

Sl. No.	Particulars	Name of forms required for submission	Enclosures
1	(A) Superannuation Pension (B) Retiring Pension (C) Compensastion Pension	O.C.S FORM-‘C’ (02 Nos.)	Photo copy of service book page No- 3& 4 (with due attestation) in case of Provisional Pension/ Original service book with complete No- dues certificate for Final Pension.
		O.C.S FORM-‘D’ (02 Nos.)	Photo copy of Front page of SBI pass book showing A/c No of the employee (01 copy)
		O.C.S FORM-‘E’ (01 No.)	Five joint photographs (with spouse) with due attestation by the head of office with seal
		O.C.S FORM-‘F’ (PART-I, II & III) (01 No.)	Photo copy of Adhar card/ Pan card/ Educational certificate showing date of birth of spouse with due attestation
		O.C.S FORM-‘N’ (01 No.)	Permanent address /present address/contact No/E-mail ID to be furnished in a plane paper
		MEMO OF LEAVE (02 Nos.)	An affidavit executing in the court of Executive Magistrate like that of an undertaking that, “ if the Govt. dues is surcharged then the same can be recovered from my Pension/ Temporary Increase (T.I) by the OUAT authorities ” to be furnished in original.
		SERVICE PARTICULARS (02 Nos.)	Declaratoin of employment status of Spouse
		DESCRIPTIVE ROLL (02 Nos.)	
		SPECIMEN SIGNATURES (3 Nos. EACH, i.e PENSIONER- 03 Nos. & FAMILY PENSIONER-03 Nos.)	

	(D) Invalid Pension	Same as above including FORM- 'B'	Same as above
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2	(A) Family Pension (Death while in service of the OUAT employees)	O.C.S FORM-‘C’ (02 Nos.)	Photo copy of service book page No- 3& 4 (with due attestation) in case of provisional Family Pension/ Original service book with complete No- dues certificate for Final Pension.
		O.C.S FORM-‘D’ (02 Nos.)	Photo copy of Front page of SBI pass book showing A/c No of the Family Pensioner (01 copy)
		O.C.S FORM-‘E’ (01 No.)	Five nos. recent pass port size photographs of the family pensioner with due attestation by the head of office with seal
		O.C.S FORM-‘F’ (PART-I, II & III) (01 No.)	Photo copy of Aadhar card/ Pan card/ Educational certificate showing date of birth of the family pensioner with due attestation
		O.C.S FORM-‘J’ (01 No.)	Permanent address /present address/contact No/E-mail ID to be furnished in a plane paper
		O.C.S FORM-‘K’ (02 Nos.)	An affidavit executing in the court of Executive Magistrate like that of an undertaking that, “if the arrear dues stands in the name of our mother/father Late..... will be paid to our father /mother, I/we will not claim for the same before any authority in future ” to be furnished in original.
		O.C.S FORM-‘L’ (01 No.)	Photo copy of Death Certificate of Employee- (02 nos.)
		O.C.S FORM-‘N’ (01 No.)	Photo copy of Legal Heir Certificate - (02 nos.)
		MEMO OF LEAVE (02 Nos.)	Indemnity Bond P & Q to be submitted in original if necessary.
		SERVICE PARTICULARS (02 Nos.)	
		DESCRIPTIVE ROLL (02 Nos.)	
		SPECIMEN SIGNATURES (3 Nos.)	
		DECLARATION ANNEXURE- I, II, III, IV	

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	(B) Family Pension (Death after retirement of the Pensioner and sanction of Gartuity)	O.C.S FORM-‘C’ (02 Nos.)	Photo copy of Death Certificate of retired Employee- (02 nos.)
		O.C.S FORM-‘K’ (02 Nos.)	Photo copy of Legal Heir Certificate - (02 nos.)
		DESCRIPTIVE ROLL (02 Nos.)	An affidavit executing in the court of Executive Magistrate like that of an undertaking that, “if the arrear dues stands in the name of our mother/father Late..... will be paid to our father /mother, I/we will not claim for the same before the any authority in future ” to be furnished in original.
		SPECIMEN SIGNATURES (3 Nos.)	Photo copy of Front page of SBI pass book showing A/c No of the Family Pensioner (01 copy)
		DECLARATION ANNEXURE- I, II, III, IV	Five nos. of recent pass port size photographs of the family pensioner with due attestation by the head of office with seal
			Photo copy of Aadhar card/ Pan card/ Educational certificate showing date of birth of the family pensioner with due attestation
			Permanent address /present address/contact No/E-mail ID to be furnished in a plane paper cont....

	(C) Family Pension alongwith sanction of Gratuity after retirement of pensioner	O.C.S FORM-‘C’ (02 Nos.)	Photo copy of Death Certificate of retired Employee- (02 nos.)
		O.C.S FORM-‘J’ (01 No.)	Photo copy of Legal Heir Certificate - (02 nos.)
		O.C.S FORM-‘K’ (02 Nos.)	An affidavit executing in the court of Executive Magistrate like that of an undertaking that, “ if the arrear dues stands in the name of our mother/father Late..... will be paid to our father /mother, I/we will not claim for the for the same before the any authorities in future ” to be furnished in original.
		O.C.S FORM-‘T’ (01 No.) each applicant	Photo copy of Front page of SBI pass book showing A/c No of the Family Pensioner/Legal Heirs (each 01 copy)
		DESCRIPTIVE ROLL (02 Nos)	Five nos. recent pass port size photographs of the family pensioner/ each Legal Heirs if applicable (in the case of non- submission of NOC affidavit) with due attestation by the head of office with seal
		SPECIMEN SIGNATURES (3 Nos)	Photo copy of Adhar card/ Pan card/ Educational certificate showing date of birth of the family pensioner with due attestation
			Permanent address /present address/contact No/E-mail ID to be furnished in a plane paper
			Indemnity Bond P & Q to be submitted in original if necessary.

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3	Disability Pension	O.C.S FORM-‘C’ (02 Nos.)	Photo copy of Death Certificate of retired Employee- (02 nos.)
		O.C.S FORM-‘V’ (01 No.)	Photo copy of Legal Heir Certificate - (02 nos.)
		DESCRIPTIVE ROLL (02 Nos)	An affidavit executing in the court of Executive Magistrate like that of an undertaking that, “ if the arrear dues stands in the name of our deceased mother/father Late..... will be paid to our brother /sister, I/we will not claim for the same before the any authority in future ” to be furnished in original.
		SPECIMEN SIGNATURES (3 Nos)	Photo copy of Front page of SBI pass book showing A/c No of the applicant (01 copy) with due attestation
			Five nos. of recent pass port size photographs of the applicant with due attestation by the head of office with seal
			Photo copy of Adhar card/ Pan card/ Educational certificate showing date of birth of the applicant with due attestation
			Original PPO book to be submitted

4	Extra Ordinary Family Pension	O.C.S FORM-‘C’ (02 Nos.)	Photo copy of service book page No- 3& 4 (with due attestation) in case of provisional Family Pension/ Original service book with complete No- dues certificate for Final Pension.
		O.C.S FORM-‘E’ (01 No.)	Photo copy of Front page of SBI pass book showing A/c No of the Family Pensioner (01 copy)
		O.C.S FORM-‘F’ (PART-I, II & III) (01 No.)	Five nos. Of recent pass port size photographs of the family pensioner with due attestation by the head of office with seal

		O.C.S FORM-‘J’ (01 No.)	Photo copy of Adhar card/ Pan card/ Educational certificate showing date of birth of the family pensioner with due attestation
		O.C.S FORM-‘K’ (02 Nos.)	Permanent address /present address/contact No/E-mail ID to be furnished in a plane paper
		O.C.S FORM-‘L’ (01 No.)	An affidavit executing in the court of Executive Magistrate like that of an undertaking that, “ if the arrear dues stands in the name of our mother/father Late..... will be paid to our father /mother, I/we will not claim for the for the same before the any authorities in future ” to be furnished in original.
		O.C.S FORM-‘N’ (01 No.)	Photo copy of Death Certificate Employee- 02 nos.
		O.C.S FORM-‘W’ (01 No.)	Photo copy of Legal Heir Certificate - 02 nos.
		DESCRIPTIVE ROLL (02 Nos.)	Surity Bonds P & Q to be submitted in original if necessary.
		SPECIMEN SIGNATURES (3 Nos.)	

5	Family Pension in the case of Widowed/ Divorcee/Un- Married daughter etc of the deceased pensioners/ family pensioners.	O.C.S FORM-‘C’ (02 Nos.)	Photo copy of Pension Payment Order book with due attestation and seal
		O.C.S FORM-‘K’ (02 Nos.)	Photo copy of Death certificate of father and mother (husband in case of widow daughter) with due attestation and seal.
		DESCRIPTIVE ROLL (02 Nos.)	Photo copy of marriage certificate / marriage proof (In case of widow daughter) with due attestation and seal

	SPECIMEN SIGNATURES (3 Nos.)	Photo copy of Hon'ble Court divorce order with due attestation and seal. (In case of divorcee)
		Photo copy of Income Certificate of the applicant (current year) with due attestation and seal.
		An affidavit executing in the court of Executive Magistrate regarding current marital status of applicant with due attestation and seal.
		An affidavit executing in the Court of Executive Magistrate regarding no objection of all brothers and sisters with identity documents with due attestation and seal.
		An affidavit executing in the Court of Executive Magistrate regarding non- employment of applicant with due attestation and seal.
		Present / Permanent Address Proof of the applicant with due attestation and seal.
		Photo copy of Aadhar card/ Pan Card/ Voter ID of applicant with due attestation and seal.
		Photo copy of Legal Heir Certificate of both father & mother with due attestation and seal.
		Personal Identification of the applicant by the Local Standing Councilor/ Sarapanch.

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6	Application for Commutation of Pension after one year of the date of retirement	FORM-'2' (in duplicate) up to Part IV	Passport size photo graph 02 Nos. (An attested copy of the pensioner and one un- attested copy of photograph of the pensioner)
		FORM-'3' (01 no.)	
		FORM-'4' (01 no. with a spare copy of Part-III of that form)	
		FORM-'5' (01 no.)	
7	Application for Commutation of Pension within one year of retirement	O.C.S FORM-'C' (01 No.)	<u>One Undertaking to be submitted</u> I do hereby undertake that no departmental proceedings or vigilance case is pending against me for enquiring relating to the period of my past service rendered under this University.
		O.C.S FORM-'E' (01 No.)	
		O.C.S FORM-'F' (Part-I, II & III) 01 No.	