

Government of Pakistan
Finance Division
(Regulations Wing)

No. F. 12(9)-Reg.6/2012-474

Islamabad, the 2nd April, 2016.

OFFICE MEMORANDUM

Subject:- SIMPLIFICATION OF PENSION FORM CSR-25 (REVISED).

The undersigned is directed to enclose Simplified Pension Form No. 25 (Revised 2016) and 25-A (Revised 2016) alongwith annexures A,B & C, prepared on the direction of Finance Minister, for adoption and further circulation.


(Muhammad Khalil)
Section Officer (Reg.6)

All Ministries/Division/Department

From pre-page:

(2)

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7. Supreme Court of Pakistan, Islamabad.
8. Federal Shariat Court, Islamabad.
9. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
10. Pakistan Mint, Lahore.
11. Auditor General of Pakistan, Islamabad.
12. Federal Public Service Commission, F-5/1, Agha Khan Road, Islamabad.
13. Capital Development Authority, Islamabad.
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15. Military Accountant General, Rawalpindi.
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17. Chief Accounts Officer, M/O Foreign Affairs, Islamabad.
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30. Intelligence Bureau, Islamabad.
31. Member (Finance), KRL, P.O.Box.No.1384, Islamabad.
32. Controller General of Accounts, Islamabad.
33. Governor, State Bank of Pakistan, Karachi.
34. President, National Bank of Pakistan, Karachi
35. PP&A Dte, GHQ and Joint Staff, Headquarter, Rawalpindi.
36. Web Administrative, Finance Division, Islamabad (for uploading at Finance Division's Website i.e. www.finance.gov.pk).

(Muhammad Khalil)
Section Officer (Reg.6)

PENSION FORM TO BE USED IN CASE OF SUPERANNUATION / RETIRING/ INVALID/ COMPENSATION /COMPULSORY RETIREMENT

[To be issued by the Appointing Authority 90 days before superannuation / retirement of the retiring Government servant]

Subject: SANCTION OF PENSION ON SUPERANNUATION/ RETIRING / INVALID / COMPENSATION AND COMPULSORY RETIREMENT.

On attaining the age of superannuation/having applied for retiring/invalid/compensatory pension vide application No. _____ dated _____ OR has been retired compulsorily vide Notification No. _____ dated _____ issued by _____ Mr. Mrs./Ms. _____ S/O,W/O,D/O _____ Designation _____ drawing pay / emoluments Rs. _____ (reckonable towards pension), in BS _____ on _____ basis (Please indicate nature of appointment i.e Regular/Officiating or Acting charge/Current charge w.e.f _____) Personnel No _____ CNIC No. _____ presently posted at (office) _____ place of posting) _____ has retired/ has been permitted to retire / is due to be retired/ has been retired compulsorily from the Government service (tick whichever is applicable) on _____ date, after availing LPR for _____ days/ Leave encashment in lieu of LPR Rs. _____.

Pension Calculation

Gross Pension	Rs. _____
Commutation	Rs. _____
Net Pension	Rs. _____

Other benefits:-

i) _____	Rs. _____
ii) _____	Rs. _____
iii) _____	Rs. _____

Gratuity (in case where qualifying service- is 5 years or more but less than 10 years)

Rs _____

(1) His / her date of birth is _____. Date of 1st entry into government service is _____ and EOL availed is _____ days. Total length of qualifying service for pension is _____ years _____ months _____ days.

(2) Certified that no inquiry is pending against him/her.

(3) Certified that no recovery is outstanding against him/her.

(4) Certified that:-

- i. Advances drawn (if any) stand fully repaid, along with interest.
- ii. An amount of Rs. _____ on account of _____ (HBA,MCA/etc) principal amount alongwith interest is outstanding which may be recovered from the pension.

(5) Anticipatory pension upto(_____ %) of full pension is sanctioned as admissible to him/her under section 19(2) of Civil Servant Act, 1973 (in case of anticipatory pension).

(6) Certified that deficiency / disciplinary / criminal case pending against the aforementioned retired government servant has been finalized. Therefore, final pension payment @ (_____ %) (After adjustment of already paid amount of anticipatory pension) and commutation amounting _____ %) (Subject to a maximum of 35% of gross pension), as determined by concerned Accounts office, may be paid.

(7) Undersigned is satisfied that the service of retiring employee has been satisfactory. Administrative and financial sanction for grant of pension / commutation @ _____% upto maximum of 35% of gross pension, if so opted by the retiring government servant, to be determined by the Accounts Office, is hereby accorded in favour of Mr./Mrs/Ms _____ through Bank/ Post Office / Treasury Account No. _____ (mentioned in DCS Form enclosed) as admissible under the rules.

OR

(7-a) Undersigned is satisfied that the services of Mr./Mrs./Ms _____ has not been satisfactory and it has been decided that the full pension/ gratuity found to the Audit/ Account Officer to be admissible under the rules should be reduced by the specific amount or percentage given below:-

- i. Amount or percentage of reduction in pension _____
- ii. Amount or percentage of reduction in gratuity _____
- iii. Sanction is hereby accorded to the grant of pension / gratuity as so reduced.

(8) The payment of pension and/ or gratuity may commence w.e.f _____.

Following documents attached.

- (i) Pension application alongwith three attested photographs, as "Annex-A"
- (ii) Notification of retirement.
- (iii) Last pay Certificate (LPC)
- (iv) Pension contribution receipts/ Bank Challan/ acceptance certificate (in service death)
- (v) Original service book along with its attested copy/ service statement (in case of gazetted government servant) .
- (vi) N.D.C from Estate Office in case of Government accommodation.

Official Seal

**Signature [By NAME] with stamp
Pension Sanctioning Authority**

1. The AGPR/ Accounts Office is requested to grant pension and endorse a copy of computerized pension payment order(C.P.P.O) / Pension payment order (P.P.O) to this department/office. The original service book after recording necessary entries regarding issuance of C.P.P.O / PPO may also be returned to this department/office.

2. Mr./Mrs./Ms. _____, you are hereby informed that your commutation (if opted) and first monthly pension shall be transferred / credited by the Accounts Office in the bank / Post office / Treasury office _____Branch _____ Account No. _____ as opted by you.

Important: *As per requirement every pensioner is bound to provide life certificate to his/her bank on or before 10th March and 10th September of each year (Annex-C).*

FAMILY PENSION FORM

[To be issued by the Appointing Authority / Pension Sanctioning Authority in the event of in-service death of a government servant / death of pensioner]

Subject: SANCTION OF FAMILY PENSION IN CASE OF IN-SERVICE DEATH OF GOVERNMENT SERVANT/ DEATH OF THE PENSIONER.

In service death

It is mentioned that Mr./Mrs./Ms. _____ S/o, W/o, D/o _____ Designation/post held _____ drawing pay/emoluments _____ (reckonable toward pension), in BS _____ (Please indicate kind of appointment i.e. Regular/Officiating or Acting charge/Current charge w.e.f _____) Personnel No. _____ CNIC No. _____ lastly posted at (office) _____ place of Posting _____ has expired on _____ while in service .

Death of pensioner

Mr./Mrs./Ms _____ S/o, W/o, D/o _____ residing at _____ designation at the time of retirement _____ drawing pension / family pension vide PPO / FPPO No. _____ CNIC No. _____ drawing pension/family pension Rs _____ per month, increases Rs. _____ Total pension Rs. _____ per month from Bank/Post office/treasury _____ Branch _____ account No. _____ has expired on _____ His /her date of birth is _____ date of retirement from government service _____ and date of sanction of family pension is _____

A. Family Pension Calculation:-

(in service death)

Gross Pension Rs. _____

Family pension @75% of Rs. _____

Gratuity 1/4th (of Gross pension) Rs. _____**Other Benefits:-**

i) _____ Rs. _____

ii) _____ Rs. _____

iii) _____ Rs. _____

B. Family Pension Calculation

(on death of pensioner)

Gross Pension Rs. _____

Family pension@ 75% Rs. _____

(net or gross pension as the Case may be)

(1) His/her date of birth is _____, date of 1st entry into government service is _____, EOL availed during service is _____. His/her total length of qualifying service for pension comes to ____ years ____ months ____ days.

(2) Certified that no inquiry is pending against deceased employee.

(3) Certified that no Demand /Recovery is outstanding against the deceased.

(4) Certified that Advances drawn by the deceased (if any) have been fully repaid or waived off.

(5) As per record, it is verified that Mr./Mrs. /Ms _____ CNIC No _____ is bonafide family member entitled to family pension of Mr./Mrs.Ms (late) _____ and his /her gratuity/ family pension may be transferred/ credited in Bank/post office/treasury _____ Branch _____ Account Number _____ (as opted).

(6) Administrative and financial sanction for grant of family pension/ gratuity is hereby accorded.

Following documents attached.

- (i) Pension application alongwith three attested photographs, as "Annex-B"
- (ii) Death certificate and death Notification.
- (iii) Original PPO / FPPO of deceased pensioner
- (iv) Last pay Certificate (LPC) / last pension payment certificate.
- (v) Pension contributions receipts/ Bank Challan/ acceptance certificate (in service death)
- (vi) Original service book alongwith its attested copy/ service statement (in case of gazetted Government servant) (in service death).
- (vii) N.D.C from state office in case of Government accommodation.

**Signature [By NAME] with stamp
Pension Sanctioning Authority**

1. The AGPR / Accounts Office is requested to grant family pension/ gratuity and endorse a copy of computerized family pension payment order(C.F.P.P.O) / Pension payment order (P.P.O) to this department/office. The original service book after recording necessary entries regarding issuance of FPPO may also be returned to this department/office

2. Mr./Mrs./Ms. _____, you are hereby informed that your gratuity / and first monthly pension / shall be transferred / credited by the Accounts Office in the bank / Post office / Treasury office _____ Branch _____ Account No. _____ as opted by you.

Important: i. *As per requirement every pensioner is bound to provide life certificate / Non-marriage certificate to his/her bank on or before 10th March and 10th September of each year (Annex-C).*

APPLICATION / CERTIFICATES TO BE GIVEN BY THE PENSIONER FOR PENSION / GRATUITY/ COMMUTATION

[to be given by retiring government servant for grant of pension in case of superannuation/ retiring/ invalid / compensation/ compulsory retirement]

The _____

Sir/ Madam,

It is submitted that I _____ Father / husband Name: _____
designation / post held _____ BPS- _____ On _____ (Please indicate kind of
appointment i.e. Regular/Officiating or Acting charge/Current charge w.e.f _____) CNIC
No.(copy enclosed) _____ Nationality _____ Personnel No. _____
Cell No.(i) _____ (ii) _____ Gmail: _____
Postal Address: _____ that
I have retired/ have been permitted to retire from the Government service/ I'm due to retire/ has
been retired compulsorily on _____. My pension / commutation / gratuity may be
transferred / credited by the Accounts Office in the bank / Post office / Treasury office
_____ Branch _____ Account No. _____ {DCS form(where applicable)
and list of my family members, is enclosed}.

UNDERTAKINGS:-

1. I hereby declared that I am not in receipt of any other pension, military or otherwise except PPO No. _____ dated _____ Amount _____ Department _____ retired on _____
2. Under Article 351 (B) of CSR: I do hereby undertake that government may, within one year from the issue of Pension Payment Order, recover any of its dues from the pension granted to me.
3. Article 351 (2) of CSR: I hereby declare that I shall not take part in any election or engage myself in political activities of any kind within two years from the date of retirement.
4. In pursuance of Article 911 of CSR: I do hereby declare that I have neither applied for nor received any pension/commutation/ gratuity in respect of any portion of the service included in this application and in respect of which pension/gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.
5. Under Article 920(1) of CSR: I hereby undertake to refund if the amount of pension granted to me afterwards found to be in excess of that to which I am entitled under the regulation.
6. Under Article 922(a) of CSR: I do hereby declare that I have not received any pension or gratuity in respect of any portion of the service included in this application.
7. I hereby opt for commutation @ _____ (subject to a maximum of 35%) of my gross pension.

Dated _____

Name & Signature
of retiring Government Servant (Pensioner)

Note: Application to be verified by Pension Sanction Authority / DDO

Important: Every pensioner/family pensioner is bound to provide life certificate / Non-marriage Certificate to his bank on or before 10th March and 10th September of each year (Annex-C).

APPLICATION FOR FAMILY PENSION
(To be filled in and signed by the applicant himself/herself)

The _____

Dear Sir/Madam

It is submitted that my husband/wife/son/Daughter _____ has expired on (date) _____ (death certificate attached) I, therefore, request that the family pension admissible under the rules may kindly be sanctioned to me.

2) List of my family members is given below:-

Sr.No.	Name	Relationship with the deceased	CNIC No.	Age/date of Birth	Marital Status

(3) It is hereby informed that my gratuity / commutation / family pension may be transferred / credited by the Accounts Office in the bank / Post office / Treasury office _____ Branch _____ Account No. _____ (DCS form, where applicable, is enclosed).

UNDERTAKINGS

4. Under Article 351 (B) of CSR: I do hereby undertake that government may, within one year from the issue of Pension Payment Order, recover any of its dues from the pension granted to me.

5. In pursuance of Article 911 of CSR: I do hereby declare that I have neither applied for nor received any family pension or gratuity in respect of any portion of the service included in this application and in respect of which family pension/gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.

6. Under Article 920(1) of CSR: I hereby undertake to refund if the amount of family pension granted to me afterwards found to be in excess of that to which I am entitled under the regulation.

7. Under Article 922(a) of CSR: I do hereby declare that I have not received any family pension or gratuity in respect of any portion of the service included in this application (in case of anticipatory pension only).

THUMB IMPRESSION: _____

Signature: _____
Name: _____
CNIC# _____

Note: Application to be verified by Pension Sanction Authority / DDO

Important: Every pensioner/family pensioner is bound to provide life certificate / Non-marriage Certificate to his bank on or before 10th March and 10th September of each year (**Annex-C**).

LIFE CERTIFICATE FORM

(This certificate is to be furnished on or before 10th March and 10th September of each year to the concerned bank/post office/ treasury (pension payment office) in person or through representative or by post/courier service)

This is to certify that Mr./Mrs./Ms _____ S/o,
W/o. D/o _____ holder of PPO No. _____
CNIC No. _____ whose specimen signatures / thumb impression and
address are appended below is alive till date _____.

Date:

(Pensioner's Signatures/Thumb Impression)

Phone No.

Address: _____

(Signatures of attesting officer
with date & Name Stamp)

NO MARRIAGE CERTIFICATE

(This certificate is to be furnished on or before 10th March and 10th September of each year to the concerned bank/post office/ treasury (pension payment office) in person or through representative or by post/courier service)

I, _____ Widow /Daughter of the deceased Mr./Mrs./ MS. _____
holder of Pension Payment Order No. _____ hereby declare that I have not been
married during the last six months.

Date:

(Pensioner Signature/Thumb Impression)

Phone No

Address: _____

(Signatures of attesting officer
with date & Name Stamp)

NOTE:THE ABOVE CERTIFICATE(S) IS/ARE TO BE SIGNED BY GAZETTED GOVERNMENT OFFICER/MILITARY COMMISSIONED OFFICER / MAGISTRATE / SUB-REGISTRAR / PENSIONED OFFICER /CHAIRMAN UNION COUNCILS/ MEMBER OF THE FEDERAL OR PROVINCIAL ASSEMBLIES / MANAGER OF BANKS.