



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

(To be completed by the Office / Department receiving the application for pensioner)

Department/ Section				Date of Retirement			
Name of University Employee							
Father's/Husband Name							
Designation							BPS
CNIC No. of Employee							
Date of Birth (as per Service book)							
Date of Entry into University Service							
Date of Retirement / Death							
Name of Family Pensioner							
Relation with University Employee							
CNIC No. of family pensioner							
Postal Address:							
E-mail & Contact No.							
Bank Account No. / Bank Branch & Code							
				Class of Pension		Emoluments	
Qualifying Service	Y	M	D	Superannuation	Basic Pay	Rs.	
University Service				Retiring	Usual Increment	Rs.	
Military Service (if any)				Invalid	Senior Post Allow	Rs.	
Benefit of Condonation				Compulsory	Special Pay	Rs.	
EOI/Un-Authorized Absence				Compensation	Personal Pay	Rs.	
Net Qualifying Service				Anticipatory	Qualification Pay	Rs.	
				Family Pension	Total:	Rs.	
Pension/Family Pension							Rs.
Other Allowances (i)							Rs.
(ii)							Rs.
(iii)							Rs.
Amount of pension to be commuted							Rs.
Age Next Birthday (or 60 in case of Superannuation)							Rs.
Rate of commuted value for every one rupee						 Years
Commutation / Gratuity							Rs.
Commutation to be Withheld (if any)							Rs.
Pension after commutation							Rs.

UNDERTAKING BY THE PENSIONER:

I do hereby undertake:

- (i) That University may, at any time from the issue of Pension Payment Order, recover any of its dues or overpayments from the pension granted to me
- (ii) 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.

CERTIFICATES BY PENSION SANCTIONING AUTHORITY:

- (i) No inquiry is pending against him/her.
- (ii) Outstanding recovery [No.] [Yes.], if Yes, provide full detail.
- (iii) Satisfaction about retiring employee's service, if No, it has been decided that full pension and/or gratuity granted by Audit/Accounts Officer be reduced under the rules as:
Amount/ Percentage reduction in pension _____ Gratuity _____
- (iv) The payment of pension/gratuity may commence from w.e.f. _____
- (v) All the requisite documents as per University circular are attached.

Pension Sanctioning by the Vice Chancellor

Name and Signature (Pensioner)

Signature of the Registrar

Signature of the Vice Chancellor

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Name

Name

Date:

Official Seal

Official Seal

CHECK LIST OF PENSION DOCUMENTS		Page No.
1.	Application for Pension Form	
2.	Office order for Retirement from Registrar office	
3.	Name of Bank & Branch & Account Number (DCS Form verified from Bank) & IBAN	
4.	Last Pay Certificate	
5.	Service Book and Service Statement	
6.	Copy of CNIC	
ADDITIONAL REQUIREMENT IN CASE OF DEATH DURING SERVICE		
7.	Undertaking on stamp paper regarding non-remarriage, non-separation and only widow or non-marriage (in case of unmarried daughter)	
8.	Death Certificate of Deceased employee	
9.	Sanction to wave off loans & advances (if any)	
10.	NADRA Family Registration Certificate (FRC)	
CONVERSION TO FAMILY PENSION		
1.	Application for family pension through Registrar office	
2.	Death Certificate	
3.	NADRA Family Registration Certificate (FRC)	
4.	Name of Bank & Branch & Account No. (DCS form verified from Bank) & IBAN	
5.	Undertaking on stamp paper regarding non-remarriage, non-separation and only widow or non-marriage (in case of unmarried daughter)	
6.	Copy of CNIC of family members	