

A N N E X U R E
[No.1315-F (Pen) Dated 14.10.96]

Pay Certificate of Shri/Smt. _____
for the purpose of pension and gratuity/ family pension.

Pay

1. (a) The Basic pay of Shri / Smt. _____ as on _____
is /was Rs. _____ in the scale of pay of
Rs. _____
- (b) His/ her next increment in the aforesaid scale is due on _____
which will raise his/ her pay to Rs. _____ per month upto the date
Of superannuation.
- (c) He/she draws a special pay of Rs. _____ in addition to his/her basic
pay in the aforesaid scale.
- (d) He/she draws the following elements, viz.
 - i) Basic Pay Rs. _____
 - ii) _____
 - iii) _____
 which have been declared as pay for the purpose of pension and other
Retirement benefits.

RECOVERIES OF LOANS AND ADVANCES

1. House Building Advance.

Amount sanctioned Rs.-----
Mode of recovery ----

Principal

Recoverable in----- instalments @ Rs. _____
----- and ----- instalments @Rs.-----

Recoveries made upto -----

No. of instalments	Rate of each instalment	Total

Further recoveries to be made upto the date of superannuation.

No. of instalments	Rate of each instalment	Total

Interest

Recoverable in----- instalments @ Rs. _____
----- and ----- instalments @Rs.-----

Recoveries made upto -----

No. of instalments	Rate of each instalment	Total

Further recoveries to be made upto the date of superannuation.

No. of instalments	Rate of each instalment	Total

2. ADVANCE FOR ADDITIONS AND ALTERATIONS OF HOUSE

Amount sanctioned Rs.-----

Mode of recovery -----

Principal

Recoverable in----- instalments @ Rs.
----- and ----- instalments @Rs.-----

Recoveries made upto -----

No. of instalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total

Further recoveries to be made upto the date of superannuation.

No. of instalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total

Interest

Recoverable in----- instalments @ Rs.
----- and ----- instalments @Rs.-----

Recoveries made upto -----

Further recoveries to be made upto the date of superannuation.

3. ADVANCE FOR REPAIR OF HOUSE

Amount sanctioned Rs.-----

Mode of recovery -----

Principal

Recoverable in----- instalments @ Rs.
----- and ----- instalments @Rs.-----

Recoveries made upto -----

No. of instalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total

Further recoveries to be made upto the date of superannuation.

No. of instalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total

Interest

Recoverable in----- instalments @ Rs.
----- and ----- instalments @Rs.-----

Recoveries made upto -----

Further recoveries to be made upto the date of superannuation.

4. MARRIAGE / ILLNESS ADVANCE

Amount sanctioned Rs.-----

Mode of recovery ----

PrincipalRecoverable in----- instalments @ Rs.
----- and ----- instalments @Rs.-----

Recoveries made upto -----

No. of instalments	Rate of each instalment	Total

Further recoveries to be made upto the date of superannuation.

No. of instalments	Rate of each instalment	Total

InterestRecoverable in----- instalments @ Rs.
----- and ----- instalments @Rs.-----

Recoveries made upto -----

No. of instalments	Rate of each instalment	Total

Further recoveries to be made upto the date of superannuation.

No. of instalments	Rate of each instalment	Total

5. CYCLE / SHOOTER/ MOTOR CAR ADVANCE

Amount sanctioned Rs.-----

Mode of recovery ----

PrincipalRecoverable in----- instalments @ Rs.
----- and ----- instalments @Rs.-----

Recoveries made upto -----

No. of instalments	Rate of each instalment	Total

Further recoveries to be made upto the date of superannuation.

No. of instalments	Rate of each instalment	Total

InterestRecoverable in----- instalments @ Rs.
----- and ----- instalments @Rs.-----

Recoveries made upto -----

No. of instalments	Rate of each instalment	Total

Further recoveries to be made upto the date of superannuation.

No. of instalments	Rate of each instalment	Total

Contd. P/4

6. FESTIVAL ADVANCE

Festival advance of Rs. _____ was sanctioned of which _____ instalments have been recovered @ Rs. _____ upto _____ and further _____ instalments @ Rs. _____ will be recovered upto the date of superannuation.

7. OTHER ADVANCE

(Details of sanction and recovery should be furnished by the
Drawing & Disbursing Officer)

8. OVERDRAWAL OF PAY AND ALLOWANCES/ TRAVELLING ALLOWANCES

Shri/ Smt. _____ had overdrawn an amount of Rs. _____ on account of _____ of which Rs. _____ shall be recovered upto the date of superannuation leaving a balance of Rs. _____ as outstanding on the date of superannuation.

All outstanding dues, if any, as on the date of superannuation, shall be recovered from the amount of gratuity and relief on pension straightway by the Accounts Officer of the Pr. Accountant General (A&E).

Signature and seal of
the D.D.O.

Note:

- (1) Only the following documents are required to be submitted to the Office of the Principal Accountant General (A&E), W.B. along with this form duly filled in:
- (a) IPC/Statement of Outstanding dues,
 - (b) Service Book,
 - (c) Calculation sheet for Qualifying Service, Pension, Gratuity & Family Pension,
 - (d) Attested Passport size joint Photograph/ Photograph and specimen signature/ left hand thumb and finger impression of the pensioner/Family pensioner (4 copies)