case of pensioners and the Heads of Offices in the case of serving employees, may bring these instructions to the notice of pensioners/serving employees for execution of the nomination forms.

Note :- This procedure is to be followed in cases where nomination form was not simultaneously submitted alongwith application for pension as specified in G.O.Ms.No.263, Finance & Planning (FW.PSC) Department, dt. 23-11-98

(FORM-A)

Pension Disburing Authorities/Head of Office
(Name of Bank/Treasury/Accounts Officer, etc.)

Place : .....
I ..... hereby nominate the person
(Name of the Pensioner in Capital letters)
Name below to receive L.T.A. of Pension

Name and address of the nominee	Relationship with Pensioner	Date of birth
(1)	(2)	(3)

If nominee is minor

Name and address of person who may receive the said pension during the nominee's minority	Name and address of other nominee in case the nominee under Col.(1) above pre-deceases the pensioner	Relationship with pensioner
(4)	(5)	(6)

Date of birth if the other nominee is minor	Name and address of person who may receive the pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid
(7)	(8)	(9)

Place : ..... Signature (or thumb impression if illiterate) and name of Pensioner

Date : ..... Address :

Witness : Signature, Name & Address

Signature of Pension Disbursing Authority/Head of Office.
(Acknowledgment to be sent by the Pension Disburing Authority/Head of Office)

Certified that application/nomination has been received from .....(Name of Pensioner) whose address is :

Place : ..... Signature of Pension Disburing Authority/Bank/ Treasury

Date : ..... Accounts Officer/Head of Office

Full address .....

FORM - B

To
The Pension Disbursing Authority
Name of the Bank/Treasury/Accounts Officer etc.
Place : .....

I ..... hereby make the following
(Name of the Pensioner in Capital letters)
alternative nomination in cancellation of the previous nomination made on .....
for the Payment of Arrears of Pension.

Name and address of the nominee	Relationship with pensioner	Date of birth
(1)	(2)	(3)

If nominee is minor Name and address of person who may receive the said pension during the nominee's minority	Name and address of other nominee in case of nominee under Col.(1) above pre-deceases the pensioner	Relation-ship with pensioner
(4)	(5)	(6)

Date of birth if the other nominee is minor	Name and address of person who may receive the pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid
(7)	(8)	(9)

Place : ..... Signature (or thumb impression of illiterate) and name of Pensioner

Date : ..... Address :

Witness : Signature Signature of Pension Disbursing Authority.

Name & Address ..... Date Stamp .....

Certified that application/nomination (Form-B) has been received form .....(Name of Pensioner) whose address is ..... Form A has been cancelled and returned to him

Place : ..... Signature of Pension Disbursing Authority/Bank/Treasury

Date : ..... With Full Address .....

APPENDIX - VIII

Important Government Orders relating to monetary concessions/monetary benefits to certain categories of Government servants dying while in service

1. Social Security-cum-Provident Fund Booster Scheme

Rule 30-A of Andhra Pradesh, General Provident Fund Rules :

On the death of a subscriber in service, the person(s) eligible to receive provident fund balances, will be entitled for an additional amount equal to the average balance in the account of the deceased subscriber in the fund, during the three years immediately preceding the death subject to the condition that :-

(a) the balance in the account of the subscriber should not have fallen below the following limits at any time during the three years proceeding the date of death :-

(i) Rs 4,000/- [1][Rs 8,000/-] in the case of gazetted officers

(ii) Rs 3,000/- [1][Rs 6,000/-] in the case of Non-gazetted officers and

(iii) Rs 1,000 [1][Rs 2,000/-] in the case of last grade employees

(b) the additional amount payable under this rule shall not exceed Rs 10,000/- (ten thousand only) [1][Rs 20,000/- rupees twenty thousand only]

(c) The subscriber has to put in atleast five years service at the time of his death.

Note 1 : The period of three years for calculation shall be computed backwards from the month preceding the month in which the death of the subscriber occurs.

For this purpose, as also for checking the minimum balance prescribed above -

(a) the interest credited to the account of the subscriber in terms of Rule 13, and the amount of interest upto the month proceeding the month in which death of the subscriber occurs, shall be taken into account, and

---

1. The limits prescribed in Rule 30-A of A.P.GPF rules are enhanced w.e.f. 29-1-2003 by G.O.Ms.No 42, Finance (Pen.II) Dept., dt. 29-1-2003.

(b) the post which the subscriber was holding for the greater part of the aforesaid period of three years, immediately prior to death, shall be taken into account for purposes of reckoning the minimum balance limits.

Note 2 : The Accounts officer in the office of the Accountant-General, Andhra Pradesh, will authorise the payment of the benefit to the person(s) entitled to receive the provident fund money at the time of making final payment of the provident fund balances, without any further sanction.

[G.O.Ms.No.326, Finance & Planning (FW.Pen.I) Dept, dt. 14.11.80]

2. "Group Personal Accident Policy for Police Personnel"

A scheme called "Group Personal Accident Policy for Police Personnel" was prepared with the participation by the Oriental Insurance Company to cover the police personnel against un-natural deaths due to violence, accidents, snake bites etc. and practically covers all risks to which the force is exposed round the clock. The annual premium will be met from State funds as detailed below :

Sl.No.	Category	Sum proposed	Annual premium payment per head per annum after allowing all discount Rs. Ps.
1.	Police constables and Head Constables	Rs. 1.00 lakh	28.50
2.	Sub-Inspectors and Reserve Sub-Inspectors Circle Inspectors and Reserve Inspectors	Rs.2.00 lakhs	57.00
3.	Deputy Superintendent of Police/Assistant Commandant	Rs. 3.00 lakhs	85.50

The insurance is taken groupwise for various ranks and the policy will be issued on the basis of ranks. There is no need to furnish the individual names of the police personnel covered under this scheme. Only total number of employees covered in each rank will be furnished to the Insurance

company and variation in the number of employees will be intimated to the Insurance Company from time to time and the premium will be charged according to the strength of the force. The Department's certificate about the death and cause of the death is sufficient to settle the claim.

The above scheme covers only the cases of deaths or disabilities of Police personnel upto the rank of Deputy Superintendent of Police caused during the course of anti-naxalite, and anti-dacoity operations and in tackling anti-social activities. The family of the deceased police personnel covered under this scheme will not be entitled to the following facilities, [which were hitherto being sanctioned by the Government in individual cases]

1. Entitlement of rent free quarters till the normal date of superannuation.
2. Educational facilities for children.
3. Ex-gratia

The other concessions viz, Drawal of last pay drawn by the spouses of the deceased and providing employment to the children/spouses of the deceased will continue.

[G.O.Ms.No.133, Home (Police-A) Dept., dt. 5.4.88]

3. Payment of Group Insurance in the case of death of Drivers while on duty.

The survivors of the Drivers are eligible for the payment of lumpsum amount at double the normal rates for which they are entitled under the Andhra Pradesh State Employees Group Insurance Scheme, 1984, in case the Drivers meet with accidental death while on duty driving the cars.

In addition, the family of the deceased driver will be eligible for the payment from savings fund under rule 8 of the Andhra Pradesh State Employees Group Insurance Scheme, 1984.

This scheme is applicable to Drivers working in Government, Gram Panchayats, Zilla Praja Parishads, Mandala Praja Parishads, Municipal Corporations and Municipal Councils. It is also admissible to the Drivers belonging to work charged establishment who are absorbed as Government servants on completion of 10 years of service, in all Engineering Departments, such as Irrigation, Projects etc.

This scheme is not applicable to the Drivers belonging to Zilla

Grandhalaya Samasthas, Agricultural Market Committees and any others for whom the Group Insurance Scheme is not applicable.

[G.O.Ms.No.314, Finance & Planning (FW.TA) Department, dt. 28.9.89]

4. Payment of compensation in respect of those employees who lost their lives while discharging the Risk borne official duties.

In respect of those employees who lost their lives while discharging the Risk borne official duties, the following compensations are ordered.

i) The families of the deceased employees shall be allowed an exgratia of an amount equal to the entitlement of the Group Insurance Scheme in addition to the normal entitlement. But this is not applicable to police personnel as they are covered by another insurance scheme.

ii) The family of the deceased shall receive Family pension equal to the last pay drawn till date of superannuation of the deceased employee had he been alive. For the period after the date of superannuation 30% of last drawn pay is admissible till remarriage/death. In case death takes place 3 ½ years before superannuation, family pension equal to last pay drawn will be payable till the date of superannuation. Thereafter for the left over period of 7 years or 65 years of age of the employee, whichever is earlier, enhanced family pension, as admissible under the normal family pension rules shall be payable after which family pension at 30% of pay last drawn shall be paid till remarriage/death whichever is earlier.

iii) The following benefits will continue :

a) Compassionate appointment of a member of the family :
b) Retirement gratuity
c) Encashment of earned leave
d) Write off of loans

[G.O.Ms.No.340, Finance & Planning (FW.Pen.I) Department, dt.8.11.89]

5. Payment of compensation in respect of the employees who lost their lives while performing election duties and to those who sustained injuries

The orders issued in G.O.Ms.No.340, Finance & Planning (FW.Pen.I) Department, dt.8.11.89 are extended to the employees who lost their lives while discharging their duties in connection with the conduct of elections as a result of violence or attack by anti-social elements/extremists etc, or the death caused as a result of above incidents.

The following compensation is also sanctioned to the employees who sustained injuries while discharging their duties as a result of violence or attack by anti-social elements/extremists etc., in connection with the conduct of elections.

i) In the case of permanent disability including loss of limb or its use permanently, the compensation payable is Rs. 10,000/- (Rupees Ten thousands only)

ii) In the case of temporary disability the compensation payable is Rs.5,000/- (Rupees Five thousands only)

These orders are not applicable to the police personnel as they are covered by another insurance scheme vide G.O.Ms.No.133, Home Department, dt. 5.4.86.

The expenditure on this account shall be debited to relevant minor and sub-heads under Major Head "2015-Elections" and obtain re-imbursement of expenditure i.e. 100% or 50% as the case may be, from Government of India as their share in cases where the expenditure is borne by the Government of India.

[G.O.Ms.No.337, G.A (Elections-B) Department, dt. 7.5.1991]

6. Ex-gratia in the case of employees who die or are injured while on Election duty

The following amounts of Ex-gratia are ordered to be provided in the case of Governemnt employees who lost their lives or injured resulting permanent disability while on election duty.

(i) Death	Rs. 1.00 lakh
(ii) Permanant in capacitation involving 2 limbs, 2 Eyes, or one Eye or one Limb and one Eye	Rs. 1.00 lakh

(iii) Loss of one limb or one Eye	Rs. 50,000/-
(iv) Permanent total disablement from injuries other than those mentioned above	Rs. 1.00 lakh
(v) Permanent partial disablements	Percentage of Rs.1.00 lakh as Per General Insurance Table of Compensation.

Note :- These orders will not apply to police personnel as they are covered by another scheme asper G.O.Ms.No.133 Home Department, dt. 5-4-86.

[G.O.Ms.No.559, G.A. (Election-B) Dept., Dt. 23-11-94]

7. Ex-gratia to the families of Government employees who met with accidental death while performing Official duties.

The Family of such Government servants who meet with accidental death during to the performance of their official duties shall be sanctioned an Ex-gratia amount of Rs.1.00 lakh, in addition, to all other benefits available under various schemes. If the death occur during the period of availment of leave such case do not fall under the ambit of the scheme. The payment of Ex-gratia amount is subject to production of Death Certificate and Legal heir certificate from the competent authority.

[G.O.Ms.No.343 Fin & Plg (FW-Adm.II) Dept., Dt.27-12-1996 w.e.f. 18-9-1995]

8. Entitlement of Ex-gratia while coming to office and returning to residence and further conditions :-

The payment of Ex-gratia is also subject the following conditions :

(i) Copies of either F.I.R. of the police department or a post Mortum report of a government hospital in which he/she was admitted, shall be submitted to the sanction authority. However, if the post Mortum report reveals that the employee was in intoxicated condition, at the time of accident or the employee has committed suicide such cases shall not be entitled for the ex-gratia.

(ii) The Head of the office shall certify that the employee was on his way to his office to discharge his duties or left the office after discharging his duties.

(iii) Production of Death Certificate and Legal Heir Certificate from the concerned competent authority.

The above condition are prescribed substituting the para 5 of G.O.Ms.No. 343 F&P (FW.Admn.II) Dept., dt. 27-12-96 by G.O.Ms.No.754 Finance (Admn.II) Dept., dt 9-8-02

[G.O.Ms.No.754 F&P (Admn.II) Dept., dt. 9-8-02.]

9. Modified orders for grant of Financial Assistance and other benefits to the families of Police Personnel/Government Officials of other departments killed by extremists/anti social elements :

G.O.Ms.No.30 GA (SC-C) Dept., Dt. 1-2-96
G.O.Ms.No.209 GA (SC-C) Dept., Dt. 24-5-97.
G.O.Ms.No.102 GA (SC-C) Dept., Dt. 25-3-98.

The following benefits were allowed to the families of the Police personnel and Government Offiicials of other departments who are killed by the extrements/antisocial elements in supercession of earlier orders on the subject.

(1) Last pay drawn by the deceased official shall be paid to the spouse till the date of superannuation of the deceased official. In the case of death/remarriage of the spouse, the legal heir of the deceased official will get the last pay drawn till the date of superannuation of the deceased offiicial.

(2) Employment shall be provided to the spouse/children dependent, brother or sister of the deceased official as per rules as mentioned below :

Rank of the deceased employee	**Post to be provided to the spouse/ Children/dependent brother or sister.**
(a) Superintendent of Police to the Director General & Inspector General of Police and the officials of other Departments holding equivalent Post.	Group I services or equivalent posts subject to eligibility and relaxtion to be given by the A.P.Public Service Commission.
(b) Deputy superintendent of Police and Additional Superintendent of Police and the officials of other Departments holding equivalent posts.	Group II services or equivalent posts subject to eligibility and relaxation to be given by the A.P. Public Service Commission.

(c) Police Constables to Inspectors of police and officials of other Departments holding equivalent posts.	As per the existing rule i.e. G.O.Ms. No.96 Home (Pol.c) Dept., dt 17.3.93 and G.O.Ms.No.612GA (Ser-A) Dept., Dt.30.10.91.

3. The family of the deceased official shall be paid House rent allowance based on the last pay drawn.

4. Ex-gratia 20 times of salary subject to a minimum of Rs. 1.50 lakhs

5. Medical facilities shall be provided to the dependent family members of the deceased official on par with serving Government employees.

6. House site shall be assigned, as per eligibility, to the family of the deceased official by the District Collector concerned.

[G.O.Ms.No. 30, G.A (SOC) Dept, dt 1.2-96]

7. The District Superintendents of Police in respect of Police department families of deceased personnel, District Collectors/ Head of Departments concerned in respect of families of deceased government official of other departments coming within the purview of orders issued in G.O.Ms.No.30 G.A. (SC.C) Dept., dt 1-2-96 are authorised to sanction ex-gratia relief and to drawn and disburse the amount within a period of 10 days from the date of occurence of the incident, in relaxtion of the treasury Control orders and also in relaxtion of the instructions issued from time to time freezing of funds.

[G.O.Ms.No.209 GA (SC-C) Dept., Dt.24-5-97]

8. To Police Personnel :

Ex-gratia 30 times of salary subject to minimum of Rs.1.50 lakhs and maximum of Rs.2.50 lakhs.

[G.O.Ms.No.102 GA (SC-C) Dept.,Dt. 25-3-98.]

9.(a) Grant of financial assistance and other benefits to the families of police personnel/ government officers of other departments killed by extremists/anti-social elements-Enhancement of ex-gratia amount and compensation :-

Ex-gratia-In case of death	
1. Police constable, Head constable and S.I of police	Rs. 5.00 [1][Rs.7.50] lakhs

2. Inspectors and above	Rs. 7.50 [1][Rs.10.00] lakhs
Compensation to injuried : 1. Permanent incapacitation	Rs.2.00 [1][Rs.3.00]lakhs
2. Grivous hurt	Rs.1.00 [1][Rs. 2.00] lakhs

It is decided to extend the above benefits to the civil servants also on par with corresponding grades who are killed by the extremists/anti-social elements and who sustain injuries resulting in permanent incapacitation and grivous hurt.

(G.O.Rt.No.5037, GA (SC.C) Dept., dt. 30-11-98)

10. Certain benefits to the families of un-maried Police personnel who lost their lives in Naxalite encounters

With a view to improve the morale of the Police personnel, it was ordered that the parents of such of the un-married police personnel who were killed in naxalities encounters, shall be entitled to the family pension, in relaxation of rule 50 (12) (b) of Andhra Pradesh Revised Pension Rules 1980. The Father or Mother of such of the officers shall be allowed pay last drawn till the normal age of superannuation of the officers, had they been alive and family pension thereafter, in addition to the benefit of compassionate appointment of an unmarried brother or sister. The last pay drawn shall be regulated in all such cases, in accordance with the orders issued in G.O.Ms.No.181, Finance & Planning (FW.Pen.I) Department, dt. 2.11.92.

[G.O.Ms.No.125, Home (Police-D) Department, dt.3.3.94]

11. Admissibility of Dearness Allowance Relief on Family Pension in certain cases

In the case of payment of Family pension to the families of the deceased employees as per G.O.Ms.No.133, Home Department, dt. 5.4.88 and as per G.O.Ms.No.340, Finance & Planning (FW.Pen.I) Department, dt. 8.11.89, the following clarification is issued.

A) The family pension to be fixed in such cases would be equal to Pay last drawn till the date of superannuation of the deceased employee had be been alive, as defined in Rule 31 of Andhra Pradesh Revised Pension Rules 1980 read with Fundamental Rules 9 (21) (a) (i); and

1. The bracketed amounts are enhanced in G.O.Ms.No. 266, G.A. (SC.A) Deparment, dt. 22-6-01w.e.f 22-6-01 and other benefits extended in G.O.Ms.No. 30, G.A.(SC.A) Dept., dt. 1-2-96 shall however continue to apply.

B) Dearness Allowance relief on such pension shall be admissible from time to time on such family pension at the rates sanctioned by Government for all pensions.

No Dearness Allowance relief on family pension shall be allowed without confirming that the family pension is in compliance with (A) above. If necessary, the family pension may be refixed before allowing Dearness Allowance relief on family pension. Payment of Dearness Allowance relief on family pension as above, may be made w.e.f. 1.4.92 or from such later date from which family pension is payable. Where the family pension is to be refixed this may be done with effect from 1.4.92 or such later date from which the family pension is payable.

[G.O.Ms.No.181, Finance & Planning (FW.Pen.I) Department, dt. 2.11.92]

11-(A) Admissibility of Dearness Relief on Family Pension :

The Payment of Dearness Relief on family Pension is admissible in respect of those employees who were employed under the scheme of compassionate appointment. (i.e. besides Dearness allowance admissible on the pay). This concession is admissible w.e.f. 25-5-1998.

[G.O.Ms.No.89 Fin & Plg (FW.Pen.I) Dept., Dt.25-5-98]

11.(B) Cancellation of admissibility of dearness relief on family pensioner who are drawing pension and who employed on compassionate grounds :

The payment of dearness relief on family pension is cancelled in respect of those pensioners who were employed under the scheme of compassionate appointment w.e.f 1.9.2000 .

(G.O.Ms.No.125 F&P (FW.Pen.I) Dept., dt. 1-9-2000]

12. Rules relating to the sanction of expenditure on obsequies or transport of deceased Government employees :

(i) Short title and commencement and applications :

a. These rules shall be called “The Rules for sanction of expenditure on obsequies or transport of deceased Government employees”;

b. They will come into force at once;

c. They will apply in respect of every Government employee of the State of Andhra Pradesh.

d. [1][All India Service Officers]

(ii) Sanctioning Authority :

The Head of the Office shall be the sanctioning authority.

Explanation :

(i). The term "Head of Office" shall mean (i) in the case of Departments of Secretariat and Heads of Departments and the Officers in the district, the Head of the Departments or Head of Office or in his absence, the next superior Officer incharge of the Department or Office;

(ii). In any other case, the immediate superior officer to the pay disbursing officer.

(iii) Sanction of Expenditure :

i. The amount that may be sanctioned by the Head of the Office shall not be more than Rs. 1,000/- ;[1][Rs. 2,000/-]

ii. The sanction of Rs.1,000/- [1][Rs. 2,000] shall be accorded having due regard to the circumstances of each case. Before sanctioning the amount, the Head of the Office shall obtain the particulars and satisfy himself about the quantum of amount to be sanctioned in each case.

(iv) Production of Certificates etc:

The amount specified in rule 3 may be drawn on production of a death certificate to be given by the attending Doctor, if any, at the time of death of Government employee, and where there is no such Doctor, a statement of circumstances and reasons resulting in the death of the Government employee, shall be produced, duly authenticated by the Head of the Office.

(v) Payment of Amount :

The amount sanctioned under these rules shall be paid to the nearest relative of the deceased Government employee or to the persons lawfully in possession of the body of the deceased Government employee for purposes of performing obsequies after obtaining the acknowledgment in this regard.

1. All India Service Officers are made eligible to this facility, maximum limit enhanced from Rs. 1,000/- to Rs. 2,000/-. w.e.f 7-12-98 by G.O.Ms.No. 548, G.A. (S.W) Dept., dt. 7-12-98.

(vi) Incidence of Expenditure :

The expenditure involved shall be met from the Contingent Provision of the Department or Office concerned.

[G.O.Ms.No.1669, G.A.Department, dated 15-9-1965, as amended in G.O.Ms.No.104, G.A. Department, dated 3-2-1978, and G.O.Ms.No.510, G.A. Department, dated 14-11-1985]

13. Relief in the case of Death of Pensioners who are in receipt of Service Pension:

A lumpsum amount equal to one month's pension, subject to a minimum of [1][Rs.2,000/-] was ordered to be paid on the death of a retired Government servant in receipt of service pension. The term "Pension" includes actual amount of pension as admissible to the Pensioner together with the temporary increase and adhoc relief actually admissible on the date of death of the pensioner. The payment of the lumpsum amount is governed by the following instructions :

(i) Lumpsum to whom payable :

The amount equal to one month's pension, subject to a minimum of Rs. [1][2,000/-] in the case of death of a pensioner, who is in receipt of service pension shall be payable to a nominee, who has been nominated by the pensioner in accordance with these instructions. In case, where the pensioner the nominee and alternate nominee die simultaneously either in an accident or in air crash etc., or the nominee and the alternate nominee predeceases the pensioner and the pensioner dies without making revised nomination, the amount admissible shall be paid to the person entitled to receive family pension or otherwise to the relatives of the deceased pensioner's family in the order of priority mentioned in instruction 2(1) below :

(ii) Treasury Officer to arrange payment :

The Treasury Officer concerned shall arrange payment of the amount of the nominee or where the nominee predeceased to the alternate nominee, as far as possible on the same day of the death of the pensioner, or on the next working day immediately following the day of the death of pensioner.

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1. The minimum limit was enhanced from Rs.1,000/- to Rs.2,000/- w.e.f. 25-5-1998 by G.O.Ms.No.88 Fin & Plg (FW.Pen.I) Dept., dt. 25-05-1998.

(iii) Nominee to furnish Certificate of death

The nominee or alternate nominee, as the case may be, shall furnish the certificate of death in the form appended to the Treasury concerned before claiming the amount.

(iv) Relief allocable among various States

The relief sanctioned is allocable among the various states in accordance, with the provisions of the G.O.Ms.No.198, Fin, (Pen.I) Dept, dt. 10.7.1969.

Note :- The above scheme was introduced for the first time w.e.f.1.9.76 in G.O.Ms.No. 504, Fin& Plg (FW.Pen.I) Dept., dt. 10.12.76 wherein the amount of relief was Rs.150/-. The amount of relief was enhanced from Rs.150/- to Rs.500/- w.e.f. 5.11.1982 by G.O.Ms.No.281, Fin & Plg. (FW.Pen.I) Dept., dt.5.11.82. The amount of relief was enhanced from Rs.500/- to Rs.1,000/- w.e.f. 20.9.1989 by G.O.Ms.No.298, Fin & Plg (FW.Pen.I) Dept., dt.20.9.89. The amount of relief was further enhanced from Rs. 1,000/- to Rs. 2,000/- w.e.f. 25-5-98 by G.O.Ms.No.88, F&P (FW.Pen.I) Dept., dt. 25-5-98.

PROFORMA OF CERTIFICATE OF DEATH

Sri_____ who was in receipt of service pension and was drawing pension from the _____(name of Treasury) through P.P.O No. _____ died on _____at _____

Date of Death : (Place of death)

Date : Signature :

Note :-

This certificate shall be given by the Gazetted Officer of the Government or by a village officer concerned. If it is not possible a certificate from two pensioners drawing pension from the same Treasury should be produced.

APPENDIX - IX

Scheme of Payment of Pensions through Banks

1. Payment of Pensions through Banks

1. A Scheme of payment of Pensionary benefits to State Government Pensioners through the Scheduled banks/certain co-operative banks was introduced w.e.f. 1.1.1978. This scheme is optional to the pensioners and it is applicable only in cases where the pension is being disbursed by the Treasury officers of the banking treasuries. This scheme is not applicable in the case of pension disbursements by non-banking sub treasuries.

[G.O.(P) No. 422, Fin & Plg (FW.PSC-IV) Department., dt. 3.12.77]

2. Replacing the above, a new scheme of payment of pensions to State Government Pensioners, through the Public sector banks listed in Annexure-I to the G.O., was introduced to be operated from 1.11.1985. This scheme is also optional to the pensioners. This scheme is not applicable to the pension of Freedom Fighters and that of the State Government's pensioners which have to be continued to be drawn through treasuries directly or through money orders. Detailed procedure was outlined in the GO for the operation of the scheme.

[G.O.(P) No.299, Fin & Plg (FW.PSC-I) Department, dt. 22.8.85]

3. The old scheme contemplated in G.O.(P) No.422, Finance & Planning (FW.PSC-IV) Department, dt 3.12.77 will continue to be in force beyond 31.10.1985, in respect of those pensioners who are drawing pensions through Scheduled Banks/certain Co-operative banks, which are not included in the list of banks contained in Annexure-I to the G.O.(P) No. 299, Finance & Planning (FW.PSC-I) Department, dt. 22.8.85.

[Cir.memo.No.29331-C/11/PSC.I/85-1, dt. 31.10.1985 of Finance & Planning (FW.PSC.I) Department]

4. The old scheme contemplated in G.O.(P) NO.422 Fin & Plg (FW.PSC-IV) Department, dt. 3.12.77 will continue to be operative in respect of the pensioners of other States and Freedom Fighters as far as the public Sector Banks included in Annexure-I to G.O.(P) No. 299, Finance & Planning (FW.PSC-I) Department, dt.22.8.85, are concerned.

[Cir.memo.No.5155-A/315/PSC.I/85-1, dt. 3.1.1987 of Fin & Pg (FW.PSC-I) Department]

5. Payment of Pension (including family pension) in the Twin cit-

ies of Hyderabad and Secunderabad, through Public sector Banks is made compulsory in respect of Government servants retiring on or after 1.6.1989. The retiring Government servants have to open Savings Bank/Current Account in any of the Public Sector Banks authorised to make pension disbursement and indicate the Account number of Savings Bank/ Current account, name of the Bank & Branch in the application form.

[G.O.Ms.No.24, Finance & Planning (FW.PSC) Department, dt 17.1.89]

6. The following list is the revised list of Public Sector banks who will operate the scheme of pension payment to the State Government Pensioners.

1.	State Bank of India	
2.	State Bank of Hyderabad	For whole of Andhra Pradesh including Twin cities of Hyderabad and Secunderabad
3.	Syndicate Bank	
4.	Indian Bank	
5.	Union Bank of India	
6.	Central Bank of India	
7.	Andhra Bank	
8.	Corporation Bank	
9.	Vijaya Bank	
10.	Canara Bank	
11.	Alahabad Bank	
12.	Bank of India	
13.	Bank of Maharashtra	For twin cities of Hyderabad and Secunderabad only in addition to the above Public Sector Banks
14.	Bank of Borada	
15.	Dena Bank	
16.	Indian Overseas Bank	
17.	Punjab National Bank	
18.	United Bank of India	
19.	UCO Bank	
20.	State Bank of Bikaner & Jaipur	
21.	State Bank of Indore	
22.	State Bank of Mysore	
23.	State Bank of Patiala	
24.	State Bank of Saurashtra	
25.	State Bank of Travancore	
26.	New Bank of India	
27.	Oriental Bank of Commerce	
28.	Punjab & Sind Bank	

[G.O.Ms.No.32, Finance & Planning (FW.Pen.III) Department, dt. 23.1.89]

7. With effect from 1.4.89, the disbursement of Pensioners through banks, by means of cheques (instead of cash payment at Pension Payment Office, Hyderabad) was made compulsory for pensioners in twin cities of Hyderabad & Secunderabad and whose basic pension is more than Rs.300/- p.m. The following are the salient features of the scheme.

i) This scheme can be operated by any bank irrespective whether it is a Public Sector/Private/Scheduled/Co-operative Bank, in twin cities of Hyderabad and Secunderabad.

ii) Not applicable to pensioners drawing their pensions in the districts.

iii) Pensioner should give an application in the prescribed from to the Assistant Pension Payment Officer concerned, indicating the Account Number and the name of the bank and branch.

iv) The Pension Payment Officer, will issue a cheque in favour of the bank mentioned by the pensioner in the application form.

v) (a) Every month the Pension Payment Officer will sent a consolidated cheque to the concerned bank, along with a statement indicating the name of the pensioner, PPO Number, Account Number and the amount of pension to be credited to the account of the pensioner.

vi) The Pension Payment Order will remain with Pension Payment Officer only.

vii) Information regarding the date of death, if known to the Bank, should be communicated to the Pension Payment Officer.

[G.O.Ms.No.79, Finance & Planning (FW.PSC.) Department, dt. 4.3.89]

(b) The compulsory disbursement of Pension w.e.f. 1.6.89 in twin cities of Hyderabad & Secunderabad ordered in G.O.Ms.No.24, Finance & Planning (FW.PSC) Department, dt 17.1.89, will be under the scheme introduced in G.O.Ms.No.79, Finance & Planning (FW.PSC) Department, dt. 4.3.89. The Savings Bank/Current Account number name of

the bank and branch as given by the pensioner in the application form will be indicated in the Pension authorisations issued by the Accountant-General, Andhra Pradesh/Local Fund Audit Authorities, to the Pension Payment Office, Hyderabad.

[G.O.Ms.No.188, Fin & Plg (FW.PSC) Dept., dt. 19.5.89]

8. Revised Scheme for disbursement of Pensions through Banks :-

With a view to minimise the possibility of paying any excess/less amounts by the banks in the matter of disbursement of pensions by the banks a revised scheme was formulated and orders were issued in G.O.Ms.No.213 Fin & Plg (FW.PSC) Dept dated 19-12-1997 as amended in G.O.Ms.No.36 Fin & Plg (FW.PSC) Dept, dt 19.3.98 as shown below;

1. Applicability :-

1.1. The Scheme is applicable to all the categories pensioners who are drawing pension in cash through Treasuries in the Districts, Pension Payment Offices in twin cities of Hyderabad and Secunderabad under various categories of pension schemes of State Government, Central Government, Freedom Fighter pensioners, Railways pensioners, Defence, Other State Pensioners and those who are paid pensions through Money Orders.

1.2. Pensions paid through Banks under G.O.(P) No.299, Finance and Planning (FW:PSC.I) Department, dated 22-8-1985 in Districts.

1.3 Pension paid through Banks under G.O.Ms.No.79, Finance and Planning (FW:PSC) Department, dated 4-3-1989 in twin cities of Hyderabad and Secunderabad.

1.4. All new pension cases for which P.P.Os/GPOs/CVPs issued from Accountant General, Andhra Pradesh, Hyderabad/Local Fund/Control of Defence Accounts (P), Allahabad.

2. Commencement :-

2.1. The scheme shall come into force with effect from 1st January, 1998 in respect of pension of all categories paid in cash at Sub-Treasuries in the Districts, and Assistant Pension Payment offices located in twin cities of Hyderabad and Secunderabad.

2.2. The pensions now being paid through Banks in terms of G.O.Ms.No.79, Finance and Planning (FW-PSC) Department,

dated 4-3-1989 are deemed to have been brought under this scheme with effect from 1-1-1998.

2.3. The pensions now being paid through Banks in terms of G.O.(P).No.299, F & P(FW-PSC.I) Department, dated 22-8-1985 are deemed to have been brought under this scheme with effect from 1-4-1998, after due reconciliation with the banks by Treasuries. The Banks shall extend necessary cooperation in furnishing the uptodate records to the Treasuries.

3. Definitions :-

3.1. Pension Disbursing Authority :- Pension Disbursing Authority for this purpose shall mean District Treasury Officer/Joint Director of Pension Payment Officer.

3.2. Government Banks :- "Government Bank" means "State Bank of India/State Bank of Hyderabad" where Government transaction take place at District Headquarters as well as in the Twin Cities.

3.3. Link Bank :- "Link Bank" means a Bank situated in Twin Cities/ District Headquarters for co-ordinating the disbursement of pension through their paying bank branches and who is a member of clearing house at Twin Cities/District Headquarters as the case may be.

3.4. Paying Bank Branch :- "Paying Bank Branch" means Bank Branch which disburses the pension amount to the pensioner through Saving Bank Account.

4. Procedure to be followed by the pensioner :-

4.1. Every pensioner may open a saving/current Bank Account for drawal of Pensionary benefits with any Bank branch of his choice. However, there is no objection if the pensioner chooses to draw pension from an existing savings/current Account in his name, provided it is not a 'joint' or 'either or survivor' Account. He shall furnish the Bank Account Number to the Sub-Treasury office/Assistant Pension Payment Office concerned in the form in Annexure-I of Appendix-II.

(This para 4.1. was amended as above through G.O.Ms.No.36 Fin & Plg (FW-PSC) Dept., dt. 19.3.98)

5. Procedure to be followed by Treasury officers/ Pension Pay ment Officers with Regard to conversion of cash payment into bank payments :-

5.1. On receipt of Saving Bank Account particulars from the Pensioner the Treasury Officer shall record necessary entries in the Pension Payment Order register maintained in his office. As on one-time measure, the Sub-Treasury Officer / District Treasury Officer/ Assistant Pension Payment Officer / Pension Payment Officer shall attest the 3 photos of the pensioner and introduce the pensioner to the Bank Branch, from where the pensioner wishes to draw the monthly pension and to get the Saving Bank Account opened immediately for all pensioners who are now drawing pension in cash by sending all necessary information and introducing the pensioners with the Bank and render all support and assistance. The minimum balance in the Saving Bank Account of pension shall be Rs.5/-.

5.2. In respect of Pension Payment Offices in Twin Cities, since both the halves of Pension Payment Order are available with them, it is sufficient to send particulars of Saving Bank Accounts of pensioners to the Joint Director, Pension Disbursing Authority (PDA). The pensioner's half shall be returned to the pensioner, treating it as the property of the pensioner. The Sub-Treasury Office/Joint Director, Pension Payment Office is responsible for maintaining the Pension Payment Order of Disburser's half.

5.3. The Sub-Treasury Officer shall prepare monthly lists of pensioners in his jurisdiction, paying Bank-wise and Branch-wise for the net amounts payable (i.e., amount to be paid after effecting recoveries if any from the pensionary benefits (i.e. Pension, Gratuity and Commuted value of Pension) in Triplicate in the Form given in Annexure-II (a) (Regular pensioners) and in Annexure-II (b) (New pension cases) of Appendix-II. The original list shall be sent to Paying Bank Branch and the duplicate copy shall be sent to the District Treasury Office concerned by 15th of every month for payment of pension in the next month.

5.4. On receipt of Duplicate copy of monthly list of pensioners in Annexure-II (a) Annexure-II (b) from all the Sub-Treasury Offices, the District Treasury Offices have to verify the correctness of the particulars in the list and prepare two consolidated lists viz., Paying Bank Branch wise, Link-Bank Branch-wise (Annexure III and Annexure-IV) separately, and append the pay order for the total net amount given

in Annexure-IV and send them in the sealed and locked box, to the State Bank of India/State Bank of Hyderabad by 20th of every month for crediting amount into the accounts of the respective Link Banks and for debiting the Government Accounts on 1st of succeeding month.

5.5. In the case of Twin Cities of Hyderabad and Secunderabad the Joint Director, Pension Payment Office, will follow the same procedure. These lists in Annexure-IV of Appendix-II will become the pension voucher(s) after the amount is credited to Link Banks.

5.6. The Pension Disbursing Authorities shall also furnish Branch-wise lists in Annexure-III to all the link banks for crediting the amount to the accounts of their Paying Bank Branches Accounts. The link bank shall acknowledge in token of having credited their Paying Bank Branch Account. On receipt of the vouchers (paid lists) from the State Bank of Hyderabad/State Bank of India along with Bank scroll, the Pension Disbursing Authority has to note the paid particulars with reference to Bank Scrolls in his records/computer. The Pension Disbursing Authority shall send the consolidated voucher (s) along with monthly Accounts to the Accountant General (A&E), A.P., Hyderabad. For the Railways, Defence and Central Government pensioners, the list of payments and a copy of the consolidated vouchers will also be sent to the concerned agencies for reimbursement.

6. Procedure to be Followed in New Cases :-

6.1. As soon as the Pension Payment Orders/Gratuity Payment Orders/ Commuted Value of Pensions are received in the new cases, the Pension Disbursing Authority shall intimate the pensioner by post while forwarding Pension Payment Orders/ Gratuity Payment Orders/Commuted Value of Pensions to the Sub-Treasury Officer concerned for arranging payment through Saving Bank Account of the branch of the Bank, opted by the pensioner.

6.2. After ensuring the proper identification of the pensioner and after obtaining relevant certificates in triplicate as per rules in vogue, the Sub-Treasury Officer shall prepare list in Annexure-II (b) in triplicate. The original list shall be sent to the Paying Branch of the Bank and other lists shall be sent to the District Treasury Officer concerned for consolidation. The Pension Disbursing Authority shall prepare Annexure-III and Annexure-IV and send the Annexure-III to the link Banks and Annexure-IV to the State Bank of India/State Bank of Hyderabad with pass order on it.

6.3. In respect of Gratuity Payment Order/ Commuted Value of Pensions the Sub-Treasury Officer has to send the original copies of the authorisation duly noting the payment particulars along with Annexure-II(b) to the District Treasury Office concerned. The Pension Disbursing Authority in turn shall enclose the above authorisations to the pension paid vouchers (Annexure-IV) and send them to the Accountant General. (A&E), Andhra Pradesh, Hyderabad along with monthly accounts. The pensioner copies of authorisations shall be cancelled and kept with the Sub-Treasury Office/Pension Payment Office for record and produce them for audit duly noting the payment particulars.

7. Procedure to be followed by Banks :-

7.1. On receipt of the consolidated list with pay order from Pension Disbursing Authority, the State Bank of India/State Bank of Hyderabad in Twin cities and the District Headquarters shall credit to the accounts of Link Banks through clearing house based on the list furnished by the Pension Disbursing Authorities on the 1st of succeeding month.

7.2. The Link Banks shall credit their Paying Bank Branches based on the lists, furnished by the Pension Disbursing Authority and the amounts got from Government Bank through clearing function.

7.3. The Paying Bank Branch shall credit the Saving Bank Accounts of the pensioners based on the list furnished by the Sub-Treasury Office/Pension Payment Office and ensure proper identification of the pensioner while making payment of the pension every month.

7.4. In respect of illiterate and other pensioners who are not able to sign, the procedure prescribed by the Banks in respect of such Accountholders shall be followed.

8. Certificates to be Obtained :-

8.1. Every pensioner has to furnish necessary certificates in the month of November of every year as laid down in the codal rules to the Paying Bank Branch. The Paying Bank Branch in turn shall send the certificates (as laid down in para 8.3) along with the verification report of the pensioners to the Sub-Treasury Office/Pension Payment Office.

8.2. The Paying Bank Branch Managers are authorised to issue life certificates in the month of November of every year.

8.3. The pensioner has to furnish the employment/non-employment/re-employment, marriage/non-re-marriage certificates duly attested by any Gazetted Officer to Paying Bank Branch. It is the primary responsibility of the Pensioner/Family Pensioner to furnish the necessary certificates for making timely credit of the Saving Bank Account of the pensioner to the Paying Bank Branch.

8.4. If the above certificates are not received in the month of November, the Sub-Treasury Officer/Joint Director, Pension Payment Office shall send the lists for crediting the pension for the month of December and stop the pension for the month of January till the receipt of the above certificates by them.

Note : The paying Bank Branch Managers are not willing to obtain the life and other certificates from the pensioners during the month of November every year, it was ordered, in modification of para (8) above, that the sub-treasury officer/Assistant Pension Payment Officers shall hereafter obtain life and other certificates from the pensioners.

[Cir. Memo. NO. 48596/B/345/PSC/98 dt. 19.2.99 of Fin & Plg Dept]

9. Commencement of Family Pension :-

9.1. The nominees/legal heirs and Family members of the deceased pensioner/family pensioner are also primarily responsible for the timely intimation of the death of the pensioner to the Pension Disbursing Authority/Sub-Treasury Officer/Joint Director, Pension Payment Office, Paying Bank Branch.

9.2. On receipt of the intimation of the pensioner's death from the paying bank branch or directly, the Sub-Treasury Officer/Joint Director, Pension Payment Officer has to take action to work out the Life Time Arrears amount and issue authorisation to the Paying Bank Branch in Favour of the nominee of the deceased pensioner along with the Death Relief, after satisfying himself regarding the genuineness of the claim.

9.3. On receipt of the intimation of the death of the pensioner from family pension beneficiary/Paying Bank Branch with the particulars of the Saving Bank Account Number etc., the Sub Treasury Officer/ Joint Director, Pension Payment Office has to take action for commencement of the family pension to the beneficiary as per the authorisation available in the Pension Payment Office/Sub Treasury Office. The

Pension Disbursing Authority shall also watch the time limit prescribed for payment of enhanced family pension. The Sub-Treasury Officer/ Joint Director, Pension Payment Office is also required to satisfy himself regarding the admissibility of Dearness Relief in case of Compassionate appointments and other conditions where the family pensioner is employed. He is also expected to watch the age limit in case of the children of the deceased.

9.4. It is to be noted that the Death Relief is admissible only in respect of Service Pensioners.

9.5. In the case of the death of the Pensioner/Family Pensioner, the amount credited beyond the date of death shall cease to the Government and Paying Bank Branch shall credit such amount to the Government Account through Government bank under intimation to the pension Disbursing Authority and Sub Treasury Officer concerned.

10. Transfer of P.P.Os :-

10.1. The pensioner can change the Paying Bank Branch at his convenience through an application to the Paying Bank Branch concerned. In such case the paying bank branch has to close the Saving Bank Account of the pensioner duly paying the balance amount to the pensioner and intimate Sub Treasury Officer/Joint Director, Pension Payment Office concerned for this purpose. If the pensioner wishes to change the Paying Bank Branch from one place to another within the jurisdiction of the Pension Disbursing Authority concerned, the Pension Disbursing Authority has to arrange to pay the pension through the new Paying Bank Branch as per the procedure detailed in the proceedings paras.

10.2. If the pensioner opts for change to the bank outside the jurisdiction of the Pension Disbursing Authority, the Pension Disbursing Authority shall send both the halves of the Pension Payment Order, transfer application form and other documents to another Pension Disbursing Authority concerned in whose jurisdiction the pensioner desires to receive his pension, under intimation to the Accountant General (A&E), Andhra Pradesh Hyderabad, duly noting all required entries in the pension payment Order Register and other connected records in his office by deleting the outgoing pensioner's particulars from the records of the pensioner's particulars from the records of the pension data base.

10.3. The Accountant General (A&E), Andhra Pradesh, Hyderabad shall continue to be responsible for accounting as well as audit of pensionary payments.

10.4. The accounts/records and registers maintained in the branches of Banks making pension payments and also in the Link Banks shall keep open to audit by Comptroller and Auditor General of India or any person appointed by him on his behalf.

10.5. The Accountant General (A&E), Andhra Pradesh, Hyderabad shall also adjust the Pensionary payments of Inter States/Defence/Railways, other Central pensions etc., based on the monthly accounts rendered by the Treasuries / Pension Payment Office.

ANNEXURE - I

(Application & Declaration for Drawal of pension through Banks)

(As per para 4.1 of G.O.Ms.No.213, F & P (FW.PSC) Department, Dt. 19-12-1997).

To

The Sub-Treasury Officer/Pension Payment Officer

.....

Sir,

Sub :- Payment of pensions through Banks - Reg.

Ref :- G.O.Ms.No.213, Finance & Planning (FW.PSC) Department, dated 19-12-1997.

As per the provisions contained in the scheme of payment of pensions through Banks brought into force by the Government Order cited, I request you to credit the amount of my pension through my nominated Bank. I give below the details along with three photos.

1. Name of the Pensioner / Family Pensioner (in capital letters)	:
2. Name of the Bank	:
3. Name of the Branch	:
4. Pension payment Order No.	:
5. Amount of monthly pension	:
(a) Pension : Rs.....	
(b) Relief : Rs.	
6. Saving Bank Account No.	:
7. Life Time arrears and Family Pension Nominee	:
8. Permanent Postal Address	: ....

I agree to the conditions regarding giving Annual Certificates as prescribed in the rules.

I hereby declare that I and my heirs and successors accept the li-

ability of making good to Government, over payment if any made to me under the scheme.

I also agree to undertake that any amount of excess/Wrong payment of pension credited to my above Saving Bank may be recovered or with-drawn from the said Saving Bank by the said Bank.

Yours faithfully,

SIGNATURE OF THE PENSIONER/

FAMILY PENSIONER

ANNEXURE- II (A)

(As per para 5.3 & 5.4 of G.O.Ms.No.213, F & P (FW.PSC) Dept, Dt.19-12-1997)

To

The Branch Manager,

_____(Name of the Paying Bank)

Place : _____

Sir,

The Statement for Rs. ..... (in words) ..... duly passed is sent herewith for favour of credit of the amount on the 1st day of the month shown in the Col.No.(8) below to the Saving Bank Account of the pensioner mentioned in Column No.2.

Name of the Sub-Treasury : ..... Month : .....

Sl.No.	S.B a/c No.	Name of the Pensioner	PPO/GPO CVP No.	Nature of Pension	Gross
(1)	(2)	(3)	(4)	(5)	(6)

Deductions	Net Amount	Period to which pension relates	Pension debitable to State/Central/ Defence/Other States/ Railways
(7)	(8)	(9)	(10)
1.			
2.			
3.			

Total Rs. .....

(Net amount Rs. in figures & words) .....

Signature of the S.T.O./ P.P.O.

(Passed for Rs. ..... (in words) .....

Signature of the District Treasury Officer / J.D., P.P.O

ANNEXURE - II (b)

(As per para 5.3 & 5.4 of G.O.Ms.No. 213, F & P (Fw.PSC) Dept, Dt.19-12-1997)

To

The Branch Manager,

_____(Name of the Paying Bank)

Place : _____

Sir,

The Statement for Rs. ..... (in words) ..... duly passed is sent herewith for favour of credit of the amount on the 1st day of the month shown in the Col.No.(8) below to the Saving Bank Account of the pensioner mentioned in Column No.2.

Name of the Sub-Treasury : ..... Month : .....

Sl.No.	S.B a/c No.	Name of the Pensioner	PPO/GPO CVP No.	Nature of Pension	Gross
(1)	(2)	(3)	(4)	(5)	(6)

Deductions	Net Amount	Period to which pension relates	Pension debitable to State/Central/ Defence/Other States/ Railways
(7)	(8)	(9)	(10)
1.			
2.			
3.			

Total Rs. .....

(Net amount Rs. in figures & words) .....

Signature of the S.T.O./ P.P.O.

(Passed for Rs. ..... (in words) .....

Signature of the District Treasury Officer / J.D., P.P.O

ANNEXURE - III

(Paying Branch wise list to be prepared by the P.D.A)

(As per para 5.4 of G.O.Ms.No.213, F & P (Fw.PSC).Dept., Dt.19.12.97)

Sl.No.	Name of the Bank Branch	Gross Amount	Deduction	Net amount of credit to the P.B.B.
1	2	3	4	5
Total Rs				

(Net amount Rs. in figures & words) .....
.....

Signature of the DTO/JD. PPO

Name of the Link Bank.....

Place :.....

ANNEXURE-IV

(Link Bank - wise list to be prepared by the P.D.A)

(As per para 5.4 of G.O.Ms.No. 213, F & P (FW.PSC) Dept. Dt.9.12.97)

Sl.No.	Name of the Link Bank	Gross Amount	Deduction	Net amount of credit to the L.B.
1	2	3	4	5
Total Rs				

(Net amount Rs. in figures & words) .....
.....

Signature of the DTO/JD. PPO

Pay Rs.....(Rupees in words.....) credit to the above Link Banks on the 1st day of the month of .....

Signature of the DTO/JD. PPO

To

The Manager,

S.B.I / S.B.H.

LIFE CERTIFICATE

(As per para 8.2 of G.O.Ms.No.213, F & P (FW. PSC) Dept. Dt.19.12.1997 read with G.O.Ms.No.65, F&P (FW.PSC) Department, dt. 17.05.99)

Certified that I have seen the pensioner ..... (Name of the pensioner) holder of Pension Payment Order No. ..... and that he is alive on this date.

Signature of pensioner

Place .....

Date .....

Signature of authorised Gazetted officer/Bank Manager/Municipal commissioner and Notary public

Seal .....

Address for correspondence

_____

_____

Phone No : _____

NON-EMPLOYMENT CERTIFICATE

(As per para 8.3 of G.O.Ms.No.213, F & P (FW.PSC) Dept., Dt.19.12.97 read with G.O.Ms.No.65, F&P (FW.PSC) Dept., dt. 17-5-99)

I declare that I have accepted / not accepted commercial employment after obtaining/without obtaining sanction of the Government. (To be furnished by Gazetted Officer and All India Service Officers during first two years from the date of retirement).

I declare that I have/have not accepted any employment under any Government outside India after obtaining/without obtaining sanction of the Government. (To be furnished by Gazetted Officers and All India Service Officer only).

Delete whichever is not applicable.

Place : .....

Date : .....

Signature : .....

Name of the Pensioner .....

P.P.O.No.....

Attestation of Gazetted officer/
Bank Manager/Municipal Commissioner/
and Notary public
Seal.....

CERTIFICATE OF NON-REMARRIAGE/NON MARRIAGE

(As per para 8.3 of G.O.Ms.No.213 F & P (FW.PSC) Dept. Dt.19-12-97 read with G.O.Ms.No. 65, F&P (FW.PSC) Dept. dt. 17-5-99)

I hereby declare that I am not married/I have not been married during the past six months.

OR

I hereby declare that I have not been remarried and I undertake to report such an event promptly to the Treasury/Bank.

Applicable only for widow recipient of family pension and to be furnished.

Signature .....
Name of the Pensioner : .....
P.P.O.No. .....

Place : .....
Date : .....

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible Gazetted Officer/Bank Manager/Municipal Commission and Notary public
: .....

Name : .....

Designation : .....

Place : .....

Date : .....

9. The amount of Retirement Gratuity and commuted value of pension should be paid by the Treasury officers of the Banking Treasuries (in Districts) only through Pay order on the original copy of the authorisation issued by the Accountant-General/Local Fund Authorities, with the endorsement to the Bank to pay the amount to the retired employee. If the bank account number is furnished by the employee in his application for pension, it should be credited to his account. In other cases, the amount should be paid by the bank by way of Demand Draft/Banker's Cheque. The fact of issue of Pay order on the Bank, should be recorded on the pensioner's copy of Retirement Gratuity/Commuted Value of Pension authorisation, surrendered by the Pensioner before the Treasury Officer. It should be retained in the records of the Treasury. There is no need to prepare a separate bill for such payment.

[Cir.memo.No.7058/A/273/T.F.R/89, dt. 2.5.90 of Finance & Planning (FW.TFR) Department]

9.(a) Disbursement of pension through banks payment of death relief, retirement gratuity, L.T.A, commuted value of pension, first payment pension and Arrears further orders :-

i) Death Relief and L.T.A :-

On receipt of the intimation of death of the pensioner through the relatives or other related sources as per procedure laid down in G.O.Ms.No.504, Fin & Plg (FW.Pen.I) Dept. dt. 10-12-76 the amounts towards death relief and life time arrears shall be drawn by the S.T.O.in A.P.T.C form 75 which will be enfaced for payment in cash at Bank in favour of the beneficiary following the paper token procedure. Form 101 shall be enclosed to the bill duly authorising payment to the beneficiary. The Bank shall either pay cash or credit the amount in his account as per the beneficiary choice. In Twin cities the P.P.O shall issue Account payee cheques and in the case of a Non-Banking Sub-Treasury, The S.T.O will pay cash from the currency chest balance or issue a R.B.I. draft where such facility exists.

ii) Commuted value of pension and death-cum-retirement gratuity :-

Soon after receipt of the original copy of authorisation of CVP and DCRG, the S.T.O/DTO shall record the pay order on the original copy of authorisation issued by the Accountant General/Audit officer Local Fund Audit with an endorsement for crediting this amount into the Bank Account of

pensioner or to issue a demand draft as per the pensioners choice. In the case of a Non-Banking Sub-Treasury, the S.T.O. shall make the payment out of the currency chest balance or issue of R.B.I. draft where such facility exists. In the case of Twin cities the P.P.O shall issue an account payee cheque. The fact of issue of pay order on the Bank shall be recorded on the pensioner's copy of DCRG/CVP submitted by the pensioner to the STO/DTO for claiming payment and it should be retained in the records of the treasuries.

iii) First payment of pension and Arrears :-

Soon after receipt of the pension payment order, the STO/DTO in case of banking sub-treasury shall draw these amounts on APTC Form-75 on Government bank to credit the amounts into the Bank Account of the pensioner. If it is not possible to credit the amount to the bank account of the pensioner, STO shall obtain bankers cheque or demand draft in favour of the pensioner. In the case of Non-Banking Sub-Treasury, the STO shall make payment out of the currency chest balance or issue a RBI draft where such facility exists. In case of Twin cities the PPO shall issue an account payee cheque in the name of pensioner.

iv) In respect of the disabled, leper and bed-ridden pensioners, the S.T.O shall arrange to pay the pensions by Money Order after drawing these amounts in APTC Form-75 and remit them to the post office for issue of money orders in the name of the pensioners who are willing to draw their pensions in this method. The money order commission shall be borne by the pensioners.

v) The orders were issued in Cir.Memo.No.48596/B/345/PSC/98 dt 19-02-99 that the life certificate and other certificate shall be obtained by the STO/PPO.Now it has been decided that the competent authority for issue of these certificate shall be the Gazetted officers of the government of A.P., Bank Manager of the Bank in which the pensioner has got account for drawing monthly pension, Local Municipal Commissioner and Notary public. If life certificate and other certificates as required to be furnished by the pensioners are not furnished in the month of November the pension disbursing authority shall send the list for crediting the pension for the month of December and stop the pension for the month of January till the receipt of the above certificates.

(G.O.Ms.No.65, Fin & Plg (FW.PSC) Dept., dt. 17-05-1999)

10. Payment of Pension to Pensioners who could not appear in person due to old age or infirmity or in consequences of some physical disability :

a. Where owing to old age or infirmity or in consequence of some physical disability, it is not possible for a pensioner to present in person to the Treasury Officer, a declaration electing to have. His pension paid by Money Order (or through bank) the Treasury Officer may accept, instead, a written declaration signed by the pensioner and duly verified under his seal by a Gazetted Officer, a Magistrate, a Justice of Peace, a Tahsildar, a Deputy Tahsildar, a Mandal Development Officer, a Police officer not below the rank of sub-inspector incharge of a Police station or any Government Officer of equivalent rank having his head quarters at the place where the pensioner is living for the time being. The Officer verifying the declaration shall specify the circumstances in which he holds that it is not possible for the pensioner to present the declaration in person to the Treasury Officer.
(S.R.77 (9) of T.R.16 of A.P. Treasury Code - Vol.I)

b. Should the pensioner by physically in capable of signing the declaration, the Treasury Officer may authorise payment to the pensioner on production of a certificate from the Civil Surgeon of the district or a registered medical practitioner to the effect that the pensioner is alive but is unable to sign the required declaration. In such a case, the pension may be paid to the heir, not being a minor, who would receive the payment of arrears of pension in the event of the pensioner's death, provided it is certified by the Collector that the person claiming to be the heir is in fact, the heir and continues to be the heir throughout the period for which he draws the pension.
(S.R.77 (10) of T.R.16 of A.P. Treasury Code - Vol.I)

c. A woman who is exempt from personal appearance under S.R.66 (a) of T.R.16, because she is not accustomed to appear in public should affix an impression of her left thumb on each bill in the presence of the person who signs the life certificate and the latter should attest it. An illiterate pensioner should similarly affix an impression of his/her left thumb failing which the impression of the toe on each bill in the presence of the person who signs the life certificate, or when he/she attends at the paying office in person to receive payment, be-

fore the disbursing officer and the person who signs the life certificate or the disbursing officer as the case may be, should attest it. In the case of physically handicapped pensioners who are unable to sign or put their thumb/great toe impression or a woman who is not accustomed to appear in public, their acquittance by a seal mark attested by some known and respectable person may be accepted in lieu of signature or thumb or great toe impression.

(S.R. 78 (b) of T.R.16 of A.P. Treasury Code - Vol.I)

Note *:- In view of the orders of Government making disbursement of pension through Banks in G.O.Ms.No.213 Fin & Plg (FW.PSC) Department., dt. 19-12-97, the above provisions are not relevant now.*

11. Payment of Pension relating to an insane person :

The pension of an insane person may be paid to a guardian appointed under the Indian Lunancy Act, 1912 (India Act IV of 1912) or to any person authorised by the Government (or the authority which sanctioned the pension) to receive it. Such guardian shall be required to furnish with each claim a life certificate stating that the pensioner was alive on the last day of the period for which the pension is claimed.

(Subsidiary Rule 76 under Treasury Rule 16 of A.P. Treasury Code - Vol.I)

12. Issue of Laminated cards to the pensioners drawing pension in Kurnool, Nizamabad and West Godavari Districts on experimental basis :-

a) To issue of laminated cards to the state government pensioners on an experimental basis initially in the district of Kurnool, West Godavari and Nizamabad districts w.e.f. 1-6-2002.

b) The Sub Treasury Officer/Assitant Treasury Officer/Assistant Pension Payment Officer shall be the issuing authority. The information required for the preparation of identity cards will be obtained from the department where the pensioner retires/retired, under proper attestation. Based on such information the issuing authority will prepare the laminated identity cards.

c) The laminated identity cards will be issued to the pensioners when the pensioner approach the pension disbursing officers for payment

of his first pension on receipt of pension authorisation from the office of the Account General Andhra Pradesh, Hyderabad. For the existing pensioners as on 31-5-2002 identity cards will be issued as per the programme arranged by the Sub Treasury Officer/Assitant Treasury Officer/Assistant Pension Payment Officer. The Director of Treasuries and Accounts shall issue suitable instructions in this regard.

d) The purpose of issue of these cards is to identity the pensioner as and when needed.

e) The identity card shall be renewed once in five years.

f) The identity card has to be handedover at old station in case of transfer of pension from one place to another and Sub Treasury Officer/ Assitant Treasury Officer/Assistant Pension Payment Officer of concerned in new station has to issue new card.

g) The Sub Treasury Officer/Assitant Treasury Officer/Assistant Pension Payment Officer should record the name and address of the pensioner to whom he issues identity card. It may also be noted in the pension payment order.

h) The cost of the identity card is such amount as the government may fix from time to time which is to be borne by the pensioners themselves.

i) These cards will be issued in the proforma prescribed in the Annexure-I and II.

[G.O.Ms.No.555, Fin (PSC) Dept, dt. 30-4-2002 of Finance, Dept]

ANNEXURE - I

FRONT

PENSIONER'S IDENTITY CARD

GOVERNMENT OF ANDHRA PRADESH

NAME OF THE DIST.TREASURY : **STO:**

PENSIONER I.D.NO.

Name :

Res. Address:

Telephone No :

Blood Group :

Space for Photograph

Signature of
Issuing Authority
With Seal

Signature of Card holder

REVERSE

1. Date of birth	:	
2. Date of retirement	:	
3. Name of the Department	:	
4. Post held at the time of Retirement	:	
5. P.P.O.No. and Date	:	
6. Amount of Pension (Without DR)	:	
7. Bank Account No.(Pension)/ Name of the Bank & Branch	:	

ANNEXURE - II

FRONT

FAMILY PENSIONER'S IDENTITY CARD

GOVERNMENT OF ANDHRA PRADESH

NAME OF THE DIST.TREASURY : **STO:**

PENSIONER I.D.NO.

Name :
Res. Address:
Telephone No :
Blood Group :

Space for Photograph

Signature of
Issuing Authority
With Seal

Signature/Thumb Impression
of Card holder

REVERSE

1. Name of the Service Pensioner	:
2. Name of the Department	:
3. Date of Death	:
4. Date of Commencement of Family pension	:
5. Date of Birth/Age of the Family Pensioner	:
6. P.P.O.No. and Date	:
7. Amount of Pension (Without DR)	:
8. Bank Account No.(Pension)/ Name of the Bank & Branch	:

APPENDIX X

THE PENSIONS ACT, 1871

(Act No. 23 of 1871)

An Act to consolidate and amend the law relating to Pensions and Grants by Government of money or land-revenue.

[8th August, 1871]

Preamble- Whereas it expendient to consolidate and amend the law relating to pensions and grants by Government of money or land-revenue, it is hereby enacted as follows :-

I. PRELIMINARY

1. **Short title :-** This Act may be called the Pensions Act, 1871.

Extent of the Act :- In so far as it relates to Union Pensions, it extends to the whole of India and in so far as it relates to other pensions, it extends to the whole of India except (the territories which, immediately before the 1st November 1956, were comprised in Part B States)

2. **Repealed.**

3. **Interpretation :-** In this Act, the expression grant of money or Land-revenue includes anything payable on the part of the Government in respect of any right, privilege, perquisite or office.

3-A. The expression 'the appropriate Government' means in relation to Union Pensions, the Central Government, and in relation to other pensions, the State Government.

II. RIGHTS TO PENSIONS

4. **Bar on suits relating to pensions :-** Except as hereinafter provided, no Civil Court shall enterain any suit relating to any pension or grant of money or land-revenue conferred or made by the

Government or by any former Government, whatever may have been the consideration for any such pension or grant, and whatever may have been the nature of the payment, claim or right for which such pension or grant may have been substituted.

5. Claims to be made to Collector or other authorised Officer:- Any person having a claim relating to any such pension or grant may prefer such claim to the Collector of the District or Deputy commissioner or other officer authorised in this behalf by the appropriate Government and such Collector, Deputy Commissioner or other officer shall dispose of such claim in accordance with such rules as the Chief Revenue authority may, subject to the general control of the appropriate Government, from time to time, prescribed in this be half.

6. Civil Court empowered to take cognizance of such claims :- A Civil Court, otherwise competent to try the same, shall take cognizance of any such claim upon receiving a certificate from such Collector, Deputy Commissioner or other Officer authorised in that be half that the case may be so tried, but shall not make any order or decree in any suit whatever by which the liability of Government to pay any such pension or grant as aforesaid is affected directly or indirectly.

7. Pensions for lands held under grants in perpetuity :- Nothing in Section 4 and 6 applies to -

(1) any inam of the class referred to in Section 1 of Madras Act No.IV of 1861;

(2) pensions heretofore granted by Government in the territories respectively subject to the Lieutenant-Governors of Bengal and the North Western Provinces, either wholly or in part as an indemnity for loss sustained by the resumption by a Native Government of lands held under sanads purporting to confer a right to perpetuity. Such pensions shall not be liable to resumption on the death of the recipient, but every such pension shall be capable of alienation and descent, and may be used for and recovered in the manner as any other property.

III. MODE OF PAYMENT

8. **Payment to be made by Collector or authorised officer :-** All pensions or grants by Government of money or land-revenue shall be paid by the Collector or the Deputy Commissioner or other authorised officer, subject to such rules as may, from time to time, be prescribed by the Chief Controlling Revenue authority.

9. **Saving of rights of grantees of land revenue :-** Nothing in Sections 4 and 8 shall effect the right of a grantee of land-revenue, whose claim to such grant is admitted by Government, to recover such revenue from the persons liable to pay the same under any law for the time being in force for the recovery of the rent of land.

10. **Commutation of pensions :-** The appropriate Government may, with the consent of the holder, order the whole or any part of his pension or grant of money or land-revenue to be commuted for a lump sum on such terms as may deem fit.

IV. MISCELLANEOUS

11. **Exemption of pension from attachment :-** No pension granted or continued by Government on political considerations, or on account of past services or present infirmities or as a compassionate allowance, and no money due or to become due on account of any such pension or allowance, shall be liable to seizure, attachment or sequestration by process of any Court at the instance of a creditor, for any demand against the pensioner, or in satisfaction of a decree or order of any such Court.

This section applies also to pensions granted or continued after the separation of Burma from India, by the Government of Burma.

12. **Assignments, etc., in anticipation of pension to be void -** All assignments, agreements, orders, sales and securities of every kind made by the person entitled to any pension, pay or allowance mentioned in Section 11, in respect of any money not payable at or before the making thereof, on account of any such pension, pay or allowances or for giving or assigning any future interest therein are null and void.

12-A. Nomination by pensioner to receive moneys outstanding on account of pension :-

Notwithstanding anything contained in Section 12 or in any other law for the time being in force-

(a) any person to whom any pension mentioned in Section 11 is payable by the Government of India or out of the Consolidated Fund of India (such person being hereinafter referred to as the pensioner) may nominate any other persons (hereinafter referred to as the nominee), in such manner and in such form as may be prescribed by the Central Government by rules, to receive after the death of the pensioner, all moneys payable to the pensioner on account of such pension at, before or after the date of such nomination and which remain unpaid immediately before the death of the pensioner; and

(b) the nominee shall be entitled on the death of the pensioner, to receive, to the exclusion of all the persons, all such moneys which have so remained unpaid:

Provided that if the nominee predeceases the pensioner, the nomination shall so far as it relates to the right conferred upon the said nominee, become void and of no affect:

Provided further that where provision has been duly made in the nomination, in accordance with the rules made by the Central Government, conferring upon some other person the right to receive all such moneys, which have so remained unpaid, in the event of the nominee predeceasing the pensioner, such right shall, upon the decease as aforesaid of the nominee pass to such other persons.

13. Whoever proves to the satisfaction of the appropriate Government that any pension is fraudulently or unduly received by the person enjoying the benefit thereof shall be entitled to a reward equivalent to the amount of such pension for the period of six months.

14. Power to make rules :- In each State the Chief Controlling Rev-enue authority may, with the consent of the appropriate

Government, from time to time, make rules consistent with this Act respecting all or any of the following matters :-

(1) the place and times at which, and the person to whom, any pension shall be paid;

(2) inquiries into the identity of claimants;

(3) records to be kept on the subject of pensions;

(4) transmission of such records;

(5) correction of such records;

(6) delivery of certificates to pensioners;

(7) registers of such certificates;

(8) reference to the Civil Court, under Section 6, of persons claiming a right of succession to or participation in, pensions or grants of money or land-revenue payable by Government; and generally for the guidance of officers under this Act.

All such rules shall be published in the Official Gazette, and shall thereupon have the force of law.

15. Power of Central Government to make rules :-

The Central Government may, by notification in the Official Gazette, make rules to provide for all or any of the following matters, namely :-

(a) the manner and form in which any nomination may be made under Section 12-A and the manner and form in which such nomination may be cancelled or varied by another nomination;

(b) the manner in which provision may be made, for the purposes of the second proviso to Section 12-A in any such nomination for conferring some person other than the nominee the right to receive moneys payable to the nominee if such nominee predeceases the pensioner.

16. Laying of rules:- Every rule made by the Central Government under this Act and every rule made under Section 14 by a Chief Controlling Revenue Authority with the consent of the Central Government shall be laid, as soon as may be after it is made, before

each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions and if, before the expiry of the session immediately following the session or the successive session aforesaid, both Houses agree in making any modification in the rule or Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so how ever, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.



THE ANDHRA PRADESH
REVISED PENSION RULES
1980

ANDHRA PRADESH REVISED PENSION RULES 1980

Contents

Part - I

RULE		Page No.
1	Short title and commencement	1
2.	Application	1
3.	Option	3
4.	Govt. servants transferred from services and posts to which these rules do not apply	4
5	Regulation of claims to pension or Family pension	4
6.	Full pension subject to approved service	5
7.	Limitation on number of pensions	6
8.	Pension subject to future good conduct	7
9.	Right of Government towithhold or withdraw pension	8
10.	Commercial employment after retirement	21
11.	Restriction on practice in Commercial Tax and other cases after retirement	23
12.	Employment under a Government outside India after retirement	24
13.	Commencement of qualifying service	25
14.	Conditions subject to which service qualifies	26
15.	Counting of service rendered under Central Government	29
16.	Counting of service as apperentice	29
17.	Counting of service on contract	29
18.	Counting of pre-retirement civil service in the case of re-employed Govt. servants	30
19.	Counting of military service rendered before civil employment	31
20.	Counting of war service rendered before civil employment	37
21.	Counting of periods spent on leave	43
22.	Counting of periods spent on training	45
23.	Counting of periods of suspension	45
24.	Forfeiture of service on dismissal or removal	45
25.	Counting of past service on reinstatement	45
26 .	Forfeiture of service on resignation	45
27.	Effect of interruption in service	46
28.	Condonation in interruption of service	47
29.	Addition to qualifying service	48

30. Verification of quqlifying service after 25 years of service 49
31. Emoluments 49
32. Average emoluments 54
33. Superannuation pension 58
34. Retiring pension 58
35. Pension on absorption in or under a Corporation, company or body 59
36. Conditions governing grant of pension to persons on absorption in or under a Corporation, Company or Body 59
37. Invalid Pension 81
38. Compensation pension 85
39. Compulsory retirement pension 86
40. Compassionate allowance 87
41. Minimum Compassionate allowance 87
42. Retirement on attaining the age of superannuation 87
43. Retirement on completion of 20 years of qualifying service 88
44. Retirement on completion of 33 years of qualifying service 92
45. Amount of pension 93
46. Retirement Gratuity 101
47. Persons to whom Gratuity is payable 108
48. Lapse of Retirement Gratuity 112
49. Nominations 112
50. Family pension 114
51. Sanction of Anticipatory pension 131
52. Provisional pension where departmental or judicial proceeding may be pending 134
53. Interpretation 138
54. Power to relax 138
55. Repeal and Saving 138

PART - II

Special provisions applicable to Government Employees retiring between 1-4-78 and 28-10-79

56. Option 140
57. Amount of pension 141
58. Retirement Gratuity 143
59. Family Pension 145

ANNEXURES

I. Form for exercising option under the Andhra Pradesh Revised pension Rules of 1980 148

II. Form of application for seeking permission to accept commercial employment 149

APPENDICIES

I Procedure for Processing of Pension cases including forms 151

II Important Provisions in Civil Service Regulations and important orders issued by Government in regard to regulation of Pay and allowances during the period of re-employment 196

III. Provisions in Civil Service Regulations regarding Medical Examination/ Invalidation 214

IV. Improtant Provisions in Andhra Pradesh Civil Pensions (Commutation) Rules 1944 and important orders issued by Government in regard to Commutation of Pension and Restoration of Commuted portion of pension including forms 223

V. Important Provisions relating to Extraordinary Pension 258

VI Verification and authorisation of Pension in respect of Class IV and other low paid employees 264

VII. Nomination for the payment of arrears of Pension 277

VIII. Important Governments Orders relating to monetary concessions/monetary benefits to certain categories of Government servants dying while in service. 281

IX. Scheme of Payment of Pensions through Banks 295

X. The Pension Act 1871 320