

FORM NO. 1

Particulars to be submitted to the office of the Registrar, Dibrugarh University by the retiring employee of the university eight months before the date of his/ her retirement.

1. Name :
2. Date of Birth :
3. Date of joining in service :
4. Date of Retirement :
5. Designation of the pensioner at the time of retirement:
6. Name of the Dept./ Branch from where the pensioner retired:
7. Two* slips containing two :
Specimen signature each duly
attested by a Gazetted Officer.
8. Three copies of passport size joint :
Photograph with wife/ husband
Duly attested by The Deputy
Registrar, (Admn.) Dibrugarh
University.

*(photograph of self only, in case the
employee is unmarried or a widow
or a widower).*
9. Two ** slips each showing :
particulars of height and personal
identification marks duly attested
by The Deputy Registrar,(Admn.)
Dibrugarh University.
10. Present Address :
11. Address after retirement :

*(any subsequent change of address
should be notified to office of the Registrar, D.U.)*
12. Details of the family members as :
in form enclosed.
13. Bank A/C No :
SBI :
Branch :

Signature of the retired employee
Dibrugarh University

*Two slips each bearing the left hand thumb impressions and duly attested is to be furnished by the person who is not literate enough to sign, his/her name or unable to sign due to physical disability.

FORM NO: 1(A)

For fixation of Basic Pension of Dibrugarh University Pensioners who retired before 01-01-2006 as per 3(b)(I) of Office Memorandum No. P&PG (P) 88/2010/26 Dated 01-06-2010 of the Govt. of Assam.

1. Name of the Pensioner (in Block Letters) :
2. Date of Birth :
3. Designation of the pensioners at the time of retirement :
4. Name of the Deptt. from where the pensioners retired :
5. Present address of the pensioners :
6. S.B.I. A/C at D.U. Branch :
7. Pension Register Book No. :
8. Date of Joining in Service :
9. Date of Retirement :
10. Period of Re- Employment : From - To-
11. Length of qualifying service :
12. Scale of Pay held at the time of retirement :
13. Basic Pay at the time of retirement :
14. Pay Band and Grade Pay(w.e.f. 01-01-2006) corresponding to the pre-revised Scale of Pay :
15. The Sum of the minimum of pay in the Pay Band and Grade Pay :
16. 50% of the sum of minimum of the Pay in the Pay Band and Grade Pay :

Checked
S.O. (P.F.)

DR (F&A) / AR (F&A)
Dibrugarh University

FORM NO. 1(B)
DETAILS OF FAMILY

Name of the employee :
Designation :
Date of birth :
Date of appointment :
Details of the member of my family as on :

Sl. No	Name of the member of the family	Date of birth	Relationship with the other officer	Initials of DR(Admn)/ AR(Admn)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I hereby undertake to keep the above particulars up to date by notifying to the Office of the Registrar, Dibrugarh University, any addition or alteration.

Signature of the Applicant

Place:

Dated the

Signature of DR(Admn)/ AR(Admn)

Note: Family for this purpose means family as defined in Rule Of GPF cum Pension Rules, 2013, Dibrugarh University.

FORM NO.2

FORM FOR ASSESING PENSION

(To be submitted in duplicate)

PART I

1. Name of the employee :
2. Fathers name *(and also husband's name in: the case of female Employee)* :
3. Date of Birth *(by Christian Era)* :
4. Religion :
5. Permanent residential address showing Village, Town, Street, Lane, Pin Code, Police Station, Dist. & State. :
6. Present or last appointment including Name of Establishment and Department. :
 - i) Substantive :
 - ii) Officiating if any :
7. Date of beginning of service :
8. Date of ending of service :
9. Department under which service has been rendered in order of employment.

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Year Month Days
10. Class of pension applicable :
Superannuation Pension / Voluntary retirement/Compensation Pension/Invalid Pension.
11. The date on which action initiated to :
 - i) Obtain the 'No Liabilities Certificate' :
from the Dy. Registrar (F&A) Dibrugarh University.
 - ii) Assess the service and emoluments :
qualifying for pension.
12. Details of commission/ imperfections deficiencies in the Service Book which have been ignored. :
13. Total length of qualifying service for the purpose of adding towards broken period, a month is reckoned as thirty days. :
14. Periods of non- qualifying service : Form To
(Any reference to be mentioned)
 - i) Interruption in service condoned.

- ii) Extraordinary leave not qualifying
for pension.
- iii) Period of suspension not treated
as qualifying service.
- iv) Any other service not treated
as qualifying service.

Total

15. Average emoluments for calculation : Rs.
of pension.

*Emoluments drawn during the last : Rs.
ten months of service.

Post held	From	To	Pay	Personal pay or Special pay	Average emoluments
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- *i) In a case where the last ten months include some period not to be reckoned for calculating average emolument as equal period backward has to be taken for calculating average emolument.
ii) The calculation of average emoluments should be based on actual number of days contained in each months.

16. Date on which Form I has been obtained from the :

Employee concerned.

*(to be obtained months before the date of
retirement of Dibrugarh University Employee)*

17. i) Proposed pension

ii) Proposed relief, on pension.

18. Date from which pension is to commence :

19. Whether nomination made for :

20. Whether pension Rule, Dibrugarh University :

2013 are applicable to the servant and if so :

a) Pay reckoning for the family pension :

b) The amount of the family pension :
becoming payment to the family,
if death take place after retirement.

c) Complete and up to date details :
of the family as given in Form I-A

Sl. No.	Name of the member of the family	Date of Birth	Relationship with the University Employee

21. Height

22. Identification marks

23. Place of payment of pension.

Registrar
Dibrugarh University

PART II

Section I

Account Enfacement:

1. Total period of qualifying service :
which has been accepted for the
grant of superannuation or retiring
or invalid or compensation or
compulsory retirement pension and
reasons for disallowance, if any
(*other than disallowance indicated
in Part I of his Form*)
2. Amount of superannuation or retiring :
or invalid or compensation or
compulsory retirement pension.
3. The date from which superannuation :
or retiring or invalid or compensation or
compulsory retirement pension.
4. The amount of the family pension :
becoming payable to the entitled members
of the family in the event of death of the
employee after retirement.

Section II

1. Name of the University Employee :
2. Class of pension :
3. Amount of pension authorized. :
4. Date of commencement of pension :
5. Amount of family pension in the event :
of death after retirement.
6. The amount of relief admissible on :
pension

Internal Auditor
Dibrugarh University

Registrar
Dibrugarh University

Slips containing specimen signature in respect of Dr. /Sri/Smti.
..... Designation Of Dibrugarh University.

- 1.
- 2.
3. .

Attested By

Slips containing specimen signature in respect of Dr. /Sri/Smti.
..... Designation Of Dibrugarh University.

- 1.
- 2.
3. .

Attested By