

**DELHI URBAN SHELTER IMPROVEMENT BOARD
PUNERWAS BHAWAN, I.P. EXTATE, NEW DELHI 110002
OFFICE OF THE BUDGET AND FINANCE OFFICER**

No. No:-BFO(DUSIB)/Cir/2013-14/17-18/D-27

Dated: 31.10.2017

CIRCULAR

Sub:- Up-dation/completion of Nominations and other service record of the employees of the DUSIB

Detailed Rules for maintenance of service books are contained in SR 196 to 203 of FRSR Part-I. According to which each step in a government servant's official life viz; date of birth, date of initial appointment/subsequent appointment to other posts/service, verification of service, entry of pay fixation, entry regarding police verification, medical examination, nominations of DCRG, Insurance, GPF etc must be recorded in his/her service book and each entry must be attested by the Heads of Office concerned. Heads of offices are duty bound to ensure maintenance of service books of every government servant complete in all respect. Further in Rule 288 to 285 of GFR 2017 provision have been made to maintain Service Book of a government servant shall be maintained in duplicate. First copy shall be retained and maintain by the Head of the Office and the second copy should be given to the government servant for safe custody.

Service Book is the only document which is relied upon for determination of number of qualifying years of service rendered by the government servant for the purpose of sanctioning of pensionary benefits

However, it has been brought in the notice of undersigned by pension branch of DUSIB that during the course of scrutiny of Service Book for settlement of Pension / Family Pension cases of the retirees, entries in the service are not properly recorded, Head of office have not attested service properly, nominations made by the officials are not found, verification of service by the DDO, recording of pay fixation entries, GPF number, Aaddhar number etc are not found in the Service Book of the official concerned. This results in avoidable delay in the finalization and payment of pensionary benefits.

Nominations are very important documents and once made by the officials and accepted by the Head of Office are required to be pasted in the Service Book of the concerned officer/officials. If any officer / officer expired during service, then these nominations play a vital role for release of his/her pensionary dues in favour of nominated person. In the absence of valid nomination, family of the retired / deceased Government Servant run from pillar to post for getting their dues. Further, **Government of India has also made it mandatory for Head of Office to record, GPF Number and Aaddhar Number and updated photograph be pasted in the service book of the concerned officer/official, which is not being done in DUSIB.**

To avoid any peculiar situation, it is the responsibility of every Head of office to ensure that all the relevant nominations dully accepted by them are invariably pasted and other entries occurred in the service period of the Government Servant are properly recoded in his / her service book.

I am forwarding herewith **Forms which are mandatory 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) **Detail of Family (Form 3)**
(Rule 54 (12) of CCS Pension Rule 1972.)
- (c) **Common Nomination form –I For Gratuity, General Provident Fund and Employees Group Insurance Scheme**
[See Rule 53 of CCS(Pension) Rules, 1972, Rule 5 of GPF (CS) Rules, 1960 and Para 19.7 of Employees Group Insurance Scheme]
- (d) **Common Nomination Form-II For Arrear of Family Pension (Form7) and Commutation of Pension (Form 12)**
[See Rule 5 of Payment of Arrears of Pension (Nomination) Rules, 1983, Rule 7 of CCS (Commutation of Pension) Rules, 1981]

It is also advised to all the Head of Offices that following pension forms be got filled from the officials retiring on **Superannuation, Voluntary Retirement Pension, Compulsory Retirement Pension, Invalid Pension, Compensation Pension, Family Pension (When Government Servant dies while in Service), Family Pension to the Child / Children of a retired Government servant who dies after retirement, Forms are available in DUSIB website- delhishelterboard.in -download-Forms- Revised Pension Forms.**

- (g) **Pension Retirement Benefit Forms [CCS Pension Rules 1972]**

i)	FORM 1	Nomination for Retirement Gratuity / Death Gratuity when Government servant has a family [Rule 53 (1)] of CCS (Pension) Rules 1972.
ii)	FORM 2	Nomination for Retirement Gratuity / Death Gratuity when Government servant has no family [Rule 53 (1)].
iii)	FORM 3	Details of Family [Rule 54 (12)].
iv)	FORM 5	Particulars of the retiring Government Servant.[Rule 59(1)(c) & 61 (1)].
v)	FORM 7	Assessment of Pension/Family Pension & Gratuity [Rules 58,60,61(1) and (3) and 65(1)].
vi)	FORM 8	Letter to the Accounts Officer forwarding the pension papers of a Government servant.[Rule 61(1)].
vii)	FORM 1	Application for Commutation of Superannuation Pension.[Rules 5(2),12,13(3),14(1) and 15(3)].
viii)	FORM 'A'	Nomination for arrears of Pension (Rule 5) of the payment of Arrears of Pension (Nomination) Rules 1983.
ix)	**	Application Form for retiring Government servant for drawal of Pension through Public Sector Banks. (O.M.No. F.10(23) / 3(II) / 76 dt.11.6.1976.

Retiring Pension (2)		
Voluntary Retirement Pension, Compulsory Retirement Pension, Invalid Pension, Compensation Pension etc.		
i)	FORM 1	Nomination for Retirement Gratuity / Death Gratuity when Government servant has a family [Rule 53 (1)] of CCS (Pension) Rules 1972.
ii)	FORM 2	Nomination for Retirement Gratuity / Death Gratuity when Government servant has no family [Rule 53 (1)].
iii)	FORM 3	Details of Family [Rule 54 (12)].
iv)	FORM 5	Particulars of the retiring Government Servant.[Rule 59(1)(c) & 61 (1)].
v)	FORM 7	Assessment of Pension/Family Pension & Gratuity [Rules 58,60,61(1) and (3) and 65(1)].
vi)	FORM 8	Letter to the Accounts Officer forwarding the pension papers of a Government servant.[Rule 61(1)].
vii)	FORM 1	Application for Commutation of Superannuation Pension.[Rules 5(2),12,13(3),14(1) and 15(3)].
viii)	FORM 'A'	Nomination for arrears of Pension (Rule 5) of the payment of Arrears of Pension(Nomination) Rules 1983.
ix)	**	Application Form for retiring Government servant for drawal of Pension through Public Sector Banks. (O.M.No. F.10(23) / 3(II) / 76 dt.11.6.1976.

Family Pension (3)		
Family Pension (When Government Servant dies while in Service)		
i)	FORM 10	Letter by Head of Office to the member or members of the family of a deceased Government servant where valid nomination for DCRG exists[Rules 77(2) of CCS(Pension) Rules 1972].
ii)	FORM 11	Letter by Head of Office to the member or members of the family of a deceased Government servant where valid nomination for DCRG does not exists [Rules 77(2)].
iii)	FORM 12	Application for the grant of death gratuity on the death of a Government servant [Rule 77(2)].
iv)	FORM 13	Letter by Head of Office to the widow / widower of a deceased Government servant for grant of Family Pension 1964 [Rule 77(3)].
v)	FORM 14	Application Form for grant of Family Pension 1964, on the death of a Government servant / Pensioner.[Rule 77(3) and 81(2) of the CCS (Pension) Rules 1972].
vi)	FORM 18	Assessment and authorization of payment of family pension and death gratuity [Rules 78(1), 80(1) and 880(5) and 80-B(1) & 80-B(5)].
vii)	FORM 19	Letter to the Accounts Officer forwarding papers for the grant of family pension and death gratuity to the family of a Government servant [Rule 80(1)].

Family Pension to Child (4)		
Family Pension to the Child / Children of a retired Government servant who dies after retirement		
i)	FORM 14	Application Form for grant of Family Pension 1964, on the death of a Government servant / Pensioner.[Rule 77(3) and 81(2) of the CCS (Pension) Rules 1972].
ii)	FORM 20	Letter of sanctioning Family Pension 1964 to the child or children of a retired Government servant who dies after retirement but does not leave behind a

		widow or widower [Rule 81(2)].
iii)	FORM 21	Letter of sanctioning Family Pension to the Child / Children on the death or re-marriage of a widow / widower who was in receipt of Family Pension 1964 [Rule 81(2)].
iv)	FORM 22	Application form for the grant of Residuary Gratuity on the death of a pensioner [Rule 81(4)].

Before above forms category wise, following certificates, Vigilance Clearance report etc as per detail given below are also required along with pension papers from retirees, family of deceased dully signed by Head of Office all in triplicate.

- i) Pension Calculation Sheet
- ii) Payment of Pension through Public Sector Bank
- iii) Joint Photographs of the Pensioner (Six Copies)
- iv) Specimen Signature of the Pensioner/Family Pensioner
- v) Personal Identification, Thumb Impression of the Pensioner/Family Pensioner
- vi) No Due Certificate (General), No due certificate in respect of Government Accommodation, No due certificate (Income Tax) Pensioner/Family Pensioner
- vii) Undertaking from the pensioner/family pensioner that in case excess payment/incorrect payment made to Pensioner/Family Pensioner, the same can be recovered any time.
- viii) UNDERTAKING REGARDING NOT AVAILING E.L., EOL/ DIES-NON CERTIFICATE
- ix) CERTIFICATE REGARDING SUSPENSION
- x) CERTIFICATE of Vetting by AAO of the division
- xi) Service Verification Chart.

Head of Office are requested to ensure that before sending pension cases, Payment of LTC, leave encashment case, above documents must be enclosed alongwith service record of each officers / officials.

H.S. Nanra
31-10-2017

(H.S.NANRA)
BUDGET AND FINANCE OFFICER

For Information to:-

1. Ps to CEO DUSIB for the information of later
2. Member Finance/Administration/CVO for information pl
3. Member (Engineering) for information pl.

Copy to :-

1. CE-I, CE-II, CE(IT) and CE(E)
2. Pr. Director (Admin)/Rehabilitation/Law
3. Financial Advisor
4. Director (AM/RP/CDF/LAND/IAL/JJR/Poprerties/OCM/Housing/Allotment/BVK/CS/L&L/Allotment)
5. Suptd Engineers – I to IV, SE(E)-I and II, SE (Coordination)/QC
6. Executive Engineers C-01 to C-12 and E-01 to E-04
7. DCA-I/III and DCA-II
8. Dy. Director (AM/RP/CDF/LAND/IAL/JJR/Poprerties/OCM/Housing/Allot/BVK/CS/L&L/Allotment)
9. Dy. Director (System/IT), DD (CT), DD(Admin) etc
8. ACA-I,II,III and E&M and ACA-IV,FO-I&II,AO(HQ),PF/Pension,HAU, Plan, Medical, DES, B&C etc
9. AAO C-01 to C-12 and E-01 to E-04, NS, Pension, PF,HAU, Plan, Medical, DES, B&C etc

HOME TOWN DECLARATION

[OM No. 43/15/57-Estts. (A) dated 24-6-1958]

I, _____ hereby declare that my home town is at the place as shown below for the purpose of availing my self of the Travel Concession as notified in the Govt. of India, Ministry of Home Affairs, New Delhi O.M. No. 43/1/55/Estts - (A) Part-II dated 11-1-1956 conveyed vide Secretary (Finance) to the Delhi Administration endorsement No. F 13(3) / 54 / Finance dated 22-12-1956.

Name of State	Name of the District	Name of the Village	Name of the Railway station	Remarks
1.	2.	3.	4.	5

Signature of the Govt. Servant

Nomination by _____

Signature of Head of

Office

Designation _____

Date _____

Date of receipt of nomination _____

Designation _____

Form No 3
[See Rule 54 (12)]
Details of Family

1. **Name of the Government Servant** :
2. **Designation** :
3. **Date of Birth** :
4. **Details of the members of my family *as on** _____

S. No	Name of the members of family*	Date of Birth	Relationship with the officer	Marital Status	Remarks	Dated Signature of Head of Office
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						

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

Place _____
Dated the _____

Signature of the Government Servant.

Note 1:- The original Form submitted by the Government Servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col.7 No new Form will substitute the original Form. However, the retiring Government Servant should submit the details of family afresh along with Form 5.

Note 2:- The details of spouse, all children's and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3:- The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4:- Wife and husband shall include judicially separated wife and husband.

Common Nomination Form 1
For Gratuity, General Provident Fund and Employees Group Insurance Scheme
[See Rule 53 of CCS(Pension) Rules, 1972, Rule 5 of GPF (CS) Rules, 1960 and Para 19.7 of
Employees Group Insurance Scheme]

Head of Office

I, _____, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

- i. Any gratuity the payment of which may be authorized under Rule 50 of CCS (Pension) Rules.
- ii. Amount that may stand to my credit in the General Provident Fund.
- iii. Any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980/1984.

Name , Date of Birth (DOB) and address of the Nominee.	Relation - ship with employee Pensioner	Share to be paid to each	If nominee is minor, name , (DOB) and address of person who may receive the amount on behalf of minor.	Name , , DOB and address of alternate nominee in case the nominee under Col(1) predeceases the employee/ Pensioner	Relation- ship with employee / Pensioner	Name , DOB and address of person who may receive the amount if alternate nominee in col. (5) is a minor	Contingency on happening of which nomination shall become invalid.
1	2	3	4	5	6	7	8

These nominations supersede any nomination made by me earlier.

Place :
 Date :

Signature of the Government Servant
Telephone No _____

Note:-1 Separate copies of this nomination Form may be used for nominating different persons for different benefits (i), (ii) and (iii) above by ticking the intended benefits and striking out the benefits for which nomination is not intended to be made.

Note:-2 The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he / she has signed. The nominee(s) / alternate nominee (s) shares together should cover the whole amount.

(To be filled in by the Head of office/ authorized Gazetted Officer)

Received the nominations, dated _____, under the following Rules:-

1. CCS (Pension) Rules 1972 for Gratuity
2. General Provident Fund (CS), Rules 1960.
3. Central Government Employees Group Insurance Scheme, 1980.

Made by Shri / Shri / Kumari _____

Designation _____

Office _____

(Strike out which nomination is not received)

Entry of receipt of nomination (s) has been made in page _____ Volume _____ of Service Book.

**Name, Signature and Designation of Head of Office/
Authorized Gazetted Officer with seal**

Date of receipt _____

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

Common Nomination Form 2
for Arrears of Pension and Commutation of Pension
[See Rule 5 of Payment of Arrears of Pension (Nomination) Rules, 1983,
Rule 7 of CCS (Commutation of Pension) Rules, 1981]

Pension Disbursing Authority,

I, _____, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

- i. Arrears of Pension
- ii. Commuted Value of Pension

Name , Date of Birth (DOB) and address of the Nominee.	Relation - ship with employee Pensioner	Share to be paid to each	If nominee is minor, name , (DOB) and address of person who may receive the amount on behalf of minor.	Name , DOB and address of alternate nominee in case the nominee under Col(1) predeceases the employee/ Pensioner	Relation- ship with employee / Pensioner	Name , DOB and address of person who may receive the amount if alternate nominee in col. (5) is a minor	Contingency on happening of which nomination shall become invalid.
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place :-

Date:-

Signature of Government servant
Telephone No. _____

Note 1 Separate copies of nomination Form may be used for nominating different persons for benefits (i) and (ii) above by ticking the intended benefit and striking out the benefit which is not intended to be made.

Note .2 'The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s) shares together should cover the whole amount.

(To be filled in by the Head of Office/ authorized Gazetted Officer)

Received the nominations, dated _____, under the following Rules:-

1. Payment of Arrears of Pension (Nomination) Rules, 1983
2. CCS (Commutation of Pension) Rules, 1981

made by Shri/Smt./Kumari _____
Designation . _____/
Office . _____.

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page _____ Volume _____ of Service Book.

**Name, Signature and Designation of Head of Office/
Authorized Gazetted Officer with seal
Date of receipt _____**

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.