

**FORM 8**  
**[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant**

No.....  
Government of India  
Ministry of.....  
Department/Office.....  
Dated the.....

To

The Pay and Accounts Officer/  
Accountant-General

.....  
.....  
.....

Subject :- Pension papers of Shri/Shrimati/Kumari.....for authorization of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Shrimati/Kumari .....  
of this Ministry/ Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Government servant and which need to be recovered out of the amount of retirement gratuity are indicated below -

- |  |     |
|--|-----|
| (a) Balance of the house-building or conveyance advance.....   | Rs. |
| (b) Overpayment of pay and allowances including leave salary   | Rs. |
| (c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)  | Rs. |
| (d) Arrears of licence fee for occupation of Government accommodation  | Rs. |
| (e) The amount of licence fee for the retention of Government accommodation for the permissible period of two months beyond the date of retirement | Rs. |
| (f) Any other assessed dues and the nature thereof   | Rs. |
| (g) The amount of gratuity to be withheld for adjustment of unassessed dues, if any  | Rs. |
| Total  |     |

3. Your attention is invited to the list of enclosures which is forwarded herewith.

4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned.

5. The retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government dues as mentioned in para. 2 above will also be recovered out of the retirement gratuity before making payment.

Yours faithfully,  
Head of Office.

#### **List of enclosures**

- 1) Form 5\* and Form 7 duly completed.
- 2) Medical certificate of incapacity (if the claim is for invalid pension).
- 3) Statement of the savings effected and the reasons why employment could not be found elsewhere (if claim is for compensation pension or gratuity).
- 4) Service Book (date of retirement to be indicated in the service book).
  - a) Two specimen signatures, duly attested by a Gazetted Government servant or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions, duly attested by a Gazetted Government servant
  - b) Three copies of passport size photograph with wife or husband (either jointly or separately) duly attested by the Head of Office.

Two slips showing the particulars of height and identification marks, duly attested by a Gazetted Government servant.

- 6) A statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant.
- 7) Written statement, if any, of the Government servant as required under Rule 59 (1) (a).
- 8) Brief statement leading to reinstatement of the Government servant in case the Government servant has been reinstated after having been compulsorily retired, removed or dismissed from service.

NOTE. - When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

Footnote : \* If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form may be sent as soon as it is obtained from the Government servant.

\*\* Only two copies of passport size photograph need be furnished if the Government servant is governed by Rule 54 of the Central Civil Services (Penion) Rules, 1972 and is unmarried or a widower or a widow