

FIRST PAGE

PART - 1

(To be filled in and signed by the applicant himself)

To

The FINANCE DIRECTOR
IESCO ISLAMABAD

Sir,

I have the honour to say that I have retired/I have been permitted to retire/am due to retire from WAPDA Service with effect from _____ I, thereof, request that the pension admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any pension or commutation for any portion of this service, nor shall submit any application hereafter without quoting a reference to this application and to the order which may be passed on it.

3. Should the amount of the pension and/ or commutation granted to me be 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. I wish to draw my pension from

At _____

(Place)

5. I wish to draw pension @ 65% percent of my gross pension.

6. I wish to draw commutation value of 35% of my gross pension.

7. The following documents, duly attested, are enclosed:-

(i) Three specimen signatures of mine.

(ii) Three passport size photographs of mine.

(iii) Two sets of my thumb and finger impression.

Yours Obedient Servant

Countersigned

Signature _____

Post held on the date of retirement

Signature of Head of Department/Office/
Division

Postal address: _____

Dated: _____

CELL NO. _____

SECOND PAGE

PART - II

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

Section (1)

(To be completed after receiving the pension application)

1. Name of applicant_____
2. Father's Name_____
3. Nationality_____
4. Postal Address_____
5. Post held on the date of retirement_____
6. Date of birth of the applicant_____
7. Height_____
8. Marks of identification_____
9. Date of {Commencement of service_____
- {Retirement_____
- {application for pension_____
10. Length of service, including interruptions, is _____
- Length of non-qualifying service and interruption is_____
11. Date of commencement and ending of each spell of military service if, any_

From	to	i.e.
From	to	i.e.

Total

Offices under which service has been rendered in chronological order :-

				Y	M	D
Office of	From	to	i.e.			
Office of	From	to	i.e.			
Office of	From	to	i.e.			
			Total			

Class of pension or gratuity applied for_____

(Average) emoluments_____

Proposed ordinary pension_____

Proposed gratuity_____

Place of payment_____

Date from which pension is to commence_____

Signature of Head of Office/Department

THIRD PAGE

Section (2) – Calculation of Qualifying Service

Y M D

Total length of service, including interruptions, Non-qualifying service

	From	To	Y	Period M	D
(i) Extraordinary leaves			-	-	-
(ii) Suspension not treated as duty or as leave					
(iii) Periods of break in service					
(iv) Service rendered before break, if break is not condoned					
(v) Service forfeited by resignation					
(vi) Unauthorized absence					
<u>Total</u>					

Net qualifying service _____
Add

	From	To	Y	Period M	D
(i) Period, if any, of Military Service or War Service Allowed to count for pension					
(ii) Benefit of condonation of deficiency in Service					
(iii) Any other addition to qualifying service					
<u>Total</u>				NIL	

Total qualifying service _____

Section (3) - Calculation of Ordinary Pension

Statement of emoluments during the last 36 months

Period		Duration in months		Monthly rate of emoluments		Amounts drawn	
From	To	M	D	Rs.	Ps.	Rs.	Ps.

The total emoluments for Month _____ months are _____

Therefore, "average emoluments" work out to
As the length of qualifying service is _____ years the
amount of gross ordinary pension will be
Less 1/4th (if the applicant comes under the Pension-
cum-Gratuity Scheme)
Amount of net ordinary pension

_____ Rs. _____ 1/36
Rs. _____
Rs. _____
Rs. _____
Rs. _____

Signature of Head of Office/Department

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Section (4) – Calculation of Gratuity

Amount of ordinary pension surrendered Rs. _____
(see Section 3)

Total amount surrendered Rs. _____

Length of qualifying service, Years _____

Rate of Gratuity for every rupee surrendered Rs. _____

Lump sum Commutation admissible Rs. _____

Countersigned

Head of Department/Office/Division

FIFTH PAGE

Section (5) – Remarks by Head of Office/Division
(To be completed only after receiving the pension application)

Character and past conduct of the applicant

Remarks regarding any gratuity or pension received by the applicant

Specific remarks as to whether the service claimed is established and whether it should be admitted for pension or not (Pension case established & admitted for pension commutation)

Any other remarks.

Signature of the
Head of the Department/Office/Division

Section (6) – Order of the sanctioning Authority

- 1 The undersigned is satisfied that the service of Mr. _____ Has not been wholly satisfactory. The grant of full pension and/or gratuity which the Manager Finance concerned may find, to be admissible under the rules is hereby sanctioned.
- Please cross-out this paragraph with initials, if full pension is not granted

OR

- The undersigned is satisfied that the service of Mr. _____ has not been wholly satisfactory and it has been decided that the full pension and/or gratuity found by the Manager Finance concerned to be admissible under the rules should be reduced by the specific amounts of percentages given below:
- Please cross-out this paragraph with initials, if full pension is granted

Amount or percentage of reduction in pension _____ -

Amount or percentage of reduction in gratuity _____ -

Sanction is hereby accorded to the grant of pension and/or gratuity as so reduced.

2. The payment of pension and / or gratuity may commence from _____ before issuing the pension payment order, the Manager Finance concerned may kindly ascertain whether the Last Pay and No Demand Certificates have been received by him.

In case No Demand Certificate has not been received, the WAPDA employee as soon as he retires or his family in the event of his death before retirement, may be requested to give his/its consent in writing in any amount outstanding against him on the date of retirement/death being recovered from the pension and/or gratuity in lump sum or in monthly installments as before retirement/ death and recoveries made accordingly.

Signature _____
Head of Department/Office/Division

Designation _____

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PART -III

(For use in the Manager Finance (Co-ordination) WAPDA Office)

- (I) The calculations contained in the preceding pages have been _____
checked
- (II) Length of qualifying service accepted in Accounts Division
- (III) Reasons for difference, if any, between this and the length of
qualifying service worked out by the Department
- (IV) Amount of Pension
Reason for discrepancy if any, between this amount and that
calculated by the Department
Length of effective service in _____ (Years)

NPS.....Years
NPS.....Years
NPS.....Years
NPS.....Years

Reason for discrepancy if any, between this amount and that calculated by the Department

Amount of lump sum gratuity Rs. _____

Reasons for discrepancy, if any, between this amount and that calculated by the Department

The pension will commence from _____

Allocation of the pension and gratuity

	Pension	Gratuity
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Office of _____

Office of _____

Office of _____

Total /-

Anticipatory pension of Rs. _____ (Rupees _____) per month granted with effect from

_____ vide P.P.O. No. _____ Dated to be adjusted in final PPO.

Amount of original pension commuted Rs. _____

Finance Director
IESCO ISLAMBAD

Checked with the LPC and No Demand Certificate/written consent

PPO issued _____ vide No. _____ Dated _____

Finance Director
IESCO ISLAMBAD