

Pension Cell

Draft proposal of Pension Calculation of retirement benefits to Teaching/ Non-Teaching employees of University and its Colleges.

Name of College :

As per the service particulars, calculation of retirement benefits (Pension/Gratuity/Commutation of Pension) in r/o Ms./Mr./Dr./Prof.....

Designation.....Deptt.....  
will be as follows:-

Service Particulars

1. Date of Birth :
2. Date of Appointment :
3. Date of Retirement :
4. Aadhar No (Optional) of pensioner and spouse : (a) Pensioner :  
(b) Spouse :
5. Joint photo (to be attached) Yes/No
6. Total period of verified service :
7. Leave without pay (Non-qualifying period) :
8. Total period of qualifying service (Excluding period S.No.7) :
9. Verified qualifying service for pension calculation :
10. (a) Basic Pay :  
at the time of retirement/death (Pay +Grade pay, for 6th CPC/Pay for 7th CPC)  
(b) Pay level at the time of Retirement/Death (in case of 7th CPC)
11. Pension : 0.00  
w.e.f.
12. Details of Commutation of Pension
  - i) Pension : 0.00
  - ii) Commutation of Pension (Max. upto 40%) : 0.00
  - iii) Pension after Commutation : 0.00
13. (a) Revised Pension as per 7th CPC :  
(b) Commuted Pension (as per Sr. No. 12(ii)) :  
(c) Net Revised Pension Payable (13(a) - 13 (b)) :
14. Normal family pension after 7th CPC : w.e.f. : \_\_\_\_\_
15. Enhanced family pension after 7th CPC : w.e.f. : \_\_\_\_\_

16. (i) This is to certify that Sh/Smt \_\_\_\_\_ has been a GPF Subscriber from \_\_\_\_\_ to \_\_\_\_\_. He/She has not subscribed to CPF during this period. Nor he/she has taken any withdrawal from CPF.
- (ii) Certified that during the period of study leave the increment were drawn as notional basis & no cash benefit was given till the expiry of study leave.
- (iii) Certified that the study leave was completed successfully and he/she acquired the qualification for which the Study leave was availed.
- (iv) **To be attached :**
- (a) Certificate of study leave / proof of acquiring degree & notional increment.
  - (b) Option form for switch over from CPF to GPF.
  - (c) Proof of transfer of employer's contribution from college/university to UGC.
17. Whether applicant is litigent/matter is subjudice or not. (Please furnish the details)
18. Vigilance Clearance (to be attached).

NAME  
(PRINCIPAL)

**Note:** For Univeristy employees the J.R/D.R/A.R (Teaching) & J.R/D.R/A.R (Non-Teaching) has to certify the above statement.