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FAX : 2562822/2560955
Tel. : 2564033/2563924
EPABX : 2561908/2562847
E-mail: paribesh@sancharnet.in
website : www.ospcboard.org

STATE POLLUTION CONTROL BOARD, ORISSA

[DEPARTMENT OF FOREST & ENVIRONMENT, GOVERNMENT OF ORISSA]
Paribesh Bhawan , A/118, Nikantarnagar, Unit- VIII,
Bhubaneswar - 761 012, INDIA

NOTIFICATION

Bhubaneswar, the 23rd July, 2011

No.I-Estt (Misc)12/07-08/12162. In exercise of powers conferred by Sub Section 3(A) of Section-12 of the Water (Prevention & Control of Pollution) Act, 1974, (Central Act-6 of 1974), the State Pollution Control Board, Orissa hereby makes the Orissa State Pollution Control Board (Employees) Pension Regulations-2011 with the approval of the Govt. of Orissa communicated by the Forest & Environment Department G.O. No.ENV-F.E-7/2011/13005/F&E, Dt.19.07.2011, which has been duly concurred by the Finance Department, Govt. of Orissa vide UOR No. 2813/PSF, Dt.18.05.2011 and vetted by Law Department, Govt. of Orissa vide UOR No.1147/L, Dt.22.6.2011 for payment of Pension, Gratuity and related Pensionary benefits to the employees of the Board who have been appointed prior to the 1st Day of January, 2005 and who will opt to be regulated under the prescribed regulations.

By order of Chairman
(Siddhanta Das)
Member Secretary

NOTIFICATION
CHAPTER-I
PRELIMINARY

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In exercise of the powers conferred by clause (b) of sub-section (3 A) of section 12 of the Water (Prevention and Control of Pollution) Act, 1974 (Act 6 of 1974) the Orissa State Pollution Control Board with the approval of the State Government do hereby make the following regulations regulating the pensionary matters of its employees, namely:-

1. **Short title and commencement:** (1) These regulations may be called the Orissa State Pollution Control Board (Employees) Pension Regulations – 2011.

(2) They shall come into force on the date of their publication in the Orissa Gazette.

2. **Application: These Regulations shall apply to:-** (1) Employees who have been appointed prior to the 1st day of January, 2005 shall be entitled either to the benefits of pension including commutation of pension, gratuity and family pension, under these regulations or to the benefit of Employees Provident Fund introduced on 01.10.1987 and subsequently to Employees Pension Scheme, 1995 on exercising options.

(2) In the case of employees opting or deemed to have opted for the Pension Scheme, the amount contributed by the Board to their Employees Provident Fund Account together with interest accrued thereon till the date of their receiving pension shall be credited to the Pension Fund of the Board as per the provisions of regulation 4.

(3) The employees under the Pension scheme shall subscribe to a Provident Fund account and the employee's share and the interest thereon already accrued shall be deposited in this account, which shall be opened and operated by the Board, in the manner as prescribed in these regulations.

3. **Exercise of Option :** (1) Every employee who is willing to come under these regulations will have to exercise option in writing within one month from the date of issue of notice to that effect or before these regulations are approved:

Provided that in case of an employee who is on leave or on deputation or under suspension on the date of issue of the notice, the said option shall be exercised not later than one month after return from such leave, deputation or on reinstatement of duty as the case may be.

(2) If the option is not exercised by any individual employee within the time limit referred to above, it will be deemed that he has not opted for coming under these regulations.

(3) The option as provided in 2 (1) of these regulations shall be exercisable once only in respect of either scheme which shall be final irrespective of any change that may be made in any such scheme from time to time. The fact of exercising option shall be recorded in relevant service records of the employee.

4. **Pension Fund** : (1) The Board shall create a pension fund with a corpus of Rs. 9.66 crores in respect of those employers who opt to come over to these regulations, for operationising the pension scheme. The fund shall be administered by a Trust constituted by the Board. Further, the Board will make annual recurring contribution limited to Rs. 60 lakhs to this Fund out of Board's own resources without any financial assistance or any other grant from the State Government. The Board shall not have power to enhance the quantum of annual contribution to the fund.

(2) The liabilities towards retirement benefits of the employees under these regulations shall be fully met from the pension fund only.

5. **Definitions** : (1) In these regulations unless there is any thing repugnant in the context:

- a) 'Board' means the Orissa State Pollution Control Board or any other name to be notified by the State Government from time to time, constituted under section-4 of the Water (Prevention & Control of Pollution) Act, 1974.
- (b) 'Board of Trustee' means Trustee of the Orissa State Pollution Control Board (Employees) Pension Fund appointed under regulation-4 of Chapter-I of these regulations.
- (c) 'Day' means the Calendar day beginning at the zero hour of the mid-night and ending at the zero hour of the next midnight.
- (d) 'Employee' means a person employed to the whole time service of the Board whether he/she is on permanent or temporary employment.
- (e) 'Emolument' means the basic pay which has been sanctioned for a post held by the employee substantively or in an officiating capacity or to which he is entitled to be reason of his position and which the employee was receiving immediately before retirement or on the date of death and includes grade pay, special pay or personal pay which may be specially classed as pay by the Board for this purpose.
- (f) 'Family' means husband or wife of the employee as the case may be and the children, step children and parents of the employee who are wholly dependant on him/her, but does not include the sons of age 25 years and above, married daughter and legally separated spouse or children.
- (g) 'Family Pension' means the family pension admissible under these regulations.
- (h) 'Foreign Service' means the service in which an employee receives his pay with the sanction of the Board from any other sources other than the Board's fund.

- (i) 'Form' means a Form appended to these regulations.
- (j) 'Fund' means the Orissa State Pollution Control Board (Employees) Pension Fund.
- (k) 'Gratuity' means and includes:-
 - (i) 'Service Gratuity' payable as per Payment of Gratuity Act-1972 adopted by the Board.
 - (ii) 'Death Gratuity' payable as per Payment of Gratuity Act-1972 adopted by the Board.
 - (iii) 'Retirement Gratuity' payable as per Payment of Gratuity Act-1972 adopted by the Board.
- (l) **Qualifying Service** – 'Qualifying Service' means the service rendered by an employee which shall be taken into account for the purpose of pensionary benefits as admissible under these regulations.
- (m) **Retirement benefits** includes pension or service gratuity and death gratuity or retirement gratuity where admissible as per provision under payment of Gratuity Act-1972 (Adopted by the Board).
- (n) **Trust** means the Trust of the Orissa State Pollution Control Board (Employees) Pension Fund constituted under regulation-4 of Chapter – 1.

(2) The words and expressions used in these regulations but not defined shall have the same meaning and expressions as contained in service regulations of the Board.

CHAPTER - II
GENERAL CONDITIONS FOR GRANT OF PENSION

6. **Last Working Day** - (1) The day on which an employee retires or is retired or is discharged or is allowed to resign from service, as the case may be, shall be treated as the last working day. The date of death shall also be treated as the last working day for this purpose.

(2) Subject to satisfactory service, an employee shall be entitled to pension provided that the employee concerned has completed at least ten years of qualifying service.

7. **Pension subject to future good conduct** : Future good conduct shall be an implied condition for grant of pension and its continuance under these regulations.

8. **Withholding or withdrawal of pension**: (1) The competent authority (not below the appointing authority) may, by order in writing, withhold or withdraw the pension or a part thereof whether permanently or for a specified period, if the pensioner is convicted in a serious crime or is found guilty of grave misconduct:

Provided that where a part of pension is withheld or withdrawn the amount of such pension shall not be reduced below the amount of minimum pension payable under these regulations.

Provided further that the competent authority before passing an order shall serve a notice on the pensioner specifying the action proposed to be taken against him and the ground on which it is proposed to be taken and calling upon him to submit within 15 days from the date of receipt of the notice, such representation as he may wish to make against the proposal and the said authority shall take into consideration the representation, if any, submitted by the pensioner and pass the final order.

(2) An appeal against an order for withdrawal or withholding of pension shall lie with the Board if the order is passed by the Chairman and to the Government of Orissa, if the order is passed by the Board.

9. **Limitations of number of pensions**: An employee shall not earn two pensions in the same service or post at the same time or by the same continuous service.

10. **Qualifying service for pension**: Service does not qualify for pension unless it is rendered in a pensionable establishment or against a pensionable post and paid from Board's fund.

11. **Commencement of qualifying service**: Subject to the provisions of these regulations, qualifying service of an employee shall commence from the date he takes the charge of the post to which he is first appointed either substantively or in an officiating or temporary capacity:

Provided that the period of officiating or temporary service must have been followed by substantive appointment without interruption in the same post or in another post under the Board.

12. Counting of service on probation: The period of service on probation against a post shall qualify for pension if followed by regular appointment in the same or another post.

13. Counting of service for fraction of a year: If the period of service of an employee includes period of service of less than one year, but more than 6 months, it shall be treated as one year and if such period is less than 6 months it shall be ignored.

14. Counting of Military Services: An employee who has rendered service under a defence establishment of Government of India before appointment in the Board may opt either;

- (1) to continue to draw the military pension in which case his former military services shall not count as qualifying service ; or
- (2) to cease to draw his pension and refund : - The pension already drawn after re-employment, and the value received for the commutation of a part of the military pension and count military service as qualifying service:

Provided that the pension drawn prior to the date of appointment in the Board shall not be required to be refunded; and the amount of pension which was ignored for fixation of his pay shall be refunded by him.

15. Counting of periods spent on leave: (1) All leave during service of an employee for which leave salary is payable and all extraordinary leave granted on medical certificate or due to his inability to join duty on account of civil commotion or for prosecuting higher scientific or technical studies shall count as qualifying services.

(2) Period of unauthorized leave of absence of joining time for which no joining time pay and allowances are admissible do not count for pension.

16. Counting of period spent on training: The Board may, by order, decide whether the time spent by an employee under training either before or after his joining shall count as qualifying service.

17. Counting of periods of suspension: Period of suspension of an employee pending inquiry shall count for qualifying service where on conclusion of such inquiry has been fully exonerated and in other cases the period of suspension shall not count as qualifying service unless the authority competent to pass the order expressly declares so.

18. Counting of periods spent on deputation on foreign service: Period of deputation of an employee to another organization in India will count as qualifying service provided that the said organization or the employee pays the pensionary contribution to the Board, for the period the employee has rendered service in the deputation post.

19. Forfeiture of service on resignation or dismissal or termination:

(1) Resignation or dismissal or termination of an employee from the service shall entail forfeiture of past service, and consequently shall not qualify for pension.

(2) The resignation shall not entail forfeiture of past service if it has been submitted to take up another appointment whether temporary or permanent under the State Government / Board / Corporation where service qualifies for pension, provided that the employee concerned must have obtained the prior permission in this regard.

(3) Interruption in service in a case falling under sub-regulation (2) due to the two appointments being at different stations, not exceeding the joining time as permissible under the rules of transfer shall be covered by grant of leave of any kind due to the employee on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to him.

20. Effect of interruption of Service: An interruption in the service of an employee entails forfeiture of past service except in the following cases:

- (1) authorized leave of absence ;
- (2) unauthorized absence in continuation of authorized leave of absence;
- (3) suspension where it is followed by reinstatement whether in the same or a different post or where the employee dies or is permitted to retire or retired on attaining the age of compulsory retirement while under suspension ;
- (4) transfer to non-qualifying service in an establishment under the control of Government/ Board, such transfer must have been ordered by a competent authority in the public interest ;
- (5) joining time while on transfer from one post to another;
- (6) not withstanding the provision contained in sub-regulation (1), the appointing authority may by order regularize retrospectively the periods of absence without leave application by sanctioning extraordinary leave.

21. Condonation of interruption in Service : The competent authority (not below the appointing authority) may condone the interruptions in the service of an employee, if applicable for, on such conditions as it may think fit to impose.

22. Period of deputation in the Board : Previous service of an employee on deputation to Board from another organization who has later absorbed in the Board's service may count as qualifying service if the employee pays to the pension fund of the Board the amount of retirement benefits drawn by him from his previous employer together with 6% simple interest per annum upto the date of payment or Previous Employer's share of EPF contribution with interest thereon will be paid to pension fund of the Board.

23. Addition to qualifying service in exceptional circumstance: The Board, in exceptional circumstances may add to the service of an employee for a period not exceeding one fourth of the length of his service or actual period by which his age at the time of recruitment exceeds 32 years of age or a period of five years whichever is least for qualifying superannuation pension only. The circumstance under which such addition to the qualifying service is required is given below.

The service condition wherein there is provision of direct recruitment or persons having Post Graduate Research or specialized qualification or experience in Scientific technological or professional field and wherein there is relaxation of age for such recruitment.

Provided that this concession shall not be admissible to an employee unless his actual qualifying service at the time of quitting Board's service is not less than 10 years.

CLASSES OF PENSION AND CONDITION GOVERNING OF GRANT OF PENSION

24. Class of Pension: The pension for service rendered under the Board are classified into the following categories, namely :

- a) superannuation Pension ;
- b) pre-mature retirement pension ;
- c) invalid Pension ; and
- d) compensation Pension

25. Superannuation Pension: Superannuation Pension shall be granted to an employee who is retired on his attaining the age of retirement as provided in the Service Regulation of the Board.

26. Pre-Mature Retirement Pension: Pre-mature Retirement Pension shall be granted to an employee in the following cases:

- (1) On completion of 30 years of qualifying services or attaining the age of 50 years of service an employee may be required to retire from service on public interest and in the case of such retirement the employees shall be entitled to a pre-mature retiring pension.

Provided that for the purpose of age of superannuation, the relevant provisions of Government of Orissa, made from time to time in the matter shall be applicable.

- (2) At any time after completion of 20 years of qualifying service, an employee, by giving notice of not less than 3 months before in writing to the appointing authority, may take voluntary retirement from service. The notice of voluntary retirement shall require acceptance of the appointing authority, after which he will be entitled for pre-mature retirement pension.

27. Invalid Pension : (1) Invalid pension may be granted if an employee retires from the service on account of any physical or mental infirmity which permanently incapacitates him for the service.

(2) An employee applying for an invalid pension shall submit a medical certificate of incapacity from the following medical authority, namely,

- a) Medical board, in the case of employees belonging to Group - A and Group -B services of the Board. Such a Medical Board will be constituted by the Board as and when required.
- b) Chief District Medical Officer, in case of Group -C and Group -D services.

(3) The amount of invalid Pension shall not be less than the amount of Family Pension.

28. Compensation Pension:

(1) If an employee is discharged from service owing to the abolition of his post; he may have the option either to take compensation pension to which he may be entitled for the service he had rendered or accept another appointment on such pay as may be offered and continue to count his previous service for pension.

(2) A notice of at least three months shall be given to the concerned employee before his services are dispensed with in the event of abolition of his post.

(3) Where the notice under sub-regulation (2) is not given and the employee is not provided with any other employment on the date on which his services are dispensed with, the authority competent to dispense with his service shall sanction the payment of a sum not exceeding the pay and allowance for a period by which the notice actually given to him falls short of three months.

(4) No compensation pension shall be payable for the period in respect of which he receives pay and allowance in lieu of notice.

(5) In case an employee is granted pay and allowances for the period by which the notice given to him falls short of three months and he is appointed before the expiry of the said period for which he has received pay and allowances, he shall refund the pay and allowances so received for the period covered by his employment.

29. Compassionate Allowance: (1) An employee who is dismissed or removed from service shall forfeit his pension and gratuity:

Provided that the authority competent to dismiss or remove him from service may, if the case is deserving of special consideration, sanction two third of pension or gratuity or both which would have been admissible to him, if he had retired on compensation pension.

(2) A compassionate allowance sanctioned under the proviso to sub-regulation -1 shall not be less than the amount of minimum pension admissible.

30. Amount of pension: (1) The amount of pension that may be granted shall be determined by the length of service rendered by the employee.

(2) Service of 25 years will qualify for the full pension. The maximum amount of pension shall not exceed 50% of the last emoluments (as defined in regulation 5 (e)) drawn by the employee preceding to retirement subject to maximum of Rs. 22,600/-. In the case of an employee who has more than 10 years of service and less than 25 years of service, pension will be determined on proportionate basis for the number of years of qualifying service. In no case the amount of pension shall be less than the minimum amount of pension admissible i.e., Rs. 3,500/- per month. Qualifying service for a period less than 10 years shall not enable an employee for pension.

In calculating the length of qualifying service, a fraction of a year equal to three months and above but less than six months shall be treated as a completed one half year and the period of nine months and above shall be reckoned as two half years.

(3) The amount of pension finally determined shall be expressed in whole rupees and a fraction of a rupee, shall be rounded off to the next higher rupee.

(4) The Board reserves the right to reduce the rate of pension prospectively if the fund of the Board does not permit payment of pension at the prevalent rate in future. Whenever the rate of pension is so reduced the Board also reserves the right to reduce the amount of relief on pension in respect of the retired employees who were drawing pension on the date of such reduction in the rate of pension.

31. (1) If an employee immediately before his retirement or death while in service had been abstained from duty on extraordinary leave or had been under suspension, the period whereof does not count as service, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purpose of these regulations.

(2) If an employee immediately before his retirement or death while in service, was on leave with allowances and earned increment which was not withheld, such increment though not actually drawn, shall form part of his emoluments.

(3) Emoluments drawn by the employee while on foreign service shall not be reckoned for the purpose of pension, but the emoluments which he would have drawn under the Board had he not been on foreign service shall alone be treated as emoluments.

(4) No allowance shall be treated as emolument for the purpose of these regulations.

32. Pension for the employees absorbed in the Board Where a Government servant borne on pensionable establishment is absorbed in Board and has already been sanctioned or has received pro rata retirement benefits or other terminal benefits for their past service rendered in Government will have the option either –

(a) to retain such benefits and in that event their past service will not qualify for pension under the Board ; or

(b) to have the past service counted as qualifying service for pension under the Board in which case the pro rata retirement benefits received by him will have to be deposited along with interest thereon of 6 % (six percent) simple interest per annum from the date of receipt of these benefits till the date of deposit in Board. The right to count previous service as qualifying service shall not accrue until the whole amount has been refunded. The option shall be exercised within a period of one year from the date of absorption or from the date these regulations come into force.

33. Grant of pension in case of compulsory retirement: (1) An employee who is compulsorily retired from service as a measure of penalty may be granted pension or gratuity or both at a rate not less than two – third and not more than full compensation pension or gratuity or both admissible to him on the date of his compulsory retirement.

(2) A pension granted under sub-regulation (1) shall not be less than the amount of minimum pension admissible.

34. Dearness relief on pension : Dearness relief which will be termed as T.I (Temporary increase) on pension will be granted at such rates as may be determined by Board from time to time and the Board shall have the right to reduce the relief on this account in case the pension fund does not permit the additional liability.

CHAPTER - IV

Payment of Gratuity on retirement or Death

35. (1) In the case of an employee of the Board, who has completed five years of qualifying service, or retirement from service shall be paid retirement gratuity by the Board.

(2) The emoluments for the purpose of gratuity shall be the emolument as defined in regulation 5.

(3) For service for more than 5 years, the rate of gratuity is equal to one-fourth of the emoluments for each completed six monthly period of service subject to a maximum 16 ½ times of emoluments. The maximum monetary ceiling is, however, Rs. 7,50,000 (Rupees Seven lakh fifty thousand) (Resolution No. Pen-181/08-3653/F dated 19.1.2009 Finance Dept., Govt. of Orissa).

(4) In the event of death, while in service, the Death Gratuity shall be admissible at the following rates:

Length of Service	Rate of Gratuity
(i) Less than one year	2 times of emoluments
(ii) One year or more but less than 5 years	6 times of emoluments
(iii) 5 years or more but less than 20 years	12 times of emoluments
(iv) 20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times emoluments provided that the amount of death gratuity shall in no case exceed Rs. 7,50,000 (Rupees Seven lakh fifty thousand)

Provided that the amount of death gratuity as finally calculated shall be rounded off to the next higher rupee.

(5) Where the sanction of payment of gratuity is delayed for more than a year from the date of retirement of the employee and if such delay is attributed to the administrative lapses, interest @7% per annum for the period beyond one year shall be payable on the amount of gratuity.

NOTE : The date of due in case of pending disciplinary proceedings or judicial proceedings will be the date on which the final order passed by the authority.

36. **Persons to whom payable:** (1) The gratuity payable under regulation 35 shall be paid to the person or persons as per nominations made by the employee.

(2) If there is no such nomination or if the nomination made is lost, the gratuity shall be paid to the surviving members of the family in equal shares as given below :

- (a) wife or wives or husband as the case may be,
- (b) son/sons including step sons and adopted sons,

- (c) unmarried daughters including step daughters and adopted daughters,
- (d) if an employee dies after retirement without receiving the gratuity admissible under regulation 33, the gratuity shall be disbursed to the family in the manner indicated in sub-regulation (2) above.
- (e) where the gratuity is granted in favour of a minor member of the family of the deceased employee it shall be payable to the guardian on behalf of the minor.

37. Debarring a Person from receiving Gratuity: (1) If a person eligible to receive gratuity under regulation 36 is charged with the offence of murdering the employee while in service or for abetting in the commission of such an offence his claim to receive his share of gratuity shall remain suspended till the criminal proceedings is finalized.

(2) (a) If the person is convicted of murder or for abetting in the offence of murder of the employee he shall not be paid his share of gratuity and the amount shall be payable to other eligible members of the family in equal proportion.

(b) If he is acquitted of the charge of murdering or abetting in the murder of employee his share of gratuity shall be paid to him.

38. Payment of gratuity in absence of family members or Nomination: Where an employee dies while in service or after retirement without receiving the gratuity and leaves behind him no family and has made no nomination, the amount of death / retirement gratuity shall be payable to the person in whose favour a succession certificate in respect of gratuity in question has been granted by a competent court of law.

39. Nomination: (1) An employee after appointment or after these regulations come into force shall make nomination in EPS Form 3 or EPS Form 4 as would be appropriate, conferring on one or more persons of the family right to receive the gratuity payable to him through the Trust.

Provided that if the employee has no family, the nomination may be made in favour of a person or persons or a body of individuals whether incorporated or not in EPS Form 4.

(2) If the employee nominates more than one person under sub-regulation (1) the amount of share payable to each of the nominees shall be specified in the nomination so as to cover the entire amount of gratuity.

CHAPTER - V
FAMILY PENSION

40. Family Pension: (1) Without prejudice to the provisions contained in sub-regulation (3), where an employee dies –

- (a) After completion of one year of continuous service ; or
- (b) before completion of one year of continuous service provided the deceased employee concerned immediately prior to his appointment to the service or post was examined by the appropriate medical authority and declared fit for employment ; or
- (c) after retirement from service and was on the date of death in receipt of pension, or compassionate allowance the family of the deceased shall be entitled to family pension the amount of which shall be determined in accordance with these regulations.

(2) The amount of family pension shall be fixed at monthly rates and be expressed in whole rupees and where the family pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee:

Provided that in no case, a family pension in excess of the maximum amount shall be allowed.

(3) Where at the time of death the employee has completed seven years of continuous service and not covered by the Workman's Compensation Act, 1923, family pension shall be paid equal to 50% of the pay last drawn or twice the ordinary rate of family pension whichever ever is less. The amount so admissible shall be payable from the date following the date of death of the employee for a period of seven years or for a period till the employee attains the age of 65 years whichever is less. In case the employee was covered by the Workmen's Compensation Act - 1923, the family pension shall be 50% of the pay last drawn or 1 ½ times of the ordinary rate of family pensions whichever is less. The pension at this rate is payable for a period of seven years or till the deceased employee would have attained the age of 65 years had he survived whichever is less.

(4) In the event of death after retirement, the family pension at twice the ordinary rate of family pension or at the rate of 50% of the pay last drawn which ever is less shall be payable from the date of following the date of death for a period of seven years or till the deceased employee would have attained the age of 65 years whichever is less:

Provided that the amount of enhanced family pension as above shall not exceed the normal pension admissible on retirement.

(5) The period up to which family pension shall be payable is as follows:

1. in the case of widow or widower up to the date of death or re-marriage whichever is earlier;
2. in the case of a son until he attains the age of 25 years or starts earning whichever is earlier; and

3. in the case of an unmarried daughter until she attains the age of 25 years or gets married or starts earning whichever is earlier.
4. in the case of father / mother till death:

Provided that if the son or daughter of an employee is suffering from mental disorder or is physically crippled or disabled so as to render him or her unable to earn a livelihood, the family pension shall be payable to such a son or daughter for life on production of medical certificate from a competent authority.

Provided further that family pension payable under this sub-regulation shall be stopped unless the guardian furnishes certificate to the Trust every six month that he or she has not started earning his or her livelihood and in the case of a daughter that she has not yet married.

(6) (a) The family pension shall not be payable to more than one member of the family at the same time.

(b) (i) Where the family pension is payable to more than one widow, the family pension shall be paid to them in equal shares.

(ii) On the death of a widow her share of the family pension shall become payable to her eligible child:

Provided that if the widow is not survived by any child her share of the family pension shall be payable to the other widows in equal shares, or if there is only one such other widow family pension shall be payable to her in full.

(c) If a deceased employee or pensioner leaves behind a widow or widower, the family pension shall become payable to the widow or widower failing which to the eligible child.

(d) Where the deceased employee or pensioner is survived by a widow but has left behind eligible child or children from another wife who is not alive, the eligible child or children shall be entitled to the share of family pension which the mother would have received if she had been alive at the time of death of the employee or pensioner.

(e) Family pension to the children shall be payable in order of their birth irrespective of sex of the child and the younger of them shall not be eligible for family pension unless the elder next above him or her has ceased or has become ineligible for receiving the family pension:

Provided that where the family pension is payable to twin children it shall be paid in equal shares.

(7) Where a deceased employee or pensioner leaves behind more than one child, the eldest eligible child shall be entitled to the family pension for the period mentioned in clause (b) or (c) of sub-regulation 6 as the case may be and after the expiry of that period the next child shall become eligible for the grant of family pension.

- (8) Where family pension is granted to a minor, it shall be payable to the guardian on behalf of the minor on submission of guardianship certificate.**
- (9) In case both wife and husband are employees of the Board and are governed by the provisions of these regulations and one of them dies while in service or after retirement, the family pension in the case of the deceased pensioner shall be payable to the surviving husband or wife subject to the limit of Rs. 3,500/- per mensem or as may be prescribed by the Government from time to time. In the event of death of the surviving husband or wife the surviving child or children shall be granted the two family pensions in respect of the deceased parents subject to the limits of Rs. 12,000/- per mensem.**
- (10) Where a female employee or male employee dies leaving behind a judicially separated husband or widow (except in case of committing adultery and held guilty) and no child or children, the family pension in respect of deceased shall be payable to the person surviving.**
- (11) (a) Where a female employee or male employee dies leaving behind a judicially separated husband or widow with child or children the family pension payable in respect of the deceased employee shall be payable to the surviving person provided he or she is the guardian of such child or children.**
- (b) Where the surviving person has ceased to be the guardian of such child or children, family pension shall be payable to the person who is the actual guardian of such child or children.**
- (c) Where the deceased employee or pensioner is survived by a widow but has left behind eligible child or children from divorced wife or wives the eligible child or children shall be entitled to the share of family pension which the mother would have received at the time of death of the employee or pensioner had she not been so divorced.**
- (12) (a) If a person is eligible to receive the family pension in the event of death of an employee while in service who is charged with the offence of the murder of the employee or for abetting in the commission of such an offence the claim to receive the family pension shall remain suspended till criminal proceedings instituted against him is finalized.**
- (b) If he is found guilty he shall be debarred from receiving the family pension and if he is acquitted of the charge, family pension shall be payable to him from the date of death.**
- (13) Family pension and death gratuity to the family members of the employee who disappears or absconds from service shall be as follows:**
- (a) When an employee disappears or absconds while in service leaving his family, the family shall be paid at the first instance the amount of arrear salary if any for the month (s) after recovering the dues to be paid to the Board.**

- (b) After elapse of a period of one year the other benefits like death gratuity / family pension etc. shall also be granted to the family on receipt of intimation about the fact of disappearance of the employee from the said family. The intimation shall have to be accompanied with a copy of the FIR lodged with the nearest Police station and addressed to the Head of the office.
- (c) The Head of the office, after receipt of intimation from the family shall obtain a report from the local police station that the employee has not been traced out even after all efforts made by the police.
- (d) An Indemnity Bond in EPS Form 19 shall be taken from the dependants of the employee to the effect that all payments shall be adjusted against the payments due to the employee in case he appears and makes claim.
- (e) Thereafter the Head of the office shall assess all dues outstanding against the employee and effect their recovery.
- (f) The family shall apply to the Head of the office for grant of family pension and death gratuity after one year from the date of disappearance or absconding of the employee.
- (14) The provisions contained in sub-regulation 13 will be applicable to a retired employee who disappears leaving behind his family and he shall be paid in the same manner as provided therein. An Indemnity Bond in EPS Form 20 shall be taken from the dependants of the employee to the effect of all payments.
- (15) (a) Soon after the employee joins in the Board he shall furnish the details of his family in EPS Form 5 to the Head of the office which is to be pasted in his service book.
- (b) Any subsequent change in the size of his family including the fact of marriage of his female child shall be communicated to the Head of the Office.
- (c) If the employee has no family he shall furnish the details in Form-5 as soon as he acquires a family.
- (16) Family pension admissible under these regulations shall not be granted to a person who is already in receipt of family pension or is eligible thereof under any other rules of Public Sector Undertakings / Autonomous Bodies / Local Bodies.

Provided that a person who is otherwise eligible for family pension may opt to receive family pension under this regulation if he forgoes family pension from other sources.

CHAPTER - VI

COMMUTATION OF PENSION

GENERAL CONDITIONS

41. (1) An employee on retirement is entitled to commute a portion of his pension not exceeding 40% of his pension for a lump sum payment.

(2) In an application for commutation in CP Form - 1 or CP Form - 2 the application shall indicate the lump sum amount of pension which he desires to commute not exceeding 40% of the pension.

(3) The amount of pension to be commuted if results in fraction of rupee such fraction of a rupee shall be ignored for the purpose of commutation.

(4) The lump sum payable to a pensioner shall be calculated in accordance with the table of values prescribed by Government from time to time as annexed.

42. Commutation of pension without medical examination: (1) Eligibility: An applicant who is authorized -

- (a) a superannuation pension under regulation 25
- (b) a premature-retirement pension under regulation 26
- (c) a retiring pension on absorption in or under a corporation or company or body corporate and retirement gratuity.
- (d) a compensation pension on abolition of permanent post under regulation 28.
- (e) a pension in whole or in part on the finalization of the departmental or judicial proceedings be eligible to commute a fraction of his pension without medical examination.

Provided that the employee applied for commutation of pension in prescribed form within the time limit prescribed hereunder.

(2) Application for commutation of pension:

- (a) An applicant who is in receipt of any pension referred to in sub-regulation (1) and desires to commute a fraction of that pension may apply to the Head of the Office after the date of his retirement but before the expiry of one year from the date of retirement.
- (b) It is the duty of the applicant to ensure that the application duly completed is delivered to the Head of the office within the time limit prescribed as at (a) above.

(c) If the applicant submits application for commutation of pension within one year of the date of retirement which is received by the Head of office after one year of the date of retirement, then he shall not be eligible to get his pension commuted without medical examination. In such a case the applicant shall have to apply afresh in CP Form-2 as per the procedure laid down in sub-regulation (2) of regulation 41.

43. (1) The Head of Office on receipt of application in CP Form-2 shall initial the form indicating the date of its receipt and acknowledge immediately the receipt of the form and dispatch the same to the applicant. Thereafter the Head of the office shall transmit the application with necessary details to the pension sanctioning authority for sanction of commutation.

(2) In the case of an application received after one year of the date of retirement the applicant shall be informed that he shall not be eligible to commute a fraction of his pension without medical examination and if he desires, he may commute the same by applying afresh as per the provisions made in regulation 46.

44. Restoration of Commuted portion of Pension: (1) The pensioners who have commuted a portion of their pension, are entitled, to have the commuted a portion of pension restored on the expiry of 15 years from the date on which the amount of pension was reduced on account of such commutation.

(2) Each pensioner who is eligible for restoration of commuted portion of pension as per sub-regulation (1) is required to apply in prescribed CP Form 6 to the pension disbursing authority who is to restore the commuted portion of pension.

45. Nomination to receive the commuted value of pension: (1) The applicant shall make a nomination in CP Form 5 along with the application for commutation referred to in regulation 46 as the case may be conferring on one or more persons the right to receive the commuted value of pension in case the applicant dies without receiving the commuted value on or after the date of receipt of application.

(2) If there is no such nomination or if the nomination made does not subsist the commuted value shall be paid to the family of the deceased pensioner.

46. Commutation of pension after Medical Examination: (1) Eligibility : - An applicant who retires -

- (a) on valid pension under regulation 27 or 48
- (b) on absorption in or under a corporation or company or body corporate elects the alternative or receiving the retirement gratuity and a lump sum in lieu of pension.
- (c) is compulsorily retired from service as penalty and is granted pension under regulation 26 (1)

- (d) is in receipt of compassionate allowance under regulation 29
- (e) has retired from service from one of the services referred to in regulation 42 but his application for commutation has not been received by the Head of Office within one year of his retirement shall be eligible to commute a fraction of his pension subject to the limit specified in regulation 41 (2) after he has been declared fit by the appropriate medical authority.

(2) Application for commutation of pension : An applicant referred to in sub-regulation (1) shall apply to the Head of Office in CP Form- 2 for commutation of a fraction of his pension.

(3) The Head of Office on receipt of application shall acknowledge immediately the receipt of CP Form-2 and dispatch the same to the applicant. Thereafter, he shall transmit the application with necessary details to the Chief Medical Officer or such other Medical Authority in CP Form-3 as may be decided and conduct medical examination along with applicants photograph duly attested under intimation to the applicant.

(4) The Chief District Medical Officer or such other Medical Authority to whom the application forms have been transmitted shall arrange as far as possible for the medical examination to the applicant. It shall be ensured that the medical examination is conducted before the next birthday of the applicant.

NOTE : A medical authority shall also include a medical board.

(5) If the applicant fails to appear before the medical authority without sufficient ground for his failure, the medical authority shall report the fact to the pension sanctioning authority and return the relevant documents. With the return of documents to the pension sanctioning authority the application for commutation shall be treated as having been withdrawn.

(6) The pension sanctioning authority after receipt of report from the medical authority in CP Form 4 along with the required documents shall issue a formal sanction order indicating the commuted value under intimation to the applicant.

COMMUTATION VALUE FOR A PENSION OF Re - 1 PER ANNUM

Age next birth day	Commutation value expressed as number of year's purchase	Age next birth date	Commutation value expressed as number of year's purchase	Age next birth date	Commutation value expressed as number of year's purchase
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		
41	9.075	62	8.093		
42	9.059	63	7.982		
43	9.040	64	7.862		
44	9.019	65	7.731		
45	8.996	66	7.591		

CHAPTER - VII
EXTRAORDINARY PENSION

47. Applicability: The regulation in this chapter shall apply to all employees other than those to whom the Workmen's Compensation Act, 1923 applies whether their appointment is on permanent basis or temporary basis, in the scale of pay or in consolidated pay or pay charged to certain scheme of the Board.

48. Power of Board to sanction Extraordinary Pension: (1) No award shall be made except with the sanction of the 'Board'.

(2) Extraordinary pension shall be sanctioned if disablement of total or partial is resulted on the injury or from any injury or combination of injuries which is attributable to Board's service.

Provided that it is essential for the Board to be satisfied that the death, disability is in fact attributable to or aggravated while lawfully discharging the official duty.

Explanation

For satisfaction of authority medical certificate in EPS Form 2 and other documents regarding the disablement due to injury or wound is required to be submitted by the employee concerned.

49. The percentage of disability due to an injury or injuries shall be certified by a medical authority (1) When disablement of an employee is conceded due to the service in the Board, he shall be awarded as disability pension in accordance with the percentage of disability suffered by him subject to the certificate obtained from the medical authority.

(2) (a) Disability pension for 100% disability shall be allowed as per following rate:

(b) For lower percentage of disability the monthly disability pension shall be proportionately lowered.

(c) If the employee held personable post and is invalidated / boarded out of service, as a result of disability attributable to service after rendering ten years of service he shall be given a part from the normal invalid pension, the amount of disability pension as is admissible under these regulations subject to the condition that the sum total of the invalid pension plus the disability pension shall not be less than the family pension admissible under these regulations.

(d) If the employee elects for disability pension under these regulations is invalidated / boarded out from service before completing ten years of service, he does not get any invalid pension but gets only service gratuity. Apart from the gratuity he shall be given such amount of disability pension as is admissible as per the percentage of disability sustained by him, subject to the condition that the sum total of the pension equivalent of such gratuity plus the disability pension shall not be less than the family pension.

(e) If the employee is retained in service in spite of such disablement, he shall be paid a compensation of lump sum (in lieu of the disability pension) on the basis of the disability pension admissible to him as provided in sub-regulation (2) by arriving at the capitalized value of such disability pension with reference to the Commutation Table in force.

50. Extraordinary Family Pension: When death of an employee is conceded as due to the service in terms of the regulation 48, his widow and children shall be awarded pensionary benefit at the following rate irrespective of the fact whether the deceased employee had completed seven years of service or not.

On the date of death

Family Pension

A. Where the deceased employee was not holding a pensionable post.

(1) If the widow is childless: -

(i) Not exceeding Rs.1200/-

30% of pay subject to a minimum of Rs.300/-

(ii) Exceeding Rs.1200/- but not exceeding Rs.2400/-

20% of pay subject to a minimum of Rs. 360/-

(iii) Exceeding Rs. 2400/-

15% of pay subject to a minimum of Rs.480/- and maximum of Rs. 715/-

(2) If the widow has child / Children in all cases

40% of pay subject to a minimum of Rs.400/- and a Maximum of Rs.1200

B. Where the deceased employee was holding a pensionable post :

(1) If the widow is child less:

- | | |
|--|--|
| (i) Not exceeding Rs.1200/- | 50% of pay |
| (ii) Exceeding Rs.1200/- but not exceeding Rs.2400/- | 40% of pay subject to a minimum of Rs.600/- |
| (iii) Exceeding Rs. 2400/- | 30% of pay subject to a minimum of Rs.960/- and maximum of Rs.1430/- |

- (2) If the widow has child / children in all cases : 60% of pay subject to a minimum of Rs.600/- and maximum of Rs.1430/-

NOTE : If the employee dies leaving behind two or more widows family pension admissible under these regulations to the widow shall be divided equally among them.

- (3) If deceased employee has left neither a widow nor a child, extraordinary Family pension may be granted to his father and his mother individually or jointly. In absence of the mother and father the same will be granted to minor brothers and sisters individually or collectively provided they are largely dependant on the employee for support and are in pecuniary need.

Provided further that the total amount of Family Pension shall not exceed on behalf of the pension that would have been admissible to the widow under this Regulation.

51. Procedure for grant of Extraordinary Pension: (1) The procedure for sanction of ordinary pension will be followed for grant of extraordinary pension.

(2) The employee or any other member of his family while claiming for disability pension or family pension shall apply in prescribed form to the Head of the Office alongwith the following documents:-

- (a) A fully statement of circumstances in which the injury received, the disease was contracted or the death occurred.
- (b) The application for disability pension in EPS Form 25 or as the case may be, the application for family pension in EPS Form 26.
- (c) In case of an injury made an employee or one who has contracted a disease a medical report to be made in EPS Form 27.

52. The period for which the extraordinary family pension is payable will be as follows: (1) In the case of the widow or mother until death or remarriage which ever is earlier.

(2) In the case of a son or brother, until he attains the age of 25 years or he starts earning of his livelihood, which ever is earlier.

(3) In the case of unmarried daughter or sister, until she attains the age of 25 years or until she gets married or until she starts earning her livelihood which ever is earlier.

(4) In the case of a father till death.

NOTE : 1) The family pension of a widow will cease on remarriage but when such remarriage is annulled by divorce, desertion or death of the second husband, her pension may be restored upon received of proof that she is necessitous circumstances or otherwise deserving.

(2) A widow of an employee who remarriages her deceased husband's brother and continues to live a communal life with, or contribute to the support of the other dependants of the deceased shall not be disqualified for the grant of extraordinary pension, otherwise admissible to her under the regulations.

CHAPTER -VIII

PROCEDURE FOR GRANT OF PENSION

53. **Preparation of list of employees for retirement:** (1) The Officer in charge of establishment shall prepare a list in Form-1 on the 1st day of January containing the name of the employees and date of retirement within the next 12 months. A copy of the list shall be supplied to the Chairman/Member Secretary / Accounts Officer and the Officer-in-Charge of estate, for their information well in advance.

(2) **Preparation of pension papers:** The Head of Office shall undertake the work of preparation of Pension Papers in EPS Form 7 at least one year before the date on which the employee is due to retire on superannuation.

(3) The Head of Office shall obtain the particulars from the employee at least one year before the date of retirement in EPS Form 6 and complete the processing of pension papers as early as possible.

(4) The Head of Office shall verify the service book or the service roll as the case may be and satisfy himself as to whether the certificate of verification for the entire period of service is recorded therein or not. In respect of unverified portion or portions of service, he shall immediately take steps to get the portion or portions of service verified with reference to pay bills / acquaintance rolls or other relevant record necessary certificates in the service book.

(5) If the service of any period can not be verified in view of the said period of service rendering in another office the service book may be transmitted to that office for verification of the wanting period.

(6) The Head of Office shall complete the pension paper in Part-I of EPS Form 7 not later than six months of the date of retirement, the Pension Sanctioning Authority (Appointing Authority) shall sanction the Pension in Part -II of EPS Form 7 and intimate the same to the "Trust" in EPS Form 9 along with pension calculation sheet in EPS Form 8 not later than four months before the date of retirement of the employee.

(7) The Appointing Authority shall ascertain and assess the Board's dues (including the dues relating to occupation of Board's accommodation), Government dues and other dues like dues to Bank, Co-Operative Societies etc, and shall furnish the particulars thereof to the "Trust" at least two months before the date of retirement of the employee, so that the dues can be recovered / adjusted out of the gratuity before payment is authorized.

54. **Authorization of Pension and gratuity:** On receipt of pension papers, the "Trust" shall undertake requisite checks, record the account encasement in Part -III of Form-7 and assess the amount of pension and gratuity and issue the pension payment order not later than one month in advance of the date of retirement of the employee.

55. Provisional Pension: (1) In case where it may not be possible for the Appointing Authority to complete the Pension Papers and forward the same to the Trust or where the Trust can not issue pension payment order due to incomplete information or ask for certain information and return the pension paper to the Pension Sanctioning Authority in such cases the Sanctioning authority shall take steps to determine the qualifying years of service and emoluments and assess the amount of Provisional Pension and forward the same to the Trust for issue of Provisional Pension Payment order and / or gratuity.

(2) As soon as the complete information are available or pension papers are completed in all respect the amount of final pension and the amount of final gratuity shall be determined by the Appointing Authority and shall intimate the same to the Trust for further action.

(3) The Trust on receipt of complete information shall scrutinise and after being satisfied with the papers available it may finally determine the amount of pension and gratuity payable to the employee and if necessary revise pension payment order for issue.

56. Recovery of over payment: Any over payment to a retired employee or to his / her family on account of final payment of pension, gratuity and temporary increase is detected shall be recovered from his /her gratuity or temporary increase on pension or otherwise. A declaration to that effect has to be obtained from the retiring person in EPS Form 5-A.

57. Grant of Provisional Pension where departmental or judicial proceeding is pending: (1) Where departmental or judicial proceedings are pending in respect of any employee on the date of his retirement he shall be paid a provisional pension not exceeding the maximum pension which would have been admissible on the basis of his qualifying service. If he was under suspension on the date of retirement, qualifying service will be taken into account up to the date on which he was placed under suspension and determine the pension accordingly.

(2) No gratuity shall be paid to the employee until the conclusion of the departmental or judicial proceedings and issue of final orders thereon:

Provided that where the departmental proceedings have been instituted for imposing any minor penalty, the payment of gratuity shall be authorized to be paid to the employee.

(3) The provisional pension shall be authorized till conclusion of the departmental proceedings or judicial proceedings and final orders passed thereon.

(4) Payment of provisional pension made under sub-regulation (1) shall be adjusted against final retirement benefits sanctioned to the employee after conclusion of such proceedings, but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is adduced or withheld either permanently or for a specified period.

58. Revision of pension after authorization: (1) Pension once authorized after final assessment shall not be revised to the disadvantage of the employees unless such revision becomes necessary on account of detection of a clerical - error subsequently in the pension payment order.

(2) In case of revision made to the disadvantage of the pensioner under sub-regulation (1), the concerned retired employee shall be served with a notice by the Chairman / Member Secretary requiring him to refund the excess payment of pension within a period of 2 months on the date of issue of the notice.

(3) In case the employee fails to comply with the notice, the Chairman shall by order in writing, shall direct to adjust the excess payment in installment, by short payment of pension in future.

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CHAPTER - IX
PROCEDURE FOR SANCTION OF FAMILY PENSION AND DEATH GRATUITY IN
RESPECT OF EMPLOYEES DYING WHILE IN SERVICE

59. (1) On receipt of intimation about the death of an employee while in service, the Head of Office shall ascertain whether any death gratuity or family pension or both is payable in respect of the deceased employee.

(2) Where the family of the deceased employee is eligible for death gratuity, Head of Office shall ascertain whether any valid nomination exists to any person or persons to receive the gratuity. Thereafter the Head of Office shall address the person concerned either in EPS Form-10 or EPS Form 11 as may be appropriate for making claim in EPS Form 12.

(3) (a) Where the family of the deceased employee is eligible for family pension, the Head of Office shall request the widow or widower in EPS Form 13 to make a claim in EPS Form 14.

(b) Where the deceased employee is survived by a child or children, the guardian of such child or children shall be requested to submit a claim in Form 14 to the Head of the Office.

(4) If on the date of death the employee is an allottee of Board accommodation the officer-in-charge of estates / accommodation shall issue a No Demand Certificate (NDC) to the Head of the Office:

Provided that if the child has attained the age of 18 years the child can submit the claim in EPS Form 14 in respect of the guardian.

60. Completion of EPS Form 15: (1) While obtaining claims from the family members of the deceased employee the Head of the office shall simultaneously complete the EPS Form 15 within one month of the date of death of intimation received.

(2) The Head of Office shall verify the service book of the deceased employee and satisfy himself about the verification of the entire service recorded in the service book for any unverified portion of service and steps shall be taken to verify the wanting periods through acquaintance roll or any other records available.

(3) For the purpose of calculation of family pension and death gratuity, the qualifying service and qualifying emoluments shall be determined and the work shall be completed within one month of the date of death of the employee.

61. Determination of amount of Family Pension and Gratuity where Service Records are incomplete:- (1) Due to absence of any entry towards verification of service and if it cannot be reasonably practicable to verify the service due to improper maintenance, the Head of Office shall confine to the verification work to the following spells of service:

- a) Where the deceased employee on the date of death had rendered more than one year of service but less than 7 years of service, the service and emoluments for last year of service shall be verified and accepted by the Head of Office and the amount of family pension be determined as per sub-regulation (3) of regulation 40.
- b) If the deceased employee had rendered more than seven years of service on the date of his death, service for the last seven years and emoluments for the last one year shall be verified and accepted by the Head of Office and determine the amount of family pension as per provision of sub-regulation (4) of regulation 40.

62. Forwarding of papers to the Trust: The Head of Office after completing EPS Form 15 shall send the said form in original to the Pension Sanctioning Authority for according sanction. If the Head of Office is the Pension Sanctioning Authority then he shall complete the form and sanction the amount and send the form together with the amount outstanding against the deceased employee in EPS Form 16 to the Trust for further action.

63. Sanction of Provisional Family Pension and Gratuity (1) Where final family pension and gratuity cannot be settled due to various reasons, the Head of Office / Pension Sanctioning Authority shall determine the qualifying service by adopting a careful summary investigation and calculate the amount of provisional family pension and gratuity to be paid. He shall sanction the amount as determined and transmit the sanction order in EPS Form 17 to Trust for payment along with the amount to be recovered towards outstanding due.

(2) The payment of provisional family pension shall continue till the issue of final Family Pension payment order.

(3) After receipt of all documents required for verification of service, the qualifying service and emolument final family pension and balance of gratuity if any would be determined and sanctioned and then transmitted to the Trust. Arrears of family pension if any, shall be assessed and communicated to the Trust for issue of authority.

64. Sanction of Family Pension and Residuary Gratuity on the death of a Pensioner: (1) On receipt of intimation regarding the death of a retired employee who was in receipt of pension, the Head of Office / Appointing Authority shall ascertain whether any family pension or Residuary Gratuity, or both are payable in respect of the said deceased pensioner and he may consult the Trust if he feels necessary.

(2) If the deceased pensioner is survived by a widow or widower who is eligible for family pension, the amount of family pension as indicated in the pension payment order shall become payable to the widow or widower from the day following the date of death.

(3) On receipt of application from the widow or widower, the Pension Disbursing Authority shall authorize the payment of family pension to the widow or widower.

(4) Where the deceased pensioner is survived by child or children, the guardian of the child or children may submit a claim in EPS Form 14 to the Appointing Authority for payment of Family Pension:

Provided that the guardian shall not be required to submit a claim in the said form on behalf of the son or unmarried daughter if he or she attained the age of 18 years and in such a case the son or daughter may himself or herself submit the claim in the said Form.

(5) On receipt of the claim from the guardian, the Pension Sanctioning Authority/ Appointing Authority shall sanction the family pension in EPS Form 21 after obtaining the Indemnity Bond in EPS Form 18.

(6) Where the widow or widower in receipt of family pension remarries or dies and leaves behind the child or children who are eligible for family pension, the guardian may submit a claim in EPS Form 14 to the Appointment Authority / Pension Sanctioning Authority. On receipt of such claim, family pension shall be sanctioned in EPS Form 22.

(7) Where the deceased employee/ pensioner is survived only by father / mother, the father / mother shall apply for family pension in EPS Form 14-A to the Pension Sanctioning Authority. On receipt of the claim from the father / mother, family pension shall be sanctioned in Form 15-A and transmit the same to the Trust.

(8) Where on the death of retired employee a Residuary Gratuity becomes payable to the family of the deceased, the Appointment Authority shall sanction its payment on receipt of a claim or claims in EPS Form 23 from the eligible person or persons.

65. Authorisation of payment by Trust: On receipt of the sanction regarding the payment of family pension or residuary gratuity, the Trust shall authorize the payment of the same after adjustment of dues reported by the pension Sanctioning Authority.

CHAPTER - X
RE-EMPLOYMENT OF PENSIONERS

66. (1) The regulations in this chapter shall apply for fixation of pay of the pensioners who are re-employed in civil services and posts under the State Government or local authorities or in any Board, Corporation or Undertakings.

(2) These regulations will also apply to persons re-employed in any regular work-charged establishments or in any organization on contract basis.

67. Fixation of pay of re-employed pensioners: (1) The re-employed pensioner shall be allowed to draw pay only in the scales of pay attached to the post in which he has re-employed. No protection of the scale of pay of the post held by him prior to retirement shall be given.

(2) Where the pension is fully ignored the initial pay of re-employment shall be fixed at the minimum of the scale of pay of the re-employed post.

(3) Where the entire pension and pensionary benefits are not ignored for pay fixation, the initial pay on re-employment shall be fixed at the same stage as the last pay drawn before retirement. If no such stage is available in the re-employed post, the pay shall be fixed at the stage below that pay. If the maximum of the pay scale in which a pensioner is re-employed is less than the last pay drawn by him before retirement, his initial pay shall be fixed at the maximum of the scale of the re-employed post. Similarly, if the minimum of the scale of pay in which a pensioner is re-employed is more than the last pay drawn by him before retirement his initial pay shall be fixed at the minimum of the scale of pay of the re-employed post. The non-ignorable part of the pension in above cases shall be reduced from the pay so fixed.

(4) The re-employed pensioner, in addition to pay as fixed as per the provisions stated in sub regulations (1), (2) and (3) above shall be permitted to draw separately any pension sanctioned to him and also to retain any other form of retirement benefits.

68. Drawal of increment: In case the pay of a re-employed pensioner is fixed under regulation 62, at the initial stage of the scale of pay, he may be allowed to draw normal increments in the timescale of the post to which he is appointed.

Provided that the pay and gross pension / other forms of retirement benefits taken together do not exceed Rs. 6,500/- per month.

69. Provisional pay on re-employment: (1) If pension or pensionary benefits can not be determined due to various reasons, the re-employed pensioners shall be allowed to draw pay on provisional basis pending final fixation of pay for a maximum period of 6 months after taking into account the maximum pension that would be admissible to him on the basis of the last pay drawn. An undertaking for refunding any amount that might be overpaid as a result of provisional pay fixation shall be obtained from the re-employed pensioner.

(2) When the pension and other retirement benefits are ultimately sanctioned to the re-employed pensioner, the pay shall be fixed after taking into account the pension / other forms of retirement benefits.

70. Allowance: The drawal of various allowances and other benefits based on pay shall be regulated with reference to the pay that is fixed on re-employment. Pay for these allowances and benefits will be the pay fixed before deducting the non-ignorable part of the pension / other forms of retirement benefits.

71. Leave and leave salary: The leave rules as amended from time to time and orders issued thereon shall apply to person re-employed after retirement.

72. Service gratuity / death or retirement gratuity: Re-employed person shall not be eligible for any service gratuity / death or retirement gratuity for the period of re-employment except in case of military personnel.

73. Commercial employment after retirement: (1) If a pensioner before his retirement holds in a post of officer of Group – "A" service of the Board and wish to accept any commercial employment under any organization / institution other than Government before expiry of two years from the date of retirement shall obtain the previous sanction of the Board for such acceptance in which case he has to submit an application in EPS Form 24.

(2) The Board by order in writing, on the application made by the pensioner, grant, subject to such conditions, if any, as it may be deem necessary, permit or refuse, for reasons to be recorded in the order, accord permission to such pensioner to take up the commercial employment specified in the application form.

(3) While granting or refusing permission under sub-regulation (2), the Board shall take into consideration the following factors.

- (a) the nature of the employment proposed to be taken up and the antecedents of the employer;
- (b) whether his duties in the employment which he proposes to take up might be such as to bring him into conflict with Government;

- (c) Whether the pensioner while in service and any such dealing with the employer under whom he proposes to seek employment as it might afford a reasonable basis for the suspicion that such pensioner had shown favours to such employer;
- (d) Whether the duties of the concerned employment proposed involve liaison or contact work with the Board;
- (e) Whether his commercial duties will be such that his previous official position or knowledge or experience under the Board could be used to given the proposed employer an unfair advantage;
- (f) The emoluments offered by the proposed employer; and
- (g) Other relevant factors, if any.

(4) If any pensioner takes up any commercial employment at any time before the expiry of two years from the date of his retirement without prior permission of the Board or commits a breach of any condition subject to which permission to take up any commercial employment has been granted under this regulation, it shall be competent for the Board to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to the whole or such part of the pension and for such period as may be specified in the order.

Provided that before making any such orders the pensioner concerned shall be given an opportunity of showing cause against :

Provided further that in making any such order, the Board shall have regard to the following factors, namely:-

- (i) the financial circumstances of the pensioner;
- (ii) the nature of, and the emoluments from, the commercial employment taken up by the pensioner concerned; and
- (iii) other relevant factors, if any.

(5) Every order passed by the Board shall be communicated to the pensioner concerned.

(6) (A) the expression "Commercial Employment" means :-

- (i) an employment in any capacity including that of an agent, under a company, co-operative society, firm or individual engaged in trading, commercial, industrial, financial or professional business and includes also a directorship of such company and partnership of such firm, but does not include employment under a body corporate, wholly or substantially owned or controlled by the State Government or the Central Government.

(ii) **setting up practice, either independently or as a partner of a firm, as adviser or consultant in matters in respect of which the pensioner –**

(a) has no professional qualifications and the matters in respect of which the practice is to be set up or is carried on are relatable to his official knowledge or experience, or

(b) has professional qualifications but the matters in respect of which such practice is to be set up are such as likely to give his clients an unfair advantage by reason of his previous official position, or

(c) has to undertake work involving liaison or contact with the offices or officers of the Government.

EXPLANATION: For the purpose of this clause, the expression "employment under a co-operative society" includes the holding of any office, whether elective or otherwise such as that of President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such society.

(B) the expression "date of retirement" in relation to a Board employee re-employed after retirement without any break, either in the same post in the Board or in another Gazetted post under the State Government or in any other State Board means the date on which such Board employee finally ceased to be so re-employed in Government service or the Board referred to above.

CHAPTER - XI

MISCELLANEOUS

74. Interpretation: Where any doubt arises as to the interpretation of these regulations or difficulties arise in operation of these regulations, it shall be referred to Government for decision.

75. Power to Relax: Where the Government is satisfied that due to operation of any of the provisions contained in these regulations caused any undue hardship in any particular case, the Government in due consultation with the Board may, by order, for reasons to be recorded in writing dispense with or relax the requirements of the said provisions to such extent and subject to such conditions as it may consider necessary for dealing with the case in just and equitable manner.

EPS FORM 1
(See Regulation (53 (1)))

List of employees due to retire

List of employees of State Pollution Control Board, Orissa as on
the 1st January
..... who are due
to retire between 1st January to the 31st December

(To be sent to the Chairman, State Pollution Control Board, Orissa, Bhubaneswar)

Sl. No.	Name of the Employee	Designation	Date of Birth	Date of Superannuation
(1)	(2)	(3)	(4)	(5)

EPS FORM 2
(See Regulation (48 (2)))

Form of Medical Certificate of invalidation

Certified that I/ We carefully examined Sri/ Srimati
..... Son / daughter of Sri
..... office of State Pollution Control
Board, Orissa. His / her age by his / her own statement is years and by
appearance about Years. I/ we consider Sri/Srimati to be
completely and permanently incapacitated for further service of any kind in the Office
to which he/ she belongs in consequence of due to state
disease or cause of invalidation.

(If the incapacity does not appear to be complete and permanent, the certificate
should be modified accordingly and the following additions should be made).

"I am / We are of the opinion that Sri/ Srimati is fit for
further service of a less laborious character than that which he had been doing and
he/ she may, after resting for months, be fit for further service of less
laborious character than that which he/she had been doing".

Medical Authority

Place:

38

Date:

EPS FORM 3
(See Regulations 39 (1))

Nomination for Death or Retirement Gratuity

When employee has a family and wishes to nominate one member, or more than one member, thereof.

I Sri / Srimati hereby nominate the person/persons mentioned below who is/are member(s) of my family and confer on him/them the right to receive, to the extent specified below, any gratuity the payment of which may be authorized by the State Board, in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death -

Original nominee (s)				Alternate nominee (s)	
Names and addresses of nominee/nominees	Relationship with the employee	Age	*Amount or share of gratuity payable to each	Name, address, relationship and age of the person or persons, if any, to whom the right conferred on the nominee, shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employees but before receiving payment of gratuity.	** Amount or share of gratuity payable to each.
(1)	(2)	(3)	(4)	(5)	(6)

- * This column should be filled in so as to cover the whole amount of the gratuity.
- ** The amount/share of the gratuity shown in this column should cover the whole amount / share payable to the original nominee (s).

This nomination supersedes the nomination made by me earlier onwhich stands cancelled.

- Note:**
- (i) The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.
 - (ii) Strike out which is not applicable.

Dated this day of 200 at

Two witnesses

1.

2.

Signature of employee

(To be filed in by Head of Office)

Nomination by

Signature of Head of Office

Designation.....

Date.....

Office

Designation.....

Pro forma for acknowledging the receipt of the
Nomination form by the Head of Office

To

.....

.....

.....

Sir,

In acknowledging the receipt of your nomination, dated the..... / cancellation dated the..... of the nomination made earlier in respect of gratuity in Form I am to state that it has been duly received and placed on record.

Place :

Signature of Head of Office

Date:

Designation

Note: The employee is advised that it would be in the interest of his nominees if copies of the nominations and the related notices and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.

EPS FORM 4
(See Regulation 39(1))

Nomination for Death or Retirement Gratuity

When employee has no family, and wishes to nominate one person or more than one person.

I Sri / Srimati having no family, hereby nominate the person/persons mentioned below and confer on him/them the right to receive, to the extent specified below, and gratuity the payment of which may be authorized by the State Board, in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death -

Original nominee (s)				Alternate nominee (s)	
Names and addresses of nominee/ nominees	Relationship with the employee	Age	*Amount or share of gratuity payable to each	Name, address, relationship and age of the person or persons, if any, to whom the right conferred on the nominee predeceasing the employee or the nominee dying after the death of the employees but before receiving payment of gratuity.	** Amount or share of gratuity payable to each.
(1)	(2)	(3)	(4)	(5)	(6)

* This column should be filled in so as to cover the whole amount of the gratuity.

** The amount/share of the gratuity shown in this column should cover the whole amount / share payable to the original nominee (s).

This nomination supersedes the nomination made by me earlier on which stands cancelled.

- Note:** (i) The employee shall draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.
(ii) Strike out which is not applicable.

Dated this day of 200 at

Two witnesses

1.

2.

FORM
of

Signature of employee

(To be filed in by Head of Office)

Nomination by

Signature of Head of Office

Designation.....

Date.....

Office

Designation

Pro forma for acknowledging the receipt of the Nomination form by the Head of Office

To

.....
.....
.....

Sir,

In acknowledging the receipt of your nomination, dated the / cancellation dated the of the nomination made earlier in respect of gratuity in Form I am to state that it has been duly received and placed on record.

Place :

Signature of Head of Office

Date:

Designation

Note: The employee is advised that it would be in the interest of his nominees if copies of the nominations and the related notices and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.

89223

EPS FORM 5
(See Regulation 40 (15))

Details of Family

Name of the employee

Designation

Date of birth

Date of appointment

Details of the members of my family* as on

Sl. No.	Names of the members of family	Date of birth	Relationship with the employee	Initials of the Head of Office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

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

Place :

Signature of employee

Date :

* Family for this purpose means family as defined in clause (f) of Regulation 5.

Note: Wife and husband shall include, respectively judicially separated wife and husband.

EPS FORM 5-A
(See Regulation 56)

Declaration of the retiring employee

I do hereby give my free and full consent that if any overpayment made to me is detected while in service or after my retirement in respect of any Provident Fund Account/ or on account of Gratuity, Pension and Temporary Increase on Pension, etc., the same shall be recovered from my pay and allowances, leave salary. Provident Fund/ Pension/ Commuted Value of Pension/ Temporary Increase on Pension/ Interim Relief or Gratuity etc., payable to me or to my family at any time.

Full signature of the retiring employee with full address

PROFORMA

I. In case of non-Loanee

Certified that Shri Designation
office of the had not drawn any House Building
Advance or Motor Cycle Advance during the entire period of his / her service.

II. In case of non-Loanee

(a) Certified that Shri Designation Office
of the has drawn Rs. (in
words) only towards H.B.A. and M.C.A. in voucher No.
..... Dated and the total principal and interest has been
fully recovered and no amount is outstanding against him.

(b) Certified that Shri Designation office of
the has drawn Rs. (in words
.....) only towards HBA in voucher No.
..... and dated out of which Rs.
..... (in words) only towards principal and
Rs. (in words) only towards
interest are outstanding which may be recovered from his DCRG.

Signature of the Pension
Sanctioning Authority with
designation

Signature of Head of Office
with designation

EPS FORM 6
(See Regulation 53 (3))

Particulars to be obtained from the retiring employee

1. Name and designation
2. (a) Date of birth
(b) Date of retirement.
3. Two specimen *signature (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.
4. Three ** copies of passport size joint photograph with wife or husband (to be attested by the Head of Office).
5. Two slips showing the particulars of height and personal *** identification marks duly attested by a Gazetted Government servant.
6. Present #address
7. Address after retirement
8. Name of the Bank through which the pension is to be drawn
9. Details of the family in Form 5
10. Indicate whether family pension is admissible from any other source - Military or other State Government / Government of India / or a Public Sector Undertaking / Autonomous Body / Local Fund under the State Government / Government of India / or other State Government.

Place:.....

Signature and designation of the
Head of Office.

Date:.....

* Two slips each bearing the left hand thumb and finger impressions duly attested by a Gazetted Govt. servant may be furnished by a person who is not literate enough to sign his name. If such an employee on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where an employee has lost both hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Govt, servant.

** (i) Two copies of the passport size photograph of self only need be furnished.

(ii) If the employee is unmarried / or a widower or a widow;

(iii) Where it is not possible for an employee to submit photograph with his wife or her husband he or she may submit separate photographs. The photographs shall be attested by the Head of Office.

*** Specify a few conspicuous marks, not less than two, if possible.

Any subsequent change of address should be notified to the Head of Office.

22. Amount held from gratuity pending assessment of any of the above dues.
23. Date from which pension is to commence
24. Place of payment (Name of Bank)
25. Head of account to which pension and gratuity are debitable.

Signature of the Head of Office
with designation

PART II

Sanction is hereby accorded in favour of Shri / Smt / Kumari
..... (Name with designation) in the Dept. / Office
..... for payment of Pension / Service Gratuity /
Retirement Gratuity and in the event of death, Family Pension as admissible under
Regulations.

The amount of outstanding Board's dues and the amount withheld as suggested
in Part-I of this Form shall be taken into account before authorizing pensionary
benefits by the Trust of the Orissa State Pollution Control Board (Employees)
Pension Fund.

Signature of the Pension Sanctioning
Authority with designation

PART III

Accounts Enfacement by the Trust of the Orissa State Pollution Control Board (Employees) Pension Fund.

1. Name of employee
2. Class of Pension
3. Gross service admitted
4. Admitted non-qualifying service
5. Admitted qualifying service
6. Addition to qualifying service
7. Admitted amount of Pension/ Service Gratuity
8. Admitted amount of Retirement Gratuity
9. Admitted amount Family Pension
 - i) Before attaining 65 years
 - ii) After attaining 65 years
10. Amount of outstanding Board's de recovered
from Gratuity

11. Amount withheld from Gratuity pending Assessment of Board's dues
12. Date of commencement of Pension
13. Date of account to which pensionary Benefits are debitable

Accounts Officer

2018

EPS FORM 9
(See Regulation 53 (6))

7.11
1.5

Information to the Trust forwarding the Pension Papers of Retiring employee

No.

Dated, the

To

.....
.....
.....

Sub : Forwarding of Pension Papers

Sr,

I am directed to forward herewith the pension papers of Shri / Smt / Kumari (Name and designation) in the Department / office of State Pollution Control Board, Orissa as per the details given below for necessary action.

2. The following outstanding Board dues are to be recovered from the retirement dues and adjusted towards the following.

- | | | |
|----|---|-----|
| 1) | Licence fee for Board's accommodation | Rs. |
| 2) | Balance of house building, conveyance and other advances with interest. | Rs. |
| 3) | Overpayment of pay and allowance including leave salary. | Rs. |
| 4) | Any other assessed Board dues | Rs. |
| 5) | Unpaid dues of Bank / Coop. Societies. | Rs. |

3. Pending assessment any of the above outstanding Government dues, if any, necessary amount as required under Regulation 55 shall be withheld from retirement gratuity.

4. The fact of authorization of pensionary benefits has to be intimated to this Office/ Department.
Yours faithfully,

Signature of the Pension Sanctioning
Authority with designation

Details of enclosures –

1. Form for assessing pension EPS. Form 7 : 1 copy
2. Calculation sheet in EPS Form 8 : 3 copies
3. Original Medical Certificate in EPS Form 2
(In case of invalid pension)
4. Nomination for Gratuity in EPS Form 3 or 4 : 1 copy
(as the case may be)
5. Details of family in EPS Form 5 : 1 copy
6. Slip containing specimen signatures of the : 2 copies
retiring employee duly attested.
7. Slip containing height, personal marks of identifications: 2 copies
of the retiring employee
8. Passport size joint photograph duly attested : 2 copies
by Head of Office
9. Original service book.

Memo No. / Dated. /

Copy forwarded to Shri / Smt /Kumariof
..... (Name with designation) for information and
necessary action.

Signature of Pension Sanctioning
Authority with designation

Memo No. / Dated. /

Copy forwarded to the (Head of Office) for information and necessary action.

Signature of Pension Sanctioning
Authority with designation

**EPS FORM 10
(See Regulation 59 (2))**

Information to the family members of the deceased employee where valid nomination for the grant of the Death Gratuity exists

No.....
Dated, the.....

To
.....
.....
.....

**Subject: Payment of Death Gratuity in respect of the late
Shri / Smt.....**

Sir/ Madam,

I am directed to state that in terms of the nomination made by the late Shri / Smt..... (Designation) in the Office/Department of a Death Gratuity is payable to his /her nominee(s). A copy of the said nomination is enclosed herewith.

2. I am to request that a claim for the grant of gratuity may be submitted by you in the enclosed Form 12.

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully

Head of Office

EPS FORM 11

(See Regulation 59 (2))

Information to the member or members of the family of the deceased employee where valid nomination for the grant of the death Gratuity does not exist

No
Dated, the

To

.....
.....
.....

Sub: Payment of Death Gratuity in respect of the late Shri / Smt.

Sir / Madam,

I am directed to say that in terms of Regulation 35, a Death Gratuity is payable to the following members of the family of the late Shri / Smt (Designation), in the Office of State Pollution Control Board, Orissa in equal shares:

- (i) Wife / husband including judicially separated wife / husband.
- (ii) Son } including step children and adopted children.
- (iii) Unmarried daughters

2. In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares

- (i) Widowed daughters including step daughters and adopted daughter
- (ii) Father } including adoptive parents in case of individual whose personal
- (iii) Mother law permits adoption;
- (iv) Brother below the age of eighteen years and unmarried or widowed sisters including step brother and step sisters.
- (v) Married daughters; and
- (vi) Children of a pre-deceased son.

3. It is requested that a claim for the payment of Gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,

Head of Office

EPS FORM 12
(See Regulations 59 (2))

Application for grant of Death Gratuity on the death of a Board's employee

(To be filed in separately by each claimant and in case the claimant is minor, the Form should be filed in by the guardian on his /her behalf. Where there are more than one minor, the guardian should claim gratuity on one Form on their behalf.)

1. (i) Name of the claimant in case he is not a minor
(ii) Date of birth of the claimant
2. (i) Name of the guardian in case the claimant is a minor
(ii) Date of birth of the guardian.
3. (i) Name of the deceased employee in respect of whom gratuity is being claimed

(ii) Date of death of the employee

(iii) Office in which the deceased served last.
4. Relationship of the claimant / guardian with the deceased employee.
5. Full Postal Address of the claimant / guardian
6. (i) Where Gratuity is claimed by the guardian on behalf of minors, the names of the minors, their age, relationship with the deceased employee etc:-

S. No.	Name	Age	Relationship with the deceased employee	Postal Address
(1)	(2)	(3)	(4)	(5)

(ii) Relationship of the guardian with minor

7. Name of the Bank at which payment is desired

Signature / Thumb impression of the claimant / guardian

8. Two specimen signatures *or left, hand thumb and finger impressions of the claimant / guardian duly attested by a Gazetted Govt. Servant

(To be furnished in a separate sheet)

9. ** Attested by
Name Full Address Signature

(i)

(ii)

* To be furnished in case the applicant is not literate enough to sign his name

** Attestation should be done by two Gazetted Govt. Servants or persons of respectability (Local Sarpanch, Block Chairman, Ward Councilor or Municipal Chairman, Local MLA/ MP) in the village, town in which the applicant resides.

10. Witness –

(i)

(ii)

**EPS FORM 13
(See Regulations 59 (3))**

**Information to the widow / widower of a deceased employee
for grant of family pension**

No.
Dated.

To

.....
.....
.....

**Sub: Payment of Family Pension in respect of the late Shri /
Smt.**

Sir / Madam,

I am directed to say that in terms of Regulation 40 of a Family Pension is payable to you as Widow / Widower of the late Shri / Shrimati
(Designation) in the Office of State Pollution Control Board, Orissa .

2. You are advised that a claim for the grant of Family Pension may be submitted the enclosed EPS Form 14.

3. The Family Pension will be payable till your death or re-marriage, whichever event occurs earlier. In the event of your death or re-marriage, the Family Pension shall be granted to the children, if any, through the guardian.

Yours faithfully,

Head of Office

EPS FORM 14
(See Regulation 59 (3))

Application for the grant of Family Pension on the death of an employee / pensioner

1. Name of the applicant
 - (i) Widow / Widower
 - (ii) Guardian, if the deceased person is survived by child or children.
2. Name and age of surviving widow / widower and children of the deceased employee / pensioner:

	Name	Relationship with the deceased person	Birth by Christian era
	(2)	(3)	(4)

3. Name and No. of the P.P.O. of the deceased pensioner
4. Date of death of the employee/ pensioner
5. Office / Department in which the deceased employee / pensioner served last.
6. If the applicant is the guardian, his date of birth and relationship with the deceased employee/ Pensioner.
7. If the applicant is a widow / widower the amount of service pension which she/he may be in receipt on the date of death of the husband /wife.
8. Full address of the applicant
9. Name of the Bank at which payment is desired.

10. Enclosures:

- (i) Two specimen signature of the applicant, duly attested by a Gazetted Govt. Servant ; (To be furnished in two separate sheets).
- (ii) Two copies of passport size photograph of the applicant, duly attested by a Gazetted Govt. Servant.
- (iii) Two slips each bearing left hand thumb and finger impressions* of the applicant, duly attested by a Gazetted Govt. Servant;
- (iv) Descriptive Roll of the applicant, duly attested, indicating (a) height and (b) personal marks, if any, on the hand, face etc. (Specify a few conspicuous marks, not less than two, if possible); (To be furnished in duplicate).
- (v) Certificate (s) of age (in original with two attested copies) showing the date of birth of the children. The Certificate should be from the Municipal Authorities or from the local Panchayat or from the head of a recognized school if the child is studying in such school. (This information should be furnished in respect of such child or children, the particulars of whose date of birth are not available with the Head of Office).

11. Indicate whether family pension is admissible from any other sources-military or any other State Government or Central Government and/or a public sector undertaking / autonomous body/local fund/ or Authority under the State or Central Government.

12. Signature of left hand thumb impression *of the applicant

13. Attested by

Name	Full Address	Signature
(i)	
	
(ii)	
	

14. Witness:

(i)

(ii)

* To be furnished in case the applicant is not literate enough to sign his / her name. In the case of re-marriage of the widow while applying for Family Pension on behalf of the minor child the widow should furnish (i) the date of her remarriage, (ii) name of the Bank, at which payment is desired and (iii) her full address in the application for Family Pension. It is not necessary to furnish a fresh application or the documents as they are already available with the pension papers on which Family Pension was originally admitted to her.

Note: Attestation should be done by two Gazetted Government servants or two or persons of respectability in the town, village or pargana in which the applicant resides.

EPS FORM 14-A

[See Regulation 64 (7)]

**Application for the grant of Family Pension to the father/mother
of the deceased Government servant/pensioner**

1. Full name and address of the applicant :
2. Relationship with the deceased employee/ pensioner :
3. Name and number of the P.P.O. of the deceased pensioner :
4. Date of death of the employee / pensioner :
5. Office / Department in which the deceased employee/ pensioner served last :
6. Name of the Treasury or Sub-Treasury or Special Treasury at which payment is desired :
7. Enclosures to be supplied by the claimant:
 - (i) Two specimen signatures of the applicant duly attested to be furnished in two separate sheets)
 - (ii) Two copies of passports size photographs of the applicant duly attested
 - (iii) Two slips each bearing left hand thumb and finger impressions of the applicant duly attested.
 - (iv) Attested copy of death certificate.
 - (v) Descriptive roll of the applicant duly attested by a Gazetted Government Servant indicating:
 - (a) height and
 - (b) personal marks, if any, on the hand, face, etc.

8. Whether Pension/ Family Pension is admissible from any other sources :
9. Signature or left hand thumb impression* of the applicant
10. ** Attested by .

Name and designation	Full Address
----------------------	--------------

11. Witnesses	Name	Full Address	Signature
(i)
(ii)

* To be furnished in case the applicant is not literate enough to sign his name.
** Attestation should be done by two Gazetted Government servants or persons of respectability (Local Sarpanch Block Chairman, Ward Councilor or Municipal Chairman, Local M.L.A./M.P.) in the village, town in which the applicant reside

Y

EPS-FORM-15
(See Regulations 60 (1))

**Assessment and sanction of Family Pension/Death Gratuity
in case of death while in service**

1. Name of the deceased employee
2. Father's name (and also husband's name in the case of female employee)
3. Date of birth (by Christian Era)
4. Date of death (by Christian Era)
5. Religion
6. Permanent Address
7. Last appointment including name of the establishment
8. (i) Total period of military service for which Pension or Gratuity was sanctioned
(ii) Amount and nature of any Pension, Gratuity received for military service
9. Amount and nature of any pensionary benefit received for previous civil service
 - (i) Amount of pension
 - (ii) Amount of Retirement Gratuity
 - (iii) Amount of Family Pension
10. Government under which service has been rendered in order of employment
11. Date of beginning of service
12. Date of ending of service
13. Length of gross service :
(12-11) From To Y M D

14. Total periods of non-qualifying service (i+ii+iii+iv)

- (i) Interruption in service condoned
- (ii) Extraordinary leave not qualifying for Pension
- (iii) Period of suspension not treated as qualifying service
- (iv) Any other service not treated as qualifying services

15. Total qualifying service (13-14)

16. Emoluments in terms of Regulation 5 (e)

17. Proposed amount of Family pension with period

- (i) At enhanced rate: Rs. From to
- (ii) At ordinary rate: Rs. From to

18. Proposed amount of Death Gratuity: Rs.

19. Outstanding Board's dues for recovery from Death Gratuity –

- (i) License fee for Board's accommodation:
- (ii) Balance of house building, conveyance or other advance
- (iii) Overpayment of pay and allowances including leave salary
- (iv) Any other assessed dues and the nature thereof

20. Amount held over from Gratuity pending assessment of any of the above Board's dues :

21. Amount of provisional sanction accorded

- (i) Amount of Family pension
- (ii) Amount of Death Gratuity
- (iii) Amount of outstanding Board's dues out of Col. 1 recovered from Provisional Gratuity:

22. Person to whom Family Pension is payable :

- (i) Name
- (ii) Relationship with the deceased Board servant / pensioner
- (iii) Full postal address

23. (i) Name of the guardian who will receive payment of Family Pension/ Death Gratuity in case of minor (s)

- (ii) Relation with the deceased employee/pensioner
- (iii) Full postal address

24. Persons to whom Death Gratuity is payable when valid nomination subsists -

- (i) Name
- (ii) Relationship
- (iii) Amount of share of death gratuity
- (iv) Full postal address

25. Persons to whom Death Gratuity is payable when valid nomination does not subsist -

Sl No.	Name	Relationship with the deceased employee	Amount of share payable	Full postal address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

26. Name of Bank for payment

27. Head of account to which Family Pension/ Death Gratuity are debitable:

Signature with designation of the Head of Office

For
Use
of
G...

PART II

Sanction is hereby accorded for payment of family pension / death gratuity as admissible under rule in favour of the persons mentioned at Sl. No. 22, 23, 24 and 25 as the case may be in Part I of this form consequent on the death of Sri / Smt. / Kumari (Name with designation) in the Department / Office

The amount of outstanding Government dues, amount withheld from gratuity and the amount of sanction of provisional family pension death gratuity as suggested in Part I of this form shall be taken into account before authorizing pensionary benefits by the

Signature with designation of the Pension
Sanctioning Authority

PART III

Account enforcement by the Trust

1. Name of deceased employee
2. Date of death
3. Gross service admitted
4. Admitted non qualifying service
5. Admitted qualifying service
6. Admitted amount of family pension with period

(i) At enhanced rate	From	To
(ii) At ordinary rate	From	To
7. Admitted amount of death gratuity
8. Amount of outstanding Board dues recovered from gratuity
9. Amount of provisional family pension / death gratuity to be adjusted
10. Amount withheld from death gratuity pending assessment of Board dues
11. Head of account to which pensionary benefits are to be debitible

Accounts Officer

EPS FORM 15-A
[See Regulation 64 (7)]

Form for sanctioning Family Pension to the father/mother on the death of pensioner/ family pensioner or on cessation of Family Pension

To

The Trust
Orissa State Pollution Control Board (Employees) Pension Fund

Sir

I am directed to say that Shri/Smt..... Was authorized for payment of Pension of Rs with effect from

2. Intimation has been received in this office that Shri/Smt..... died on.....

3. In terms this Regulation, the amount of family Pension has become payable to Shri/Smt..... father/ mother of the (deceased employee).

4. Sanction for grant of Family Pension of Rs. per month to the father/mother is hereby accorded. The Family Pension will take effect from

5. Name of Bank for payment

6. The Family Pension is debitable to the Head

7. Attention is invited to the information furnished in the list of enclosures.

Yours faithfully

Pension Sanctioning Authority

List of Enclosures:

1. Slip containing specimen signature or left hand thumb and finger impression of the claimant duly attested by a Gazetted Government Servant - 2 copies
2. Slip containing height, personal marks of identifications of the claimant duly attested - 2 copies
3. Application for Family Pension in EPS Form 14-A
4. Passport size photograph of the applicant in EPS Form 14-A

EPS FORM 16
(See Regulation 62)

Form of forwarding the family pension / death gratuity papers of a deceased Employee / pensioner to the Trust

No.
Dated

To

.....
.....

Subject : Forwarding of family pension / death gratuity papers.

Sir,

I am directed to forward herewith the family pension / death gratuity papers of Shri / Smt. / Kumari (Name with designation) in the Dept. / Office As per the details given below for further necessary action.

2. The following outstanding Government dues are to be recovered from the death gratuity and adjusted –

- (1) Licence fee for Board accommodation
- (2) Balance of house building, conveyance and other advances
- (3) Over payment of pay and allowances including leave salary
- (4) Any other assessed Board dues

3. The payment of provisional family pension / death gratuity sanction of which was communicated to the Trust shall be adjusted from final payment.

4. Pending assessment of any of the above outstanding Board dues if any, necessary amount as required under Regulation 53(7) shall be withheld from death gratuity.

5. The fact of authorization of pensionary benefits has to be intimated to this Dept / Office.

Yours faithfully,

Signature with designation of
Pension Sanctioning Authority

LIST OF ENCLOSURES

1.	Application for family pension in EPS Form 14	-	1 copy
2.	Application (s) for death gratuity in EPS Form 12 [Application in EPS Form 12 for each of the claimant separately to be furnished]	-	1 copy
3.	Form for assessing and sanctioning family pension in EPS Form 15	-	1 copy
4.	Calculation sheet in EPS Form 8	-	1 copy
5.	Attested copy of death certificate	-	1 copy
6.	Attested copy of legal heir certificates where no valid nomination subsists	-	1 copy
7.	Attested copy of nomination in EPS Form 3 or 4, as the case may be	-	1 copy
8.	Guardianship certificate where payment of gratuity exceeds Rs. 10,000	-	1 copy
9.	Indemnity Bond in OCS (Pension) Form No. 18, No. 19, No. 20 as the case may be	-	1 copy
10.	Slip containing specimen signatures for each of the claimants duly attested	-	2 copies
11.	Slip containing height, personal marks of identifications for each of the claimants duly attested	-	2 copies
12.	Passport size photograph of the applicant in EPS Form 14	-	2 copies
13.	Original Service Book		

Memo No.

Date

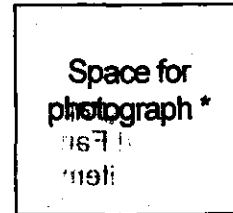
Copy forwarded to Shri / Smt. (claimants EPS Forms 14 and 12 for information and necessary action.

Signature and designation of
Pension Sanctioning Authority

EPS FORM 17
(See Regulations 63 (1))

to
ed a

**Form for sanctioning provisional pension/family pension and
Gratuity**



Sanction is hereby accorded for payment of Provisional** Pension, Family Pension and Gratuity as indicated below in favour of Shri/Smt. pending issue of final P.P.O. and G.P.O. by the Trust

1. Name of the Pensioner/ Family Pensioner
2. Father's name /Husband's name
3. Office/Department in which the Pensioner/
deceased Government servant served last
4. Permanent Address
5. (a) Amount of Provisional Pension/ Family Pension
(b) Date from which Provisional Pension/ Family Pension is payable
6. (a) Amount of Retirement/Death Gratuity
(b) Amount of Gratuity to be deducted towards the outstanding Board dues as per details below: -
 - (i) Licence fee for Board's accommodation
 - (ii) Balance of House Building, Conveyance and other advances with interest, if any
 - (iii) Overpayment of pay and allowances including leave salary
 - (iv) Any other assessed Board dues
 - (v) The amount of Gratuity to be withheld for adjustment of unassessed Board dues
- (c) Amount of Gratuity to be held over for adjustment of any of the above unassessed dues, if any:
- (d) Amount to Gratuity payable to the pensioner:

(e) Amount of Gratuity, if any, payable to the members of family of the deceased employee as per details below:

- (i) b8
- (ii)
- (iii)

Signature and seal of the
Pension Sanctioning Authority

- * Joint photograph in case of Provisional Pension and single photograph of the claimant for Provisional Family Pension
- ** Score the items not necessary

Memo No.

Dated

Copy forwarded to the Beneficiary concerned for information and necessary action.

Signature and seal of the
Pension Sanctioning Authority

EPS FORM 18
(See Regulations 64 (5))

Indemnity Bond

Form of bond of indemnity for payment of minor(s) share of death/ retirement gratuity upto Rs. 10,000 (rupees ten thousand) only to the person without production of guardianship certificate.

KNOW ALL MEN by these presents that we (a) Mrs..... (b) Sri the widow/son/brother etc. of (c) Late the deceased, resident of (hereinafter called "the Obligor" and (d)..... son/ wife/ daughter of resident of and son/ wife/ daughter of Late..... resident of the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held legally bound to the State Pollution Control Board, Orissa [hereinafter called "the Board") in the sum of Rs..... (Rupees) only truly to be paid to the Board on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representative, successors and assignees by these presents].

WHEREAS, (c) Late was at the time of his death in the employment of the Board/ receiving a pension at the rate of Rs..... (Rupees.....) only from the Board.

AND

WHEREAS, the said (c) Late.....died on theday of20..... and there was due to him at the time of his death a sum of Rs..... (Rupees.....) only towards share of his minor son/ daughter in the death/ retirement gratuity.

AND

WHEREAS, the Obligor claims to be entitled to the said sum as the *de facto* guardian of the minor son/daughter of the said (c) Latebut has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minor(s).

AND

WHEREAS, the Obligor is satisfied that he/ she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of the said sum of Rs..... (Rupees.....).

AND

WHEREAS, the Board has no objection to the payment said sum to the Obligor but under these Regulations, it is necessary for the Obligor to first execute a bond with one surety/ two sureties to indemnify the Board against all claims to the amount so due as aforesaid before said sum can be paid to the Obligor.

AND

WHEREAS, the Obligor and at his/her request the surety/ sureties have agreed to execute the bond in the terms and conditions hereinafter contained.

NOW THE CONDITIONS OF THIS BOND is such that if after payment has been made to the Obligor, the Obligor and /or the surety/ sureties shall in the event of a claim being made by any other person against the Board with respect to the aforesaid sum of Rs..... refund to the Board the said sum of Rs..... and shall otherwise indemnify and keep the Board harmless and indemnified against all liabilities in respect of the aforesaid sum and cost incurred in consequence of the claim thereto. THEN the above written Bond or obligation shall be void and of no effect otherwise it shall remain in full force, and effect.

AND

THESE PRESENTS ALSO WITNESSETH that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Board whether with or without the knowledge or consent of the surety/ sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other manner, which, under the law relating to sureties, shall, but for this provision, have the effect of so releasing the surety/ sureties from such liability nor shall it be necessary for the Board to sue the Obligor before suing the surety/sureties or either of them for the amount due hereunder, and the Board agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF, the Obligor and the surety/ sureties hereto have set and subscribe their respective hands hereunto on the day, month and year above written.

In the presence of witnesses

(1) Signature of the Obligor

(1).....

(2) Signature of the Sureties

(2)

(3) Signature of the Officer Authorised to accept the same

Note - I :

- (a) Full name of the claimant referred to as the Obligor
- (b) State relationship of the Obligor to the deceased
- (c) Name of the deceased employee
- (d) Full name or names of the sureties with name or names of the father(s)/husband(s) and place of residence.
- (e) Designation of the officer responsible for payment

Note-II : The Obligor as well as the sureties should have attained majority so that, the bond may have legal effect or force.

EPS FORM 19
[See Regulation 40 (13) (d)]

INDEMNITY BOND

Form of Indemnity Bond for payment of Family Pension/ Death Gratuity in case of disappearance of the Employee, while in service.

KNOW ALL MEN by these presents that we (a) Sri (b) Mrs..... the wife/ son/ brother/ nominees etc. of (c) Late Sri who was holding the post of in State Pollution Control Board, Orissa is reported to have been missing since (hereinafter referred to as "missing employee" resident of (hereinafter called "the Obligor") and son/wife/ daughter of Shri..... resident of and son/ wife/ daughter of Sri resident of the sureties for and on behalf of the Obligor (hereinafter called "the sureties") are held firmly bound to the state Pollution Control Board, Orissa (hereinafter called "the Board"), in the sum of Rs..... (in words) Rupees..... only equivalent to the amount on account of payment of salary, leave encashment, Provident Fund, Retirement/ Death Gratuity and each and every sum being the monthly Family Pension well and truly to be paid to the Board on demand and without any demand together with simple interest at the rate of percent p.a. from the date of payment thereof until repayment, for which payment, we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assignees by these Presents.

WHEREAS, Sri..... was at the time of his disappearance in the employment of the Board receiving a pay at the rate of Rs..... (in words) only per month from the Board.

AND

WHEREAS, the said Sri..... disappeared on the day of 20..... and there was due to him at the time of his disappearance the sum equivalent to (i) salary due (ii) leave encashment (iii) P.F. and (iv) Retirement/ Death Gratuity.

AND

WHEREAS, THE Obligor is entitled to family pension of Rs..... (Rupees) only, plus admissible Temporary Increase thereon.

AND

WHEREAS, the Obligor has represented that he/she is entitled to the aforesaid sum and approached the Board for making payment, thereof to avoid undue delay and hardship.

AND

WHEREAS, the Board has agreed to make payment of the said sum of Rs..... (in words) Rupees) only and monthly Family Pension @ Rs (in words) (Rupees.....) only and Temporary Increase thereon to the Obligor upon the Obligor and the Sureties executing into a Bond in the above-mentioned sum to indemnify the Board against all claims to the amount so due to the aforesaid missing employee.

AND

WHEREAS, the Obligor and at his/ her request the Surety/ Sureties have agreed to execute the Bond in the terms and conditions herinafter contained.

NOW THE CONDITIONS OF THIS BOND is such that if after payment has been made to the Obligor, the Obligor and/ or the Surety/ Sureties shall in the event of a claim being made, by any other person or the missing employee on appearance, against the Board with respect to the aforesaid, sum of Rs.....(in words) Rupees.....) only and the sums paid by the Board as monthly Pension and Temporary Increase as aforesaid then refund to the Board the said sum of Rs.....(in words) Rupees.....) only and each and every sum paid by Board as monthly Pension and Temporary Increase together with simple interest @% per annum and shall, otherwise, indemnify and keep the Board harmless and indemnified against all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto. THEN the above written Bond or obligation shall be void and of no effect otherwise it shall remain in full force.

AND THESE PRESENTS ALSO WITNESSETH that the liability of the Surety/ Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Board whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other member or which, under the law relating to surety would but for this provision, shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Board to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder and the Board agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribe their respective hands hereunto on the day, month and year above written in the presence of the following witnesses.

In the presence of witnessess :

- (1) (1) Signature of the Obligor
- (2) (2) Signature of the surety/sureties
- (3) (3) Signature of the Officer accepting the same (the Bond) on behalf of the Board

Note I: (a) Full name of the claimant referred to as the "Obligor"

(b) State relationship of the "Obligor" to the missing employee

(c) Name of the 'missing employee'

(d) Full name or names of the sureties with name or names of the father (s)/husband (s) and place of residence

Note II : The Obligor as well as the Sureties should have attained majority so that, the bond may have legal effect or force.

Note III : The rate of simple interest will be as prescribed by the Board from time to time.

INDEMNITY BOND

**Form of Indemnity Bond for family pension/ death gratuity
In case of disappearance of retired pensioner.**

KNOW ALL MEN by these presents that we (a) Mrs.....
(b)..... the widow/ son/ brother/ nominee etc. of (c)
Sri..... who had retired from the post of.....in
the Office of State Pollution Control Board, Orissa and who was in receipt of pension
from.....is reported to have been missing since
(hereinafter referred to as "missing pensioner") resident of..... (hereinafter
called "the Obligor") and (d) Sri..... son/wife/ daughter of
..... resident of.....and Sri
son/ wife/ daughter of Sri..... resident of
the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly
bound to the State Pollution Control Board, Orissa (hereinafter called "the Board ") for each and
every sum being the arrears of Pension and monthly Family Pension and Temporary increase
thereon well and truly to be paid to the Board on demand and without a demur together with
simple interest at the rate of% per annum from the date of payment until repayment for
which payment, we bind ourselves and our respective heirs, executors, administrators, legal
representatives, successors and assignees by these presents.

WHEREAS, Sri was at the time of his disappearance, a Board
employee pensioner receiving a pension at the rate of Rs.....(in words)
(Rupees.....) only per month and Temporary Increase
thereon from the Board.

AND

WHEREAS, the said Sri disappeared on theday of
.....20..... and there was due to him at the time of his disappearance a sum
equivalent to arrears of pension;

AND

WHEREAS, the Obligor is entitled to Family Pension of Rs.....
(in words) (Rupees.....) only plus admissible
Temporary Increase thereon.

AND

WHEREAS, the Obligor has represented that he/she is entitled to the aforesaid sum and approached the Board for making payment thereof to avoid undue delay and hardship.

AND

WHEREAS, the Board has agreed to make payment of the said sum of Rs.....(in words) (Rupees.....) only and the monthly Family Pension of Rs.....(in words) (Rupees.....) only plus Temporary Increase thereon to the Obligor upon the Obligor and the Sureties entering into a Bond for the above-mentioned sum, to indemnify the Board against all claims to the amount so due to the aforesaid missing pensioner.

AND

WHEREAS, the Obligor and at his/her request the Surety/ Sureties have agreed to execute the Bond in the terms and conditions herinafter contained.

NOW, THE CONDITIONS OF THIS BOND is such that if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing pensioner on appearance against the Board with respect to the aforesaid sum of Rs.....(in words) (Rupees.....) only and the sum paid by the Board as monthly Family Pension and Temporary Increase as aforesaid then refund to the Board the said sum of Rs.....(in words) (Rupees.....) only and is every sum paid by the Board as monthly Family Pension and Temporary Increase together with simple interest @% per annum and shall otherwise, indemnify and keep the Board harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto. THEN the above written Bond or obligation shall be void and of no effect, otherwise it shall remain in full force, and effect.

AND THESE PRESENTS ALSO WITNESSETH that the liability of the Surety/ Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Board whether with or without the knowledge or consent of the Surety/ Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method whatsoever which, under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/ Sureties from such liability nor shall it be necessary for the Board to sue the Obligor before suing the Surety/ Sureties or either of them for the amount due hereunder, and the Board agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF, the Obligor and the Surety/ Sureties hereto have set and subscribes their respective hands hereunto on the day, month and years above written in the presence of the following witnesses.-

In the presence of witnesses:

- (1) (1) Signature of the Obligor
- (2) (2) Signature of the Surety/ Sureties
- (3) Signature of the Officer accepting the same (the Bond) on behalf of the Board

- Note I:**
- (a) Full name of the claimant referred to as the "Obligor"
 - (b) State relationship of the "Obligor" to the missing employee
 - (c) Name of the 'missing employee'
 - (d) Full name or names of the sureties with name or names of the father (s)/husband (s) and place of residence

Note II : The Obligor as well as the Sureties should have attained majority so that, the bond may have legal effect or force.

Note III : The rate of simple interest will be as prescribed by the Board from time to time.

EPS FORM 21
(See Regulations 64 (5))

Form for sanctioning Family Pension to the child or children of a retired employee who dies after retirement but does not leave behind a widow or widower.

No.
Dated the.....

To

The Trust,
Orissa State Pollution Control Board (Employee) Pension Fund.

Sub: Grant of Family Pension to the child/children.

Sir,

I am directed to say that Shri/ Shrimati.....formerly
(Designation).....in State Pollution Control Board, Orissa
was authorized Pension of Rs..... with effect from..... on
his/ her retirement from service.

2. Intimation has been received in this Office that Shri/ Shrimati

.....
died on and that at the time of death left no widow/ widower but
was survived by the following children* .

Sl No.	Name	Son/Daughter	Date of birth (Christian era)	Date from which Family Pension ceased to be payable
(1)				
(2)				
(3)				
(4)				

* Names of the children should be mentioned in the order or eligibility mentioned in Regulation 40(6)(e).

3. In terms of Regulation 40, the amount of Family Pension has become payable to the children in the order mentioned above. The Family Pension will be payable on behalf of the minor to Shri/Shrimati who is the guardian.

4. Sanction for the grant of Family Pension of Rs. per month to the children mentioned above is hereby accorded. The Family Pension will take effect from and subject to the provisions of Regulation 40(5) will be tenable till

5. The Family Pension is' debitable to the Head

6. Attention is invited to the information furnished in the list of enclosures.

7. The receipt of this letter may kindly be acknowledge and this Office informed that instructions for the payment of Family Pension to the guardian have been issued to the disbursing authority concerned.

Yours faithfully,

Pension Sanctioning Authority

List of Enclosures:

1. Permanent address of the guardian
2. Place of payment - (Name of the Bank)
3. Specimen signature or * left hand thumb and finger impressions of the claimant or guardian duly attested.
4. Two attested copies of passport size photograph of the guardian
5. Descriptive roll of the guardian, duly attested.

* To be furnished in case of the guardian who is not literate to sign his/ her name.

EPS FORM 22
(See Regulations 64 (6))

Form for sanctioning Family Pension to the child or children on death or remarriage of a widow or widower who was in receipt of Family Pension

No.
 Dated the.....

To

The Trust,
 Orissa State Pollution Control Board (Employee) Pension Fund.

Sub: Grant of Family Pension to the child/children.

Sir,

I am directed to say that Shri/ Shrimati..... widow/
 widower of Late Shri/ Shrimati.....
 (Designation) of in State Pollution Control Board,
 Orissa was authorized Pension of Rs..... with effect from
 The Family Pension was tenable till the death or remarriage of the widow/
 widower.

2. Intimation has been received in this Office that Shri/ Shrimati
 died/ remarried on

3. At the time of death/ remarriage Shri/ Shrimati..... had
 following children* .

Sl No.	Name	Son/Daughter	Date of birth (Christian era)	Date from which Family Pension ceased to be payable
(1)				
(2)				
(3)				
(4)				

* Names of the children should be mentioned in the order or eligibility mentioned in Regulation 40(6)(e).

4. In terms of Regulation 40, the amount of Family Pension has become payable to the children in the order mentioned above. The Family Pension will be payable on behalf of the minor to Shri/Shrimati who is the guardian.

5. Sanction for the grant of Family Pension of Rs. per month to the children mentioned above is hereby accorded. The Family Pension will take effect from and subject to the provisions of Regulation 40(5) will be tenable till

6. The Family Pension is' debitable to the Head

7. Attention is invited to the information furnished in the list of enclosures.

8. The receipt of this letter may kindly be acknowledge and this Office informed that instructions for the payment of Family Pension to the guardian have been issued to the disbursing authority concerned.

Yours faithfully,

Pension Sanctioning Authority

List of Enclosures:

1. Permanent address of the guardian
2. Place of payment - (Name of the Bank)
3. Specimen signature or * left hand thumb and finger impressions of the claimant or guardian duly attested.
4. Two attested copies of passport size photograph of the guardian
5. Descriptive roll of the guardian, duly attested.

* To be furnished in case of the guardian who is not literate to sign his/ her name.

FORM
MIC

EPS FORM 23
(See Regulations 64 (8))

Form of claim application for the grant of Residuary* Gratuity on the death of a Pensioner

(To be filled in separately by each applicant)

1. Name of the applicant :
2. (i) Name of Guardian :
in case the applicant is a minor
(ii) Date of Birth of the Guardian :
3. name of the deceased pensioner
4. Office in which the deceased pensioner served last
5. Date of death of pensioner
6. Date of retirement of deceased pensioner
7. Amount of monthly pension @ Rs.
(including adhoc increase, if any)
sanctioned to deceased pensioner
8. Amount of retirement gratuity received by the deceased pensioner
9. The amount of pension @ (including adhoc increase, if any) drawn by the deceased till the date of death
10. If the deceased had commuted a portion of pension before his death, the commuted value of the pension
11. Total of item 8,9 and 10
12. Amount of death Gratuity equal to 12 times of the emoluments
13. The amount of residuary gratuity claimed i.e. the difference between the amount shown against item 12 and 8
14. Relationship of applicant with the deceased pensioner
15. Date of birth of the applicant
16. Name of the Bank at which payment is desired
17. Full address of the applicant
18. Signature or thumb impression of the applicant (to be furnished in a separate sheet duly attested)*
19. Attested by

	Name	Full Address	Signature
(1)			
(2)			

* When an employee had retired before earning a pension, the amount of service gratuity should be indicated.

20. Witnesses

(1)

(2)

If a retired employee in receipt of service gratuity or pension dies within 5 years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including adhoc increase, if any, together with the death gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to twelve times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family.

* Attestation should be done by two Gazetted Government servants before two or more persons of respectability in the town/ Village or Pargana in which the applicant resides.

EPS FORM - 24

(See Regulations 73 (1))

Form of application for permission to the employee to accept commercial employment within a period of two years after retirement

1. Name of the Officer (in BLOCK letters)
2. Date of retirement
3. Particulars of the Offices in which the employee served during the last 5 years preceding retirement (with duration)

Name of the Office	Post held	Duration	
		From	To

4. Post held at the time of retirement and period for which held
5. Pay scale of the post and pay drawn by the Officer at the time of retirement
6. Pensionary benefits

Pension expected/ sanctioned (Commutation, if any, should be mentioned)	Gratuity, if any

7. Details regarding commercial employment proposed to be taken up
 - a. Name of the firm/company/co-operative Society, etc
 - b. Products being manufactured by the firm/ type of business carried out by the firm, etc
 - c. Whether the Employee had during his official career any dealing with the firm, etc
 - d. Duration and nature of the official dealings with the firm
 - e. Name of the job/post offered.
 - f. Whether post was advertised, if not, how was offer made (attach newspaper cutting of the advertisement, and a copy of the offer of appointment, if any)
 - g. Description of the duties of the job/post
 - h. Remuneration offered for post/job
 - i. If proposing to set up a practice, indicate
 - (i) Professional qualifications in the field of practice
 - (ii) Nature of proposed practice
8. Any information which the applicant desires to furnish in support of his request
9. Declaration

I here by declare that the information given above are true to the best of my knowledge and belief and no material particulars have been concealed therefrom .

- (i) The employment which I propose to take up will not bring me into conflict with Board;
- (ii) My commercial duties will not be such that my previous official position or knowledge or experience under Board could be used to give my proposed employer an unfair or undue advantage.
- (iii) My commercial duties will not involve liaison or contact with the Board.

Signature of the applicant
Address

Dated

EPS FORM 25
(See Regulations 51 (2) (b))
Form of application for Disability Pension

1. Name of the applicant and full office address
2. Father's name
3. Full Residential address (showing village, post office, district)
4. Present or last employment, including full particulars and address of the establishment.
5. Date of entry into service
6. Full particulars of service and length of service including interruption (both qualifying and non-qualifying) :
7. Percentage of disability sustained due to injury / Disease (as certified by the medical authorities) and circumstances which resulted in that disability
8. Pay at the time of injury sustained disease contracted, (as certified by the medical authorities)
9. Pension claimed
10. Date of injury /disease (as certified by the medical authorities)
11. Place of payment
12. Other retirement information, if any
13. *Date of applicant's birth by Christian era.
14. Height
15. Identification mark

* If not known exactly, please state on the authenticated information or estimate and according to the best of your knowledge and belief.

16. Thumb and finger impressions

Thumb Forefinger Middle finger

..... Ring finger - Little finger

Place:

Date:

Signature of the Applicant

Date on which the applicant applied for the Pension

Head of Office

Note : Thumb or Finger impression and particulars of height and personal marks are not required to be given by such ladies, Board Officers and other persons as are specifically exempted by the Board by special order in that behalf.

EPS FORM 26

(See Regulations 51 (2) (b))

Form of application for Extra-ordinary Family Pension

Application for extraordinary pension for the family of the Late Shri / Smt.

..... killed or died of injury (s) / disease (s) claimed as being attributable to Board service.

I. Information regarding the claimant:-

1. Full name and residential address (showing village, post office, district)
2. Age and date of birth
3. Height
4. Identification Marks
5. Present occupation and pecuniary circumstances
6. Degree and nature of relationship with the deceased

II. Information regarding the deceased:-

1. Full name, Father's name and residence (indicating village, post office, district)
2. Particulars of post and service with full name and address of the establishment
3. Full particulars of service, length of service etc.
4. Pay at the time of death
5. Date of birth
6. Age at the time of death
7. Nature Injury (s) /Disease (s) causing death

(as per the certification of the medical authorities) and the circumstances in which the same resulted.

III. Other information

Amount of Pension etc claimed
Place of Payment
Date from which benefit (s) claimed
Other relevant information if any,

IV. Names and ages of *Surviving kindred of the deceased: -

<u>Relation</u>	<u>Name</u>	<u>Date of birth by Christian era</u>
-----------------	-------------	---------------------------------------

Son (s)		
Widow (s)		
Daughter (s)		
Father		
Mother		

* The term child includes a posthumous child of the employee and is covered by the term surviving kindred.

Place

Signature of the Claimant

Date

Note 1 - Please strikeout the word or words not applicable

Note 2 - If the deceased has left no son, widow, daughter, Father, or Mother surviving him the word "none" or "dead" should be entered opposite to such relative.

Place:

Signature of Head of

Office

Date:

Seal

EPS FORM 27
(See Regulations 51 (2) (c))

Form to be used by the Medical Board while reporting in Injuries/Diseases/Death

Instructions to be observed by the Medical Board while preparing the report.

1. The Medical Board before recording their opinion should invariably consult the proceedings of the previous Medical Board, if any, and also previous Medical/Hospital documents connected with the Government servant brought before them for examination or who has died.
2. If the injuries/ diseases are more than one, they should be numbered separately, giving percentage of disability for each, with full details.
3. In answering the questions in the prescribed Form the Medical Board will confine itself exclusively to the Medical aspect of the case, and will carefully discriminate between the employee/ claimant's unsupported statements and the documentary evidence then available.
4. The Medical Board will not express any opinion, either to the employee examined (or any of his relatives or friends etc.) or in their Reports, as to whether he or his family is entitled to compensation or as to the amount of it, nor will it inform the employee or any other person connected with the employee of about the nature of the Medical Report given by it.
5. The Medical Board shall give their Report as herein below.
6. The Report of the Medical Board, on each occasion, shall be supported by all the necessary and full medical and hospital documents which shall be maintained and preserved for reference, from time to time, as may be necessary until the same would no longer be required for reference.

PROCEEDINGS OF THE MEDICAL BOARD

(CONFIDENTIAL)

Proceedings of the Medical Board assembled by the order of
..... for the purpose of examining and reporting.

- (i) the present state of the disease (s)/ injury (s) sustained / contracted by, or
- (ii) death of Sri/ Srimati on the
..... (please give date, month and year)
 - (a) State briefly the circumstances under which such injury was / were sustained contracted or death occurred and the date thereof.
 - (b) What is the employee's present condition

- (c) Is the employee's
 (i) Present condition, or
 (ii) Death

wholly due to injury (s)/ disease (s) and reasons as claimed ?

If so, please explain fully how ?

If not, please state to what other causes the same is / are attributable.

(d) from which date it appears that the employee has been incapacitated on that account.

(e) Which is the date of injury/ disease/ death:

The opinion of the Board upon the questions below is as follows:

PART A

FIRST EXAMINATION

1. The percentage of disability due to injury (s) / disease (s) is%
 (Please give here-in-below full details / justification about the nature of the injury / disease and the percentage of disability certified, supported by full / all medical and hospital documents with reference to Schedules I and I - A).
2. For what period from the date of
 - (a) has the employee been unfit for duty
 from to
 - (b) the employee is likely to remain unfit for duty?
 from to
3. Other relevant information if any.

Place : Presiding Officer of the Medical Board

Date : Member of the Medical Board

Member of the Board

PART B

SECOND OR SUBSEQUENT EXAMINATION

1. If the original degree of disability of the employee has changed, what is the percentage of disability now ? (Please give here details of justification in support of your view alongwith all further Medical and Hospital documents in full)

2. For what period from the date of
 - (a) has the employee been unfit for duty ?
 - (b) Is the employee likely to remain unfit for duty?

Place : Presiding Medical Officer of the Medical Board

Date : Members of the Medical Board

Members of the Board

Note : Please score out the word/ words not applicable.

CP FORM 1
(Commutation of Pension)
(See Regulations 41 (2))

form of application for commutation of pension without medical examination by an applicant referred to in regulations

(To be submitted in duplicate after retirement but within one year of retirement)

PART- I

To

The

.....

(here indicate the designation and full address of the Head of Office)

Subject: Commutation of pension without medical examination.

Sir,

I desire to commute a fraction of my pension as indicated below in accordance with the provisions of the Regulations. The necessary particulars are furnished below.

1. Name (in Block letters)
2. Father's name (also husband's name in the case of a female employee)
3. Designation at the time of retirement
4. Name of Office in which employed
5. Date of birth (by Christian Era)
6. Date of retirement
7. Class of pension on which retired
8. Amount of pension authorized (in case of final amount of pension has not been authorized, indicate the amount of provisional pension sanctioned under Regulation 55)
9. *Fraction of pension proposed to be commuted
10. Number and date of Pension of Payment Order

* The applicant to indicate to the fraction of the amount of monthly pension subject to maximum of 1/3rd thereof) which he desires to commute and not the amount in rupees.

11. Disbursing authority for payment of pension-

(i) Branch of the Nationalized Bank with complete postal address

(ii) Bank Account No. to which monthly pension is being credited each month.

Place : _____ Signature of the applicant

Date : _____ Postal Address _____

Note : the payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn. It is not open to an applicant to draw the commuted value of the pension from a disbursing authority other than the disbursing authority from which pension is being drawn.

PART-II

ACKNOWLEDGEMENT

Received from Sri..... application in Part-I of (Name and designation)

CP Form 1 for commutation of a fraction of pension without medical examination.

Place : _____ Signature of Head of Office

Date :

Note : This acknowledgement is to be signed, stamped and dated and is to be detached from the Form and handed over to the applicant. If the form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover.

PART-II A

Forwarded to the for the needful, the receipt of Part-I of CP Form 1 has been acknowledged.

Signature of Head of Office

PART-III

Forwarded to the Trust with remarks that

- (i) the particular furnished by the applicant in Part-I have been verified and are correct;
 - (ii) the applicant is eligible to get a fraction of his pension commuted without medical examination;
 - (iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.;
 - (iv) the amount of residuary pension after commutation will be Rs.
2. It is requested that further action to authorize the payment of the amount of commuted value of pension may be taken as per the Regulation.
3. The receipt of Part-I of the Form has been acknowledged in Part- II, which has been forwarded separately to the applicant on

Place :

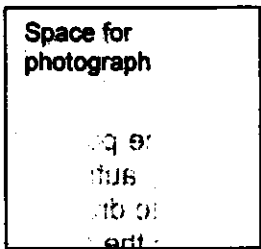
Date :

Signature of the Appointing Authority

CP FORM 2
(Commutation of Pension)
(See Regulations 41 (2), 46(2) and 46(3))

Form of application for commutation of pension after medical examination by an applicant referred in regulation 46

(To be submitted in duplicate)



PART- I

To

The

(here indicate the designation and full address of the Head of Office)

Subject: Commutation of pension after medical examination.

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of the Regulation and attested copy of my photograph is pasted on the application and an unattested copy is enclosed herewith. The necessary particulars are furnished below.

1. Name (in Block letters)
2. Father's name (also husband's name in the case of a female employee)
3. Designation
4. Name of Office in which employed
5. Date of birth (by Christian Era)
6. Date of retirement
7. Class of pension received on retirement
8. Amount of pension authorized (indicate the amount of provisional pension if full pension not authorized)
9. *Fraction of pension proposed to be commuted.
10. Number and date of Pension of Payment Order
11. ** Disbursing authority for payment of pension-
 - (i) Branch of the Nationalized Bank with complete postal address
 - (ii) Bank Account No. to which monthly pension is being credited each month
12. Approximate date from which communication is desired to have effect
13. The amount of pension already commuted, if any

14. Preference for nearest District Headquarters Hospital where medical examination is desired to be done

Place: _____ Signature of the Applicant

Date: _____ Postal Address

Note : The payment of commuted value of pension shall be made through the disbursing authority, from whom pension is being drawn. It is not open to an applicant to draw the commuted value of the pension from a disbursing authority other than the disbursing authority from whom pension is being drawn.

* The applicant to indicate to the fraction of the amount of monthly pension subject to maximum of 1/3rd thereof) which he desires to commute and not the amount in rupees.

PART II

ACKNOWLEDGEMENT

Received _____ from _____ Shri

.....
..... (Name and designation)

Application in Part I, of CP Form 2 for the commutation of a fraction of pension after medical examination.

Signature of Head of Office

Place:

Date:

PART II - A

Forwarded to the for necessary action. The receipt of Part I of the Form has been acknowledged on

Signature of Head of Office

PART III

Forwarded to the Trust with the remarks that the particulars furnished by the applicant in Part I have been verified and are corrected. The applicant is eligible to get a fraction of his pension commuted after medical examination.

2. It is requested that Part IV of the Form may be completed and returned to this office as early as possible.

Signature of Head of Office

Place:

Date:

PART IV

(To be completed by the Trust)

1. Name of the applicant
2. Date of birth (by Christian Era)
3. Date of retirement
4. Amount of Pension including provisional pension if final pension not authorized
5. Class of pension
6. Amount of Pension desired to be commuted

	On the Basis of	
	Added Years	
Normal Age	1 Year	2 Year
Rs.	Rs.	Rs.

7. (i) Sum payable, if commutation becomes absolute before the applicant's next birth day which falls on

(ii) Sum payable, if commutation becomes absolute after the applicant's next birth day which falls on

8. No. of enclosure, if any (see note below)

Place:

Signature and designation
of the.....

Date:

Counter Signed by the
Appointing Authority
Full Address

Note: The Trust should enclose with the Form a copy of the report or statement of the applicants case if the applicant has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to actual age, or has been refused commutation on medical grounds.

CP FORM 3
(see Regulation 46(3))

Form of letter to the Chief District Medical Officer

No.....
Dated the

To
The Chief District Medical Officer
.....

Sub : Medical Examination for commutation of Pension

Sir,

Sri.....; Designation who retired from service on has applied for commuting a fraction of his pension for a lumpsum payment. The following documents are forwarded herewith :-

- (a) Application in appropriate Form in original together with –
 - (i) an unattested copy of the applicant's photograph,
 - (ii) Part-IV of CP Form 2 in original duly completed by the Trust,
- (b) A copy of Form 4 with a spare copy of Part-III of that Form.
- (c) Report of the statement of the applicant's case, if he has been granted invalid pension or has previously commuted a fraction of his pension or has been refused commutation on medical grounds,

2. In terms of Regulation 46(4), Sri Should be examined by a Medical Board/ Chief District Medical Officer, it is requested that arrangements may be made to get Sri examined as expeditiously, as possible before his next birthday, which falls on

3. It is requested that arrangements for Medical examination by the medical authority indicated in para 2 above, may be made at the nearest District Headquarters Hospital mentioned by Sri in his application in CP Form 2.

4. It is requested that Sri may be informed direct under intimation to this office as to where and when he should appear before that appropriate authority for medical examination. A copy of this letter is being endorsed to him, so that, he may comply with your instructions on hearing from you.

5. The receipt of this letter may please be acknowledged.

Yours faithfully,

Appointing Authority

Copy forwarded to
Shri.....

(here give complete postal address)

for information.

With the remarks that subject to the medical authority recommending commutation, he will, on the basis of the report of the Trust, be eligible for the lump sum payment in lieu of the amount of pension to be commuted as follows :-

Normal age	On the basis of	
	Added Years	
	1 year	2 years
Rs.	Rs.	Rs.

- (i) sum payable if commutation becomes absolute before the applicants next birthday which falls on
- (ii) sum payable if commutation becomes absolute after the applicants next birthday which falls on

The table on the present value, on the basis of which the calculation by the Trust has been made, is subject to alteration at any time without notice and consequently the basis is liable to revision before payment is made. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute.

Shri should report for medical examination to the medical authority direct on hearing from He should take with him the enclosed CP Form 4 with the particulars required in Para I completed, except the signature or thumb or finger impressions.

Signature of the Appointing Authority

Date :

Place :

Copy forwarded to the Trust (here indicate designation and address) with reference to his letter No. Date

Signature of the Appointing Authority

CP FORM 4

(See Regulation 46(6))

Medical Examination by the
(here enter the Medical Authority)

PART I

The applicant must complete this statement prior of his examination by the (here enter the medical authority) and must sign the declaration appended thereto in the presence of that authority.

1. Name of the applicant
(in Block letters)
2. Date of Birth
(By Christian era)
3. Place of Birth
4. Particulars regarding parents, brothers, sisters

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at the time of death and cause of death	Mother's age if living and state of health	Mother's age at the time of death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at the time of death and cause of death
1	2	3	4	5	6	7	8

5. Have you ever, been examined
(a) for life insurance, or/and
(b) by any Government Medical Officer or State Medical Board; if so, state details and with what result ;
6. Have you ever been granted or considered for grant of invalid pension? If so, state the grounds thereof.
7. Have you ever been granted leave on medical certificate during the last five years ? if so, state periods of leave and nature of illness.
8. Have you ever :-
(a) had smallpox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attack, rheumatism, appendicitis, epilepsy, insanity or other nervous disease, discharge from or other disease of the ear, syphilis or gonorrhoea; or
(b) had any other disease or injury which required confinement to bed, or medical or surgical treatment; or

- (c) undergone any surgical operation; or
 - (d) suffered from any illness, wound or injury sustained while on active service ;
 - (e) presence of albumen or sugar in urine.
9. Present state of health –
- (a) Have you a hernia ?
 - (b) Have you varicocele, varicose veins or piles?
 - (c) Is your vision in each eye good (with or without glasses)?
.....
 - (d) If your hearing in each ear good?
 - (e) Have you any congenital or acquired malformation, defect or deformity ?
 - (f) Have you lost or gained weight markedly during the last three years?
 - (g) Have you been under treatment of any doctor within the last three months and nature of illness for which such treatment was taken?
.....

DECLARATION BY APPLICANT

(To be signed in the presence of Medical Authority)

I declare that all the above answers, to be to the best of my belief, true and correct.

I am fully aware that by willfully making a false statement or concealing a relevant fact, I shall incur the risk of losing the commutation. I have applied for and of having my pension withheld or withdrawn under Regulation 8(1).

Applicant's signature or thumb impression
(in case of illiterate applicant)

Signed in the presence of Medical Authority
(Signature and Designation of Medical Authority)

PART II
(To be filled in by the examining Medical Authority)

1. Height
2. Weight
3. Describe any scars or identifying marks of the applicant
4. Pulse beat rate
 - (a) Sitting
 - (b) StandingWhat is the character of pulse ?
5. Blood Pressure
 - (a) Systolic
 - (b) Diastolic
6. Is there any evidence of disease in the main organs
 - (a) Heart
 - (b) Lungs
 - (c) Liver
 - (d) Spleen
 - (e) Kidney
7. Investigations
 - (i) Urine
(State specific gravity)
 - (ii) Blood
 - (iii) X-ray/ chest
 - (iv) E.C.G.
8. Has the applicant a hernia ?
9. Any additional finding

PART III
(To be filled in by the examining Medical Authority)

I/ we have carefully examined Shri/ Shrimati/ Kumari
..... and am/ are of opinion that
.....

He/ She is / is not in good bodily health and has / has not the prospect of
an average duration of life.

Station

Date

Designation of

Authority

Signature and

Examining Medical

CP FORM 5
(See Regulations 45 (1))
Form of Nomination

To
 Head of Office
 Place :

I Sri/ Srimati hereby nominate the
 person named below, under Regulation 45.

1	2	3		5	6	7	8	9
		Date of birth	Name and address of person who may receive the said commuted value during the nominee's minority					

Place:

Date:

Signature (or thumb impression if
 illiterate and name of the pensioner)

Address:

Witness:

Signature

Name and Address

Signature of Head of Office
 Stamp

Acknowledgement to be sent by the Head of Office.

Certified that the nomination has been received from

.....
 (name of Pensioner whose address is)

Signature of Head of Office

Place:

Date:

CP FORM - 6
(See Regulations 44 (2))

Form of application for restoration of commuted portion of Pension

To

Pension Disbursing Authority/ Trust

Subject: Restoration of commuted portion of pension after 15 years.

Sir,

Kindly restore my commuted portion of pension in terms of Regulation 44 (2)

Requisite particulars are given below:

1. Name (in Block letters)
2. Date of retirement
3. Pension Payment Order (P.P.O) No.
4. Amount of original pension
5. Amount of pension commuted

Signature of the Pensioner

Place:

Date:

Particulars verified

Signature
(Rubber Stamp of Pension Disbursing Authority/ Trust)

By order of the Board

(Siddhanta Das)
MEMBER SECRETARY
ORISSA STATE POLLUTION CONTROL BOARD

GOVERNMENT OF ORISSA
FOREST & ENVIRONMENT DEPT.

No. 13005 /F&E.,
ENV-F.E-7/2011

Date 16.7.2011

From:

Dr Aurobindo Behera, IAS,
Principal Secretary to Govt.

To

The Chairman,
State Pollution Control Board, Orissa
Bhubaneswar.Sub: Orissa State Pollution Control Board (Employees) Pension
Regulations -2011

Sir,

With reference to your office letter No.9210 dated 01.06.2010 on the subject cited above, Government have been pleased to approve the Orissa State Pollution Control Board (Employees) Pension Regulations -2011 in accordance with the sub-section (3A) of section 12 of the Water (Prevention and Control of Pollution) Act, 1974. A copy of the same, which has been concurred in by Finance Department vide UOR No 2813/PSF dated 18.5.2011 and vetted by Law Department vide UOR No 1147/L dated 22.6.2011 is enclosed for necessary action at your end.

Yours faithfully,


Principal Secretary

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