

'FORM 8*(Referred to in Article 289-A).*FORM OF LETTER TO THE ACCOUNTS OFFICER FORWARDING
THE PENSION PAPERS OF A GOVERNMENT SERVANT.

No. _____

Dated _____

Government of Jammu and Kashmir
Department/Office _____
Dated the _____

To

The Accountant General,

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

Sir,

I am directed to forward herewith the pension papers of Shri/Shrimati/
kumari _____ of this Department/Office. for further necessary action.2. The details of Government dues which will remain outstanding on the date
of retirement of Government servant and which need to be recovered out of
death-cum-retirement gratuity are indicated below:-

- (a) Balance of the House Building or Conveyance Advance Rs. _____
- (b) Over payment of pay and allowance including leave salary Rs. _____
- (c) Income-tax deductible at source under the Income-tax Act, 1961 (43 of 1961) Rs. _____
- (d) Arrears of house rent for occupation of Government accommodation Rs. _____
- (e) The amount of house rent for the retention of Government accommodation for the permissible period of one month beyond the date of retirement Rs. _____
- (t) Any other assessed dues and the nature thereof Rs. _____

1. Inserted vide SRO-45 dated 28-1-1980.

(g) An amount of gratuity to be withheld for
 adjustment of unassessed dues if any Rs. _____

 Total Rs. _____

It is requested that the above-mentioned dues may be recovered out of death-cum-retirement gratuity before authorising its payment.

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 department office informed that necessary instructions for the disbursement of pension and death-cum-retirement gratuity have been issued to the disbursing officer concerned.

Yours faithfully,

(Head of Office).

LIST OF ENCLOSURES:-

1. Form*5, Form 6 and Form 7 duly completed.
2. Medical Certificate of Incapacity (if the claim is for invalid pension).
3. Service Book (date of retirement to be indicated in the service book).
4. (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 photographs with wife/husband (either jointly or separately) duly attested by the Head of Office.
- (c) Two slips showing the particulars of height and identification marks, duly attested.
5. A statement indicating the reasons for delay in case the papers are not forwarded before six months of the retirement of the Government servant.

*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.

6. Brief statement leading to reinstatement of the Government servant in case the Government servant has been reinstated after having been suspended, compulsory retired, removed or dismissed from service.
7. Address of the Government servant after retirement.
8. Declaration from the pensioner in terms of Article 291 (1).