

Office Name : _____

Office ID : _____

Subject: Pro-rata pensionary benefit in r/o _____
Designation _____.

1) As Sh./Smt./Ms. _____, Designation _____, rendered service in _____ w.e.f. _____ to _____ prior to joining as _____ w.e.f. _____ in _____, the calculation of Pro-Rata Pensionary benefits enclosed in triplicate with Service Book for verification.

2) The details are as under:

1. Name :
2. Date of Birth :
3. Date of Joining in _____ :
4. Date of Relieving in _____ :
5. Date of Joining in _____ :
6. Qualifying Service in _____ :
(rounded off to) :
7. Pay Scale :
8. Last Pay Drawn :
9. Ten Months Pay w.e.f. :

FROM	TO	PERIOD	RATE	AMOUNT
TOTAL				

10. Average Pay :
11. Pension :
12. Portion of Commutation : **100%**
13. Age on next birthday :
14. Commutation Factor :
15. Amount of Commutation :
16. Gratuity (DA@_____%) :
17. Total Amount of Commutation & Gratuity :
(in words)

3) Following entries as per Service Book:

- a) Joining report of _____ at page no. _____ of Service Book (Flag-1)
- b) Relieving report of _____ at page no. _____ of Service Book (Flag-2)
- c) Joining report of _____ at page no. _____ of Service Book (Flag-3)

4) Following documents are placed opposite in the file:

- a) Calculation of Pro-rata pensionary benefits in triplicate Pg. No.: ____/C
- b) Table of Commutation Factor Pg. No.: ____/C
- c) OM for Dearness Allowance Pg. No.: ____/C
- d) Copy of Joining Order of previous department Pg. No.: ____/C
- e) Copy of Relieving Order of previous department Pg. No.: ____/C
- f) Copy of Last Pay Certificate (LPC) Pg. No.: ____/C
- g) Copy of Joining Order of present department Pg. No.: ____/C
- h) **Service Book in ORIGINAL**

5) File is being submitted with **ORIGINAL SERVICE BOOK** in r/o _____
 _____ for necessary approval of Pro-Rata, if agreed.