

**PUNJAB GRAMIN BANK**

**PENSION PAYMENT PROPOSAL FORM**

1	Name of the Employee		
2	Category (GEN/SC/ST/EX-SERVICEMAN)		
3	Provident Fund Account No.		
4	Designation, Scale/Grade/Cadre		
5	Date of Birth		
6	Date of Appointment in the Bank on permanent basis		
7	Office/Branch, Region from where retired		
8	Date of Retirement on superannuation/ Date of cessation from service (specify reasons)		
9	Whether the employee is eligible for pension for the service rendered in Defence Service? If yes, submit 2 duly attested copies of the Defence PPO/Discharge Certificate		
10	Date of Notice in case of voluntary retirement <b><i>In case of Voluntary Retirement, copy of letter conveying acceptance of Voluntary Retirement by the Competent Authority must be submitted.</i></b>		
11	Whether employee was under suspension/ absent from duty on extra ordinary leave on loss of pay during his service period. <b><i>If yes, month/year wise details of LWP/Suspension period must be submitted along with confirmation that the same relates to the entire period of service of the Retiree.</i></b>		
12	Class of Pension viz. superannuation/pre-mature/ voluntary retirement/ compulsory retirement/invalid pension/ deemed retirement		
13	Period of Service (From date of joining to Date of relieving)	<u>Years</u>	<u>Months</u>
14	A. Additional service, if any, in terms of Regulation 27		
	B. Period disqualifying for service, if any, (Regulation 15, 19 & 20) <b><i>Period of LWP/Suspension is to be reduced from the period of service to arrive at qualifying service as mentioned in Column No.11 above unless directed by the sanctioning authority that the period shall count for service for all purposes including pension.</i></b>		
15	Total period of Service for pension as on the date of retirement	<u>Years</u>	<u>Months</u>
16	*Qualifying service for pension (Regulation 13 to 25) (Broken period of service more than 6 months is to be treated as one year and Broken period of service of 6 months or less is to be ignored)	<u>Years</u>	
17	Whether appointed as part time employee: if yes: Period thereof, on 1/3 scale from _____ to _____ on 1/2 scale from _____ to _____ on 3/4 scale from _____ to _____		
18	Branch from where pension is to be paid		
	Sol ID		
	14 Digit Saving Fund A/c No. of retired/ retiring employee:		
	Address after retirement with Mobile Number		
19	Details of Family: [Members eligible for Family Pension]		
	S.No.	Name	Date of Birth
	1 2		
20	Details of pay during the last 10 months of service (including the month of cessation from service) (Regulation 38).		

S. No	Month & year	Basic Pay inc stagnation increment	Increment component of FPP	PQP	Other allowances ranking for PF & DA	Officiating allowance, if any. (Basic component only)	PF deducted on Officiating allowance	Date of remittance of PF on officiating
1	2	3	4	5	6	7	8	9
1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								
11)								
<b>TOTAL</b>								

**NOTE:** Please attach income tax register of the staff for the period as above and explain the figures appearing against Other PF in each month. Also attach calculation sheet if there is any late release of stagnation/AGI/ or any such arrears.

a) Total of Basic Pay (Col. 3)	
b) Total of FPP (Col. 4)	
c) Total of PQP (Col. 5)	
d) Total of other Allowances (Col. 6)	
e) Total of officiating allowance Col. 7 (in case of workmen staff only)	
f) Grand Total	
g) Average Monthly Emoluments (Grand Total / 10)	

21 **BASIC PENSION =**  
(Average Monthly Emoluments (As per 20 (g)) X 50% X Number of Qualifying Years of Service (as per 16) (Max 33)) / 33

	X		=	
2		33		

22 **ADDITIONAL PENSION IN CASE OF OFFICER ONLY =**  
(Average Officiating Allowance (As per 20 (Col 7(Total/ 10)) X 50% X Number of Qualifying Years of Service (as per 16) (Max 33)) / 33

	X		=	
2		33		

23	Date of Receipt of request for commutation (Request letter in original must be enclosed)	
24	Date of medical certificate NOTE: Medical certificate from Bank's approved Medical Officer is required in case of compulsory retirement, invalid pension and in case when commutation is desired after expiry of one year of retirement as such this be enclosed with the proposal.	
25	Age next birthday	
26	Amount sought to be commuted from pension (Max. 1/3rd of pension and additional pension)	
27	Commutation value for a pension of Rs.1/- p.a. (Refer to commutation table) [Regulation 39(4)]	
28	<b>Amount of Commutation</b> Amount as per S.No.26 X Value as per S.No.27 X 12	
29	Recovery, if any, to be made out of pension dues (mention full details)	

**Signature of the Pensioner**