



GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT  
(REGULATION WING)

No.SO(SR-II)FD/4-36/2017  
Dated Peshawar the 28/08/2017

To,

01. The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
02. All Administrative Secretaries to Govt: of Khyber Pakhtunkhwa.
03. The Principal Secretary to Governor, Khyber Pakhtunkhwa,
04. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
05. The Secretary, Provincial Assembly, Khyber Pakhtunkhwa
06. All Heads of Attached Departments In Khyber Pakhtunkhwa.
07. All Commissioners in Khyber Pakhtunkhwa.
08. All Deputy Commissioners in Khyber Pakhtunkhwa.
09. All Political Agents / District & Sessions Judges In Khyber Pakhtunkhwa
10. The Registrar, Peshawar High Court, Peshawar.
11. The Chairman, Public Service Commission, Khyber Pakhtunkhwa.
12. The Chairman, Services Tribunal, Khyber Pakhtunkhwa.
13. The Chairman, Provincial Ombudsman Secretariat, Khyber Pakhtunkhwa
14. All Heads of Autonomous & Semi-Autonomous Bodies In Khyber Pakhtunkhwa.

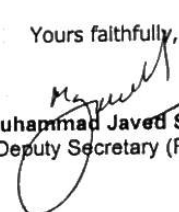
**Subject: REVISION OF PENSION APPLICATION FORM 3 (PEN).**

Dear Sir,

I am directed to refer to the subject noted above to state that the Competent Authority in consultation with the Accountant General, Khyber Pakhtunkhwa has been pleased to introduce a revised pension application form 3 (PEN) a copy of which is enclosed. I am to request that the new form may invariably be used while processing the pension cases. However, the pension cases already processed on the existing application form shall continue to be entertained.

2. The Manager Government Printing press is being requested to standardize the above form so as to enable the Departments/Offices to obtain further supply thereof from the Government Press.

Yours faithfully,

  
(Muhammad Javed Saddiqi)  
Deputy Secretary (Reg-I)

**Enclosure as above.**

**Endst of even No & Date even.**

A copy alongwith a copy of the revised form 3 (PEN) is forwarded for information to:-

01. The Accountant General, Khyber Pakhtunkhwa, Peshawar.
02. Coordinator, PMRU Chief Secretary's office, Khyber Pakhtunkhwa.
03. The Director, Treasuries & Accounts, Khyber Pakhtunkhwa.
04. All the District Comptroller of Accounts in Khyber Pakhtunkhwa.
05. The Director, Local Fund Audit, Khyber Pakhtunkhwa, Peshawar.
06. The Director, FMIU, Finance Department.
07. All the District/Agency Accounts Officers, Khyber Pakhtunkhwa/FATA.
08. The Private Secretary to Minister Finance, Khyber Pakhtunkhwa.
09. The Private Secretary to Secretary / P.As to Special Secretary, Additional Secretaries / Deputy Secretaries in Finance Department.
10. HR Finance Department (Assistant Director Web).
11. The Manager Govt. Printing Press Peshawar for immediate necessary action.

  
(Moazzam Khan)  
SECTION OFFICER (SR.II)



## PENSION PAPERS

Name \_\_\_\_\_

Father/Husband Name \_\_\_\_\_

CNIC No \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Personal No \_\_\_\_\_

Date of Retirement/Death \_\_\_\_\_

APPLICATOIN/ CERTIFICATES TO BE GIVEN BY TH EPENSIONER FOR PENSION / GRATUITY / COMMUTATION

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[To be given by retiring government servant for grant of pension in case of superannuation / retiring / invalld / 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:.....PostalAddress:.....  
 .....that I have retired / have been permitted to retire from Government service / I am 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 declare that I am not in receipt of any other pension, military or otherwise except PPO No.....dated.....Amount.....Department.....retired on .....
2. 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. I hereby declare that I shall not take part in any elections or engage myself in political activities of any kind within two years from the date of retirement.
4. 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. 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. 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 communication @.....(subject to a maximum of 35%) of my gross pension.

DATED \_\_\_\_\_

NAME & SIGNATURE  
 OF RETIRING GOVERNMENT SERVANT (PENSIONER)

HEAD OF OFFICE/DEPARTMENT

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

Important: Every pensioner family 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-A).

**FORM 3 (PEN)**  
**APPLICATION FOR FAMILY PENSION**  
 (To be filled in and signed by 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

S.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. I do hereby undertake that government may, within one year of Pension Payment Order, recover any of its dues from the pension granted to me.
5. 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. 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. 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).

SIGNATURE: .....

NAME: .....

CNIC No. ....

THUMB IMPRESSION: .....

HEAD OF OFFICE/DEPARTMENT

DATED \_\_\_\_\_

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

**Important: Every pensioner family 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-A)**

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**FORM 3 (PEN)**  
**PENSION FORM TO BE USED IN CASE OF SUPERANNUATION/ RETIRING / INVALID / COMPENSATION**  
**COMPULSORY RETIREMENT**

[To be issued by the Sanctioning 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 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 as.....  
 ..... 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.....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 along with interest is outstanding which may be recovered from the pension.

(5) Anticipatory pension upto (.....%) of full pension is sanctioned as admissible to him/her.

(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

(30)

(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.**

- |  |  |
|--|--|
| <input type="checkbox"/> Pension application.  | <input type="checkbox"/> Dependents Lists.   |
| <input type="checkbox"/> Notification of retirement.   | <input type="checkbox"/> Specimen Signatures /Left,Right hand thumb and fingers impression Form. |
| <input type="checkbox"/> Last Pay Certificate (LPC)/ Last Payslip  | <input type="checkbox"/> No Demand ,Declaration , Undertaking & Option Certificate.              |
| <input type="checkbox"/> Pension contribution receipts/ Bank Challan / acceptance certificate (in service death)                         | <input type="checkbox"/> Pensioner Bank Account Details.   |
| <input type="checkbox"/> Original service book along with its attested copy/ service statement (in case of gazetted government servant). |  |
| <input type="checkbox"/> N.D.C from Estate office in case of Government accommodation.   |  |
| <input type="checkbox"/> Three attested photographs of Pensioner.  |  |

HEAD OF OFFICE/DEPARTMENT

SIGNATURE 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.
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 10<sup>th</sup> March and 10<sup>th</sup> September of each year (Annex-A).

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**FAMILY PENSION FORM (IN-SERVICE DEATH)**

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

**Subject: SANCTION OF FAMILY PENSION IN CASE OF IN-SERVICE DEATH OF A GOVERNMENT SERVANT**

**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 as ..... has expired on .....  
 while in service.

**Family Pension Calculation:**  
 (In service death)

Gross Pension	Rs. ....
Family Pension @75% of	Rs. ....
Gratuity 1/4 <sup>th</sup> (of Gross Pension) Rs.	Rs. ....

**Other Benefits:**

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

(2) 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.

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

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

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

(6) 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  
 No.....(as opted).

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

**Following documents attached**

- Pension application along with three attested photographs.
- Death certificate and death Notification.
- Last Pay Certificate (LPC)
- Pension contribution receipts/ Bank Challan / acceptance certificate (in service death)
- Original service book along with its attested copy/ service statement (in case of gazetted government servant, in service death).
- N.D.C from Estate office in case of Government accommodation.

**SIGNATURE WITH STAMP  
 PENSION SANCTIONING AUTHORITY**

**HEAD OF OFFICE/DEPARTMENT**

**DATED \_\_\_\_\_**

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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.

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.

**Note: Application for Family Pension after Retirement Death Cases at Annex-B.**

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**Important:** *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-A).*

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**POST PENSION LIFE CERTIFICATE**

*[This certificate is to be furnished on or before 10<sup>th</sup> March and 10<sup>th</sup> 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 SIGNATURE / THUMB IMPRESSION)

PHONE NO. ....

ADDRESS: .....

(SIGNATURES OF ATTESTING OFFICER  
WITH DATE & NAME STAMP)

**NO MARRIAGE CERTIFICATE FORM**

*[This certificate is to be furnished on or before 10<sup>th</sup> March and 10<sup>th</sup> 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'S SIGNATURE / THUMB IMPRESSION)

PHONE NO. ....

ADDRESS: .....

(SIGNATURES OF ATTESTING OFFICER  
WITH DATE & NAME STAMP)

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**Note: The above certificate(s) is/are to be signed by Gazetted Government Officer/Military Commissioned Officer/Magistrate/Sub-Register /Pensioned Officer / Chairman Union Councils /Member of the Federal Or Provincial Assemblies /Manager of Banks.**

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"Annex-B"

**APPLICATION FOR FAMILY PENSION**

**(After Retirement Death Cases)**

**(To be filled and signed by the applicant himself/herself)**

To  
The .....

Dear Sir,

It is requested that my husband/wife/Father/Mother/Sister/Brother .....has expired on (date).....I, therefore, request that the family pension admissible under the rule may kindly be transfer into my name.

- 2. It is declared that I have neither applied for nor received any family pension.
- 3. Any amount of the family pension granted to me, afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.
- 4. The following documents, duly attested, are enclosed:-
  - Three specimen signature of Widow/Un-Married Daughter/Widow Daughter duly attested/three sets of my thumb and finger impressions on the prescribed form.
  - Three photographs of Widow/Un-Married Daughter/Widow Daughter.
  - List and particulars of family members three Nos.
  - Three numbers Descriptive Roll.
  - Death Certificate .
  - Non-marriage and non-separation certificate on stamp Paper and dully attested by the oath commissioner.
  - Three numbers of photocopy of CNIC of Widow/Un-Married Daughter/Widow Daughter and Deceased.
  - In case of Widow Daughter Nikah Nama , CNIC copy of her husband.
  - In case of Disability Pension, Standing Medical Board from Police & Services Hospital.
  - Option Form for Direct Credit System (DCS) and Indemnity Bond on stamp paper.

Yours faithfully,

Signature .....

Widow/Husband/Entitled .....

Member of the family .....

Postal Address .....

Date.....

\*Indicated relationship with the deceased Government Servant.