

FORM-5

Particulars to be obtained by the head of office from the retiring Government Servant eight months before the date of his retirement.

1.	Name of the Government Servant	
2.	(a) Date of Birth (b) Date of Retirement	03/09/1963 30/09/1963
3.	Two Specimen Signature duly attested (to be furnished in a separate sheet)	Furnished in separate sheet
4.	Three copies of passport size Joint photographs of the Government Servant with his/her wife/husband	Furnished in separate sheet
5.	Two slips showing the particulars of height and personal identification marks duly attested	Furnished in separate sheet
6.	Present Address	
7.	Address after retirement	Salt Lake City, Kolkata-700091
8.	Name of the Treasury/Public Sector Bank through which the Government Servant wants to draw his pension	Bidhannagar Treasury/ Union Bank of India, Salt Lake, Sector- I Branch, Ground Floor CF 335, Sector-1, Salt Lake City, Kolkata-700 064.
9.	Details of the family in Form 3.	Furnished in separate sheet
10.	Indicate whether family pension is admissible from any other source.	No

Place: Kolkata

Dated: 22-6-23

Signature:

Designation:

Two slips each bearing the left hand and finger impressions duly attested may be furnished by a person whose is not literate enough to sign his name. If such a Government Servant on account of Physical disability is enable to give left hand thumb and finger impressions he may give the thumb and finger impressions of the right hand. Where a Government Servant has both the hands he may give his toe impressions. Impressions should be duly attested.

FORM-3

[See Rule 54(12)]

Details of Family

Name of Government Servant :
Designation :
Date of Birth : 03/09/1063
Details of the members of my family as on : 31/05/2023

Sl. No.	Name of the member of family	Date of Birth	Relationship with the Govt. Servant	Initials of Head of Office	Remarks
1.		25/05/1970	Wife		
2.		10/02/2003	Son		

I hereby undertake to keep the above particulars upto date by notifying to the Head of Office any addition or alteration.

Place: Kolkata

Dated: 22-06-23

Signature of Government Servant

Note:

- Family for this purpose means as defined in clause (b) if sub rule (14) of Rule 54 of the CCS (Pension) Rules, 1973.
- Wife and Husband shall include respectively judicially separated wife and husband

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FOOD PROCESSING INDUSTRIES
BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-V, SALT LAKE CITY,
KOLKATA – 700091

SPECIMEN SIGNATURE OF

, BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-V, SALT LAKE CITY,
KOLKATA-700091 IS DULY ATTESTED.

1.

2.

3.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FOOD PROCESSING INDUSTRIES
BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-V, SALT LAKE CITY,
KOLKATA – 700091

FINGER PRINTS IN REPECT OF _____, DIRECTORATE
_____, BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-V, SALT LAKE CITY,
KOLKATA-700091.

	Thumb
	Fore finger
	Middle finger
	Ring finger
	Little finger

**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FOOD PROCESSING INDUSTRIES
BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-V, SALT LAKE CITY,
KOLKATA – 700091**

HEIGHT AND IDENTIFICATION MARKS IN RESPECT OF

BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-
V, SALT LAKE CITY, KOLKATA-700091.

Height : 164.5 Cm.

Identification Marks : A mole on the lower portion of the right arm

A T T E S T E D

PENSION CALCULATION SHEET

1.	Name	
2.	Designation	
3.	Date of Birth	03/09/1963
4.	Date of entry of Govt. Service	02/09/1991
5.	Date of Retirement	30/09/2023
6.	Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)	32 Years 00 Months 28 Days
7.	Emoluments drawn during the last month	Rs.2,72,356/- (Basic Pay + D.A.)
8.	(1) Emoluments for pension (as indicated in PPO) (2) Pension admissible calculation to be shown as follows:- Last Emoluments/2	(1) Rs.95,900/-
9.	(1) Emoluments for gratuity (as indicated in PPO) (2) Retirement gratuity admissible calculation to be shown as follows:- Emoluments Qualifying Service ----- -----	(1) Rs.20,00,000/-
10.	(1) Emoluments for family pension (as Indicated in PPO) (2) Family Pension Admissible Calculation to be shown as follows: (a) Ordinary family pension: Pay Prescribed % subjected last to * Prescribed minimum drawn and Maximum (b) Enhanced family pension: Family pension at ordinary rate as at (a) above * 2, subject to prescribed minimum and maximum as per Rule 54.	

Signature of the Head of Office

CALCULATION OF PENSIONARY BENEFITS IN RESPECT OF
DIRECTORATE OF FOOD PROCESSING INDUSTRIES, BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-V, SALT LAKE
CITY, KOLKATA-700091

1. Particulars of Govt. Servant -

- (i) Name :
(ii) Designation :
(iii) Name of Establishment : Directorate of Food Processing Industries
(iv) Date of Birth : 03/09/1963
(v) Date of retirement : 30/09/2023 (AFTERNOON)
(vi) Date of entry into Govt. Service : 02/09/1991 (F.N.)
(vii) Period of Gross Service : 32 YEARS 00 MONTHS 28 DAYS
(viii) Period of qualifying Service : 32 YEARS

2. Emoluments for pension :

- (i) Basic pay (last drawn/to be drawn last) :Rs. 1,91,800/-
(ii) D. A. : Rs. 80,556/-
Total : Ra. 2,72,356/-

3. Amount reckonable for Gratuity -

- i) Emoluments (last drawn/to be drawn last) : Rs. 1,91,800/-
ii) Dearness Allowance : Rs. 80,556/-
Total : Rs. 2,72,356/-

4. Proposed pension : 50% of $\frac{Rs. 1,91,800/- \times 32 \times 50}{100 \times 32}$
= **Rs. 95,900/-**

5. Proposed Gratuity : $\frac{Rs. 2,72,356/- \times 32 \times 2}{4}$
= **Rs. 43,57,696/-**
= **Rs. 20,00,000/- (Maximum)**

6. Proposed Family Pension : 30% of Rs.1,91,800/- = Rs.57,540/-

7. Proposed Commutation of Pension : 40% i.e. Rs.95,900/- X 40% =Rs.38,360/- X 8.194 X 12
= **Rs.37,71,862/-**

In event of death of **JAYANTA KUMAR AIKAT, IAS, Director**, his wife **ARADHANA AIKAT** will be eligible for a family pension from the date following the date of death of **JAYANTA KUMAR AIKAT** @ Rs.95,900/- per month up to the 30/09/2030 and thereafter @ Rs.57,540/- per month with effect from 01/10/2030 till her death or remarriage whichever is earlier.

FORM-A
(See rule 5)

Pension Disbursing Authority

Central Pension Accounting

Head of Office

Office, New Delhi

I, _____ hereby nominate the person names below under rule (4) of the payment of accounts of Pension (Nomination)

Name & Address of the Nominee	Relationship with Pensioner	Date of Birth	If Nominee is minor Name & Address of persons who may receive the said pension during the nominees minority	
	2	3	4	
	Wife	25/05/1970	Not applicable	
Name & Address of other in case the under column (1) above predeceases the pensioner	Relationship with pensioner	Date of Birth if the nominee is minor	Name & Address of person who may receive the pension during the other nominee is minor	Contingency on happening of which nomination shall become invalid
5	6	7	8	9
	Son	10/02/2003		

Place: Kolkata

Signature

Signature of Pensioner:

Date: 22-06-23

Name &Address : JAYANTA KUMAR AIKAT
BG 35, Sector-II, Salt Lake City,
Kolkata-700091

Form-1A

**FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF PENSION WITHOUT
MEDICAL EXAMINATION**

Part-I

To
Deputy Controller of Accounts (Admn.)
Central Pension Accounts Office
New Delhi

Sub: Commutation of pension without medical examination.

Sir,

I desire to commute a fraction of my pension as indicated below in accordance with the provision of the Central Civil Service (Commutation of Pension) Rules, 1981 the necessary particulars are furnished below:-

1.	Name (In Block letters)	
2.	Father's/Husband's Name	
3.	Designation at the time of retirement	
4.	Name of Office/Deptt./Ministry in which employed	Directorate of Food Processing Industries
5.	Date of Birth	03/09/1963
6.	Date of retirement	30/09/2023
7.	Class of pension on which retired	Superannuation
8.	Amount of pension authorized (in case final amount of pension has not been authorized, indicate the amount of provisional pension sanctioned under Rule 64 of the CCS (Pension) Rules, 1972.	
9.	*Fraction of pension proposed to be commuted	40% (Forty percent) of Basic Pension
10.	Designation of the Accounts Officer who authorized the pension and the No. and date of the pension Payment Order is issued.	
11.	**Disbursing authority for payment of pension	
(a)	Branch of the nominated nationalized Bank with complete postal address	Union Bank of India, Ground Floor, CF 335, Sector-I, Salt Lake City, Kolkata-700064.
(b)	Bank Account No. to which monthly pension is to be credited each month.	A/c No.059422030000011, IFSC Code: UBIN0905941, MICR Code: 700026130
(c)	Account Officer of the Ministry/ Department	

Place: Kolkata

Signature:

Date:22-06-23

- The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of one-third thereof) which he/she desires to commute and not the amount in rupees.

**Score out which is not applicable.

Form-5
(See Rule – 7)

To

Head of Office
CPAO, New Delhi

I, JAYANTA KUMAR AIKAT, IAS hereby nominate the person names below under rule 7 of the Central Civil Service (Commutation of Pension) Rules, 1981.

Name and address of nominee	Relationship with the pensioner	If nominee is minor		Name and address of other nominee in case the nominee under column	Relationship with the pensioner	Date of birth if other nominee is minor	Name and address of person who receive the commuted value of pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid
		Date of birth	Name and address of person whom may receive the said commuted value during the nominee minority					
1	2	3	4	5	6	7	8	9
	SPOUSE				SON			NOMINEES PREDECEASING PENSIONER

Place: Kolkata

Signature:
and name of Pensioner:

Date: 22-06-23

Address:

Witness: Signature

Signature of Head of Office

Name and Address:

Stamp

FORM-7

FORM FOR ASSESSING PENSION AND GRATUITY

{See Rules 58. 60. 61 (1) and (3) and 65 (1)}

(To be sent duplicate if payment is desired in a difference siècle of accounting unit)

Part-I

1.	Name of the Govt. Servant	
2.	Father's/Husband's Name	
3.	Date of Birth	03/09/1963
4.	Religion	Hindu
5.	Present residential address	
6.	Present or last appointment including Name of establishment (i) Substantive (ii) Officiating, if any	Substantive -
7.	Date of beginning of service	02/09/1991
8.	Date of ending of service	30/09/2023
9.	(i) Total period of military service for which Pension or gratuity was sanctioned (ii) Amount and nature of any pension/ Gratuity received for the military service.	Not applicable
10.	Amount and nature of any pension/ Gratuity received for previous civil service.	Not applicable
11.	Govt. under which service has been rendered in order of employment.	Government of West Bengal
12.	Class of pension applicable	Superannuation
13.	The date on which action initiated to (i) Obtain the "No demand certificate" from the Directorate of Estates as provided in Rule 57. (ii) Assess the service and emoluments qualifying for pension as provided in Rule 59 and (iii) Assess the Govt. dues other than the dues relating to the allotment of Govt. Accommodation as provided in Rule 73(1).	
14.	Details of omissions, imperfections or deficiencies in the service book which have been ignored under Rule 59 (1) (b) (ii).	N/A

15.	Total length of qualifying service (for the purpose of adding towards broken periods a month is reckoned as thirty days)	32 Years 00 Months 28 Days
16.	Period on Non qualifying service (i) Interruption in service condones under Rule 28. (ii) Extraordinary leave not qualifying for pension. (iii) Period of suspension not treated as qualifying. (iv) Any other service not treated as qualifying. TOTAL	NIL NIL NIL NIL 32 Years 00 Months 28 Days
17.	Emoluments reckoning for gratuity	Rs.20,00,000/- (Maximum)
18.	Emoluments in the last month	Rs.2,72,356/-

Post Held	From	To	Pay	Amount
Enclosed in a separate sheet				
19.	Date on which Form 5 has been obtained from the Govt. Servant (to be obtained eight months before the date of retirement of Govt. Servant)			
20.	(i) Proposed Pension (ii) Proposed graded relief			
21.	Proposed death-cum-retirement gratuity			
22.	Date from which pension is to commence		01/10/2023	
23.	Proposed amount of provisional pension. If departmental or judicial proceeding is instituted against the Govt. Servant before retirement.		Not Applicable	
24.	Details of Govt. dues recoverable out of gratuity (i) License fee for the allotment of Govt. Accommodation [See sub rules (2), (3) and (4) or rule 72] (ii) Dues referred to in Rule 73		NIL NIL	
25.	Whether nomination made for (i) Death-cum-retirement gratuity (ii) Family Pension			

26.	<p>Whether Family Pension 1964 applies to the Govt. servant and if so</p> <p>(i) Emoluments reckoning for the family pension</p> <p>(ii) The amount of the family pension becoming payable to the family of the Govt. Servant, if death takes place after retirement.</p> <p>(iii) Before attaining the age of 67 years or</p> <p>(iv) After attaining the age of 67 years</p>	
-----	--	--

(iii) Complete and uptodate details of the family as given in form 3

Sl.No.	Name of the family member	Date of birth	Relationship with the Govt. Servant
1.		25/05/1970	Wife
2.		10/02/2003	Son

27.	Height	164.5 Cm.
28.	Identification Marks	A mole on the side of the right elbow.
29.	Place of payment of pension (Treasury,sub Treasury or Branch of Public Sector Bank or the Pay & Accounts Office)	Bidhannagar Treasury
30.	Head of Account to which pension and gratuity are debitale	<p>1. 2071-Pension and other retirement benefit only</p> <p>2. 8658-Suspense Ac. etc.</p>

Signature of the Head of Office

Part-II

1.	Date of receipt of pension papers by the Accounts Officer from Head of Office	10/05/2023
2.	Entitlements admitted	
	A. Length of Qualifying Service	32 Years 00 Months 28 Days
	B. Pension	
	(i) Class of Pension	Superannuation
	(ii) Amount monthly Pension	Rs.95,900/- (Basic Pension)
	(iii) Date of commencement	01/10/2023
	C. Commutation of Pension	
	(i) Commuted value of portion of pension commuted, if any	40% of Basic Pension of Rs.38,360/-
	(ii) Residuary pension after Commutation	Rs.57,540/-
	(iii) Date from which reduced pension if payable	01/10/2023
	(iv) Date of restoration of commuted portion of Pension subject to the pensioner continuing to live	01/10/2023
	D. Retirement/Death Gratuity	
	(i) Total Amount payable	Rs.20,00,000/-
	(ii) Amount to be adjusted towards Government dues	Rs.NIL
	(iii) Amount to be withheld for adjustment of an assessed dues	Rs.NIL
	(iv) Net amount to be released immediately	Rs.NIL
	E. Family Pension	
	(i) At enhanced rate	
	(ii) Period for which Family Pension at enhanced rate is payable	
	(iii) At normal rate	
3.	Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited.	

FORM - 1
[See Rule 53 (1)]

When the Government servant has a family and wisher to nominee one member or more than one member, thereof.

I, Jayanta Kumar Aikat, IAS, hereby nominate the person/persons mentioned below who is/are member(s) of my family, and confer on him/them the right to receive, to the extent specified below, any gratuity the payment of which may be authorized by the Central Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having becomes admissible to me on retirement may remain unpaid at my death.

Original nominee(s)				Alternate nominee(s)	
Name and address of nominee(s)	Relationship with the Govt. Servant	Age	Amount of share of gratuity payable to each	Name, address, relationship and age of the persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Govt. Servant or the nominee dying after the death of the Govt. Servant but before receiving payment of gratuity	Amount of share of gratuity payable to each
(1)	(2)	(3)	(4)	(5)	(6)
	WIFE	53 YRS	100%		100%

This nominee supersedes the nomination made by me earlier on.....which stands cancelled.

NOTE: (i) The Government Servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.
(ii) Strike out which is not applicable.

Dates this 22nd day of June, 2023 at Kolkata

Witnesses to signature:

1. _____

2. _____

Signature of Govt. Servant

(To be filled by the Head of Office)

Nominated by _____

Signature of Head of Office

Designation _____

Date: _____

Office _____

Designation _____

OPTION FORM

Proforma for option of drawal of Pension in respect of All India Service Officers

I opt to draw my pension/family pension from:

- Government of India
- ~~State Government~~

(Strike out whichever is not applicable)

Date: 22-06-23

Signature.....

Name:

(in Block Letters)

Personal email ID: aikatj@gmail.com

AADHAAR NO.3108 1735 1206

IT PAN NO.ACNPA0626M

Mobile No.:9732249078

Designation: Director

Office Address: Benfish Tower (4th Floor), GN 31,
Sector-V, Salt Lake City, Kolkata-700091

Residential Address: BG 35, Sector-2, Salt Lake City,
Kolkata-700091

Date of Retirement: 30/09/2023

PPO No.

(in case of retired officer)

(The option given by the AIS Pensioners to draw pension from Central Govt. is treated as final)

ASSIGNMENTS DURING CAREER: JAYANTA KUMAR AIKAT				
Serial no.	Name of post	Date of joining	Date of release	Remarks
1.		2/9/1991	9/3/1992	
2.		10/3/1992	14/9/1993	Suffixed earned leave 25/09/1993 to 1/10/1993 with joining time
3.		4/10/1991	21/9/1998	
4.		25/9/1998	13/8/2003	
5.		25/8/2003	6/7/2005	
6.		8/7/2005	21/11/2006	Released forenoon
7.		21/11/2006	28/8/2009	Joined afternoon
8.		1/9/2009	31/1/2012	
9.		6/2/2012	16/1/2013	
10.		21/1/2013	20/2/2013	
11.		21/2/2013	Till date	Selected as IAS (SCS, 2009) on 31/08/2019

()
Director, Food Processing Industries

ANNEXURE – A

Application for drawal of pension through Public Sector Bank
(To be submitted in duplicate)

To
The Controller of Accounts
A I S Pension & Service Records and
Ex-Officio Joint Secretary, P & AR Department.

Sir,

I shall draw my pension through Public Sector Bank and give below necessary particulars to enable you to make arrangement in this regard:

1. Particulars of Pensioner :
 - a) Name :
 - b) P.P.O.No. :
 - Present Address :

2. Particulars of authorized PSB :
 - a) Name : UNION BANK OF INDIA
 - b) Branch where payment desire : Ground Floor, CF335, Sector-1, Salt Lake City,
(full Postal Address) Kolkata-700064
 - c) Branch Code No. : 5941
 - d) B. S. R. Code No. :
 - e) IFS Code :

3. Pensioner's Savings Bank/Current Account No. at the Branch to which pension is to be credited.
 - PENSION ACCOUNT No. :
 - AADHAAR No. :
 - PAN :

Yours faithfully,

Place: Kolkata
Date: 22-06-23

Pensioner's Specimen Signature

1)

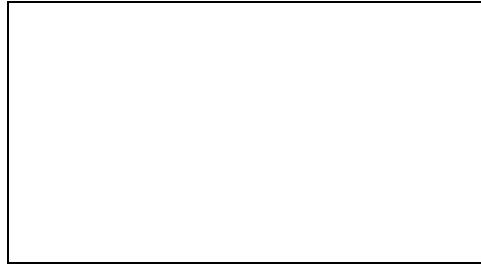
2)

3)

(Joint or "Either or Survivor" Accounts)

**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FOOD PROCESSING INDUSTRIES
BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-V, SALT LAKE CITY,
KOLKATA – 700091**

JOINT PHOTOGRAPH OF _____, DIRECTORATE OF FOOD
PROCESSING INDUSTRIES, BENFISH TOWER (4TH FLOOR), GN-31, SECTOR-V, SALT LAKE CITY,
KOLKATA-700091 AND HIS WIFE SMT. ARADHANA AIKAT.



ANNEXURE

(No.1315-F(Pen) dt. 14.10.96)

Pay Certificate of _____, Directorate of Food Processing Industries
for the purpose of pension and gratuity/family pension.

PAY

1. (a) The basic pay of _____, Director as on
01/07/2022 is Rs.1,98,200/-
in the scale of pay of Rs.123100-215900/- Pay Matrix(Level – 13) as per ROPA, 2016.

(b) His next increment in the aforesaid scale is due on 01/07/2023 which will raise his pay to
Rs.1,91,800/-per month upto the date of superannuation.

(c) He draws a special pay of @ Rs.3,000/-p.m.in addition to his basic pay in the aforesaid
scale.

(d) He draws the following elements viz:

i) Basic Pay	:	Rs. 1,91,800/-
ii) D.A.	:	Rs. 80,556/-
iii) H.R.A.	:	Rs. 51,786/-
iv) Spl.Allowance	:	Rs. 3,000/-
v) M. A.	:	<u>Rs. NIL</u>
		<u>TOTAL Rs.3,27,142/-</u>

Which have been declared as pay for the purpose of pension and other retirement benefits

STATEMENT SHOWING THE RECOVERIES OF LOANS AND ADVANCE

1. HOUSE BUILDING ADVANCE

Amount sanctioned Rs NIL

Mode of recovery- NA

Principal			Interest		
NIL			Nil		
NA			NA		
No.ofinstalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total
NA	NA	NA	NA	NA	NA
Further recoveries to be made Upto the date of superannuation			Further recoveries to be made Upto the date of superannuation		
No.ofinstalments	Rate of each instalment	Total	No of instalments	Rate of each instalment	Total
x	x	x	x	x	x

2. ADVANCE FOR ADDITIONS & ALTERATIONS OF HOUSE

Amount sanctioned Rs .NIL

Mode of recovery : NA

Principal			Interest		
Recoverable in instalments @ Rs. NIL p.m. and instalments @ Rs. NIL p.m.			Recoverable in instalments @ Rs. NIL p.m. and instalments @ Rs. NIL p.m.		
Recoveries made upto			Recoveries made upto		
No.ofinstalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total
NIL	NA	NIL	NIL	NA	NIL
Further recoveries to be made Upto the date of superannuation			Further recoveries to be made Upto the date of superannuation		
No.ofinstalments	Rate of each instalment	Total	No of instalments	Rate of each instalment	Total
NIL	NA	NIL	NIL	NA	NIL

3. ADVANCE FOR REPAIR OF HOUSE

Amount sanctioned Rs. NIL

Mode of recovery : NA

Principal			Interest		
Recoverable in instalments @ Rs. Nil .and _____ instalments @ Rs. NIL			Recoverable in instalments @Rs. NIL and _____ instalments @ Rs. NIL		
Recoveries made upto			Recoveries made upto		
No.ofinstalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total
NIL	NA	NIL	NIL	NA	NIL

Further recoveries to be made Upto the date of superannuation			Further recoveries to be made Upto the date of superannuation		
No.of instalments	Rate of each instalment	Total RS. NIL	No of instalments	Rate of each instalment	TotalRs. NIL

4.MARRIGE/ILLNESS ADVANCE

Amount sanctioned Rs.NIL

Mode of recovery Rs.NA

Principal			Interest		
Recoverable in instalmentsRs. NIL and instalments Rs.NA			Recoverable in instalmentsRs. NIL and instalmentsRs. NA		
Recoveries made upto			Recoveries made upto		
No.ofinstalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total
NA	NA	NA	NA	NA	NA
Further recoveries to be made Upto the date of superannuation			Further recoveries to be made Upto the date of superannuation		
No.ofinstalments	Rate of each instalment	Total	No of instalments	Rate of each instalment	Total
NA	NA	NA	NA	NA	NA

5. BICYCLE/SCOOTER/MOTOR CAR ADVANCE

Amount sanctioned Rs. NIL

Mode of recovery Rs.NA

Principal			Interest		
Recoverable in instalmentRs. NIL instalments Rs.NA			Recoverable in instalmentsRs. NIL land instalmentsRs. NA		
Recoveries made upto			Recoveries made upto		
No.ofinstalments	Rate of each instalment	Total	No. of instalments	Rate of each instalment	Total
NA	NA	NA	NA	NA	NA
Further recoveries to be made Upto the date of superannuation			Further recoveries to be made Upto the date of superannuation		
No.ofinstalments	Rate of each instalment	Total	No of instalments	Rate of each instalment	Total
NA	NA	NA	NA	NA	NA

6. FESTIVAL ADVANCE

Festival advance of Rs ____NIL____was sanctioned of which ____NA____ instalments have been recovered upto ____NA____and further instalments ____NA____@ Rs ____NA____p.m. will be recovered upto the date of superannuation.

7. OTHER ADVANCE

(Details of sanction and recovery should be furnished by the Drawing & Disbursing Officer)- NIL

8. OVERDRAWALS OF PAY & ALLOWANCES/TRAVELLING ALLOWANCES - NIL

JAYANTA KUMAR AIKAT, IAS, Director has overdrawn an amount of Rs NIL on account of _____x_____ of which Rs _____x_____ shall be recovered upto the date of superannuation, leaving a balance of Rs _____x_____ as outstanding on the date of superannuation.

All outstanding dues, if any, as on the date of superannuation shall be recovered from the amount of death/retiring gratuity and relief on pension straightway by the Senior Accounts Officer, Office of the Principal Accountant General (A&E), 2, Government Place (West), Kolkata 700 001, West Bengal.

Signature and official seal of the Drawing
& Disbursing Officer

Date:

ANNEXURE-XI
(See para 123 page 6)

SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER

To
The Branch Manager
Union Bank of India
Salt Lake, Sector-I Branch
Ground Floor, CF 335, Sector-I
Salt Lake City
Kolkata-700 064.

Dear Sir,

Payment of pension under P.P.O. No. _____ through your office.

In consideration of your having at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss. Suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorize the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name:

Address: BG 35, Sector-II, Salt Lake City,
Kolkata-700 091

Witnesses:

(1) Signature:

(2) Signature

Name:
Address:

Name:
Address:

Date: