

DIFFERENT FORMS USEFUL FOR EMPLOYEES & HEAD OF OFFICE.

- 1 Forms to be kept in Service Book of the employees:
 - (a) Home Town Declaration Form
(AS PER OM NO 43/15/57-ESTS.(A) DATED 24.06.1958)
(REQUIRED UNDER LTC RULES)
 - (b) Nomination for Gratuity
(RULE 53 (1) OF CCS PENSION RULE 1972 (FORM 2 & 3)
 - (c) Nomination for GPF
(AS PER RULE 5 (3) OF GPF RULES 1960)
 - (d) Nomination for CGEGIS
(AS PER PARA 18 & 19.5 OF GROUP INSURANCE SCHEME)
 - (e) Nomination for Arrear of Family Pension (Form7)
[RULE 5 (1) & 5 (5) OF PAYMENT OF ARREAR OF PENSION
(NOMINATION RULE)]
 - (f) Nomination for commutation of Pension Form 12
(RULE 7 OF CCS COMMUTATION OF PENSION RULE 1981)
 - (g) Detail of family
(RULE 54 (12) OF CCS PENSION RULE 1972.)

- 2 Personal Claim Forms:
 - (i) Earned Leave Form
[UNDER RULE 14 OF FRSR PART-III “LEAVE RULES”]
 - (ii) Conveyance charges Reimbursement form
[UNDER T.A.RULES]
 - (iii) T.A. Form [UNDER FRSR T.A. RULES & R&P RULES 1983]
 - (a) TA Advance
 - (b) TA on Tour [GAR 14 A (SEE RULE 66 (1) & 90(1)(1)]
 - (c) TA on Transfer [GAR 14 A (SEE RULE 66 (1) & 90(1)(1)]
 - (iv) LTC Form [UNDER L.T.C. RULES 1960]
 - (a) LTC advance form
 - (b) LTC concession form (GAR 14-C OF R&P RULES 1983)

(v) GPF Form [UNDER GPF RULES 1960]

- (a) GPF advance form
- (b) GPF withdrawal form
- (c) GPF Final Payment Form [ANNEXURE-'D']

(vi) Medical Form
[UNDER MEDICAL ATTENDANCE RULES & DGH SCHEME]

- (a) Medical Reimbursement Forms 97
- (b) Essentiality Certificate "A"
- (c) Essentiality Certificate "B"

(vii) Other Advances [COMPENDIUM OF ADVANCES]

- (a) Advances for purchase of Scooter/Motor car/ Motor cycle/ Personal Computer Form VI
(SEE GOI DECISION BELOW RULE 21)
- (b) Advance for purchase of Fan (Form VI-A)
(SEE GOI'S DECISION (1) BELOW RULE 38 (D))
- (c) Application for Flood Advance (SEE RULE 64)

3 Utilization Certificate [SEE RULE 212(1) GFR 2005]

- (a) GFR 19
- (b) GFR 19 A

4 UTCGEIS [ANNEXURE "C" PRE-RECEIPTED BILL / GAR-44]

5. Tuition Fee Reimbursement Form
[FORM (2) PARA 25 OF CHILDREN EDUCATION ASSISTANCE]

6. Pension Retirement Benefit Forms [CCS PENSION RULES 1972]
(Superannuation Pension, Vol., Retirement, Compulsory Retirement, Invalid Pension, Death Cases Family Pension, Extra-ordinary Pension)
[(See website of Principal Accounts Office
(<http://www.coa.delhigovt.nic.in>)]