

FORM 8

[See rule 69 (2)]

**FORM OF LETTER TO THE AUDIT OFFICER FORWARDING THE PENSION PAPERS OF A
GOVERNMENT SERVANT**

No.....
Government of Himachal Pradesh
Department /Office.....
Dated, the.....

To

The Accountant General,
.....
.....

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

Sir ,

1 .I am directed to forward herewith the pension papers (as detailed in the enclosures) of Shri / Shrimati / Kumari.....of this Office / Department for further necessary action.

2. The receipt of this letter may be acknowledged.

Yours faithfully,

Head of Office.

List of enclosures

1. Form 6 containing the orders of the pension sanctioning authority and Form 7 with details of service etc.
2. Medical certificate for invalidation (if the claim is for invalid pension).
3. Service Book.
4. Memorandum of average emoluments reckoning for pension.....
5. Last pay certificate.

(a)Two specimen signatures, duly attested by 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, and

@ (b) Three copies of passport size joint photograph with wife/ husband duly attested by the Head of office; and

(c) Two slips showing the particulars of height and identification marks, duly attested.

7. Application for pension in Form 5.
8. Explanation for delay, if any, beyond one month from the date of retirement of the Government servant in forwarding Forms 6 and 7.
9. When the fact of service in another office is not satisfactory attested in the service book, duly certified abstract from the Head of Office.
10. Written statement, if any, of the Government servant as required by rule 76 of the Central Civil Services (Pension) Rules, duly admitted by the pension sanctioning authority.

@ only two copies of passport size photograph of Government servant need be furnished-

(i)If the Government servant is governed by rule 54 of the Central Civil Services (Pension) Rules, 1972, and is unmarried or a widower or widow;

(ii)If the Government servant is governed by rule 55 of the Central Civil Services (Pension) Rules , 1972.