

UTTAR PRADESH PALIKA CENTRALISED SERVICE RETIREMENT BENEFIT RULES ,1981

1981 UTTAR PRADESH PALIKA (CENTRALISED) SERVICES RETIREMENT BENEFITS RULES, 1981 1. 2. 3. 4. 5. 6. 7. S. 9. IO. 11. 12. 13. 14. 16. 17. 18. 19. 20. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31

32. PRADESH PALIKA (CENTRALISED) SERVICES RETIREMENT BENEFITS RULES, 1981

Short title and Commencement Definitions Application of Rules Calculation of Pension and Gratuity Death-cum-Retirement Gratuity Nomination Family Pension Commutation Recoveries from Gratuity or Pension Gratuity/Family Pension not to be granted in certain cases Pensionary Contribution Account of Pensionary Contribution Advance action in respect of officers due to retire Use of forms meant for State Government servants Decision of State Government in case of dispute or difficulty Pension Fund Maintenance of Cash Book Pension Fund to be kept in Bank Procedure regarding pensionary contribution Maintenance of Ledger Accounts Pension Payment Order Record of first payment of pension Procedure regarding monthly payment of pension eRecord of payments in the Directorate Audit Check Register Gratuity Payment Order Statement of Payment of Gratuity and Pension Monthly statement of Receipts and Payments Cash Book Investment of Pension Fund Audit Additional Form FORMS 'A' to 'T' 1. 2. U.P. Palika (Centralised) Pension Rules, 1981 UTTAR PRADESH PALIKA (CENTRALISED) SERVICES RETIREMENT BENEFITS RULES, 1981

1 Short title and commencement - (1) These rules shall be called the Uttar Pradesh Palika (Centralised) Services Retirement Benefits Rules, 1981. (2) They shall come into force with immediate effect from the date of their publication in the official Gazette. Definitions - In these rules, unless there is anything repugnant in the subject or the context, :- (I) "Act" means the Uttar Pradesh Municipal Corporations Act, 1959 or the (2) U.P. Municipalities Act, 1916; "Average emoluments" means monthly average of the emoluments due to the concerned officer during the last ten months immediately preceding the date on which the concerned officer is to retire: Provided that- if during the last ten months of service, an officer has been absent from duty on leave without allowance, or suspended under such circumstances that the period of suspension does not count as service, the period so passed should be disregarded and an equal period immediately preceding the last ten months should be included; and if during the last ten months of service, an officer has been absent from duty on leave with allowances, or having been suspended, has been reinstated without forfeiture of service, his emoluments, for the purpose of ascertaining the average, should be taken at what they would have been if he had not been absent from duty or suspended; - Explanation - The expression 'allowance' includes pay as well as all such allowances as are admissible to an officer. "Centralised services" means services common to the Municipal Councils (3) and Municipal Corporations created under rule 3 of the Uttar Pradesh Palika (Centralised) Services Rules, 1966;] "Emoluments" means pay as defined in Fundamental Rule 9(21) of Financial (4) Handbook, Volume 11, Part 11 to IV; Note - If an officer immediately before his retirement or death has been absent from duty on leave with allowances, his emoluments for the purpose of calculating service gratuity and/or death-cum-retirement gratuity be taken at what they would have been, if he had not been absent from duty : Notification No. 3704/114-1 dated 27th June, 1981 published in Gazette, Part I-A, dated September 5, 1981 Substituted by Notification No. 484/1*-4-1996, dated February 6, 1996 129 U.P. Palika (Centralised) Pension Rules, 1981 provided that the amount of gratuity is not increased on account of increase in pay not actually drawn and that benefit of higher officiating or temporary pay is given only if it is certified that he would have continued to hold the higher or temporary appointment if he had not proceeded on leave, (5) "Family" means the following relative of an officer :- (ii) (iv) (Nil) wife, in the case of a male officer, husband, in the case of a female officer, sons, unmarried and widowed daughter (including step children and adopted children), brothers, below age of 8 years and unmarried 2nd widowed sisters (including step brothers and step sister). father, mother, married daughters (including step daughters children of pre-deceased son; (9) "Form" means form appended to these rules; "Officer" means an officer or a servant belonging to Palika (Centralised) Service whether belonging to superior or subordinate service), who holds a lien on a permanent pensionable post under centralised service or would have a lien on such post, had his lien not been suspended; "Palika" means a Municipal Corporation or a Municipal Council or both as the context requires; "Pensionable post" means a post which fulfills the following three conditions. (i) the post is in any cadre of the Uttar Pradesh Palika (Centralised) Services

Rules, 1966, (ii) the employment is substantive and permanent, and (iii) the service is paid by any Palika; "Qualifying service" means service which qualifies for pension in accordance with the provisions of Article 368 of the Civil Services Regulations, as amended from time to time, excepting the following (i) periods of temporary or officiating service in a non-pensionable establishment under any Municipal Corporation or Municipal Council, (ii) periods of service in a work-charged establishment, and (iii) periods of service in a post paid from contingencies: Provided that period of temporary or officiating service under any Municipal Corporation or Municipal Council, shall count as qualifying service if it is followed by confirmation of the same post or any other post without any interruption of service; U.P. Palika (Centralised) Pension Rules, 1981 Note - If service rendered in a non-pensionable establishment, work-charged establishment or in a post paid from contingencies falls between two periods of temporary service in a pensionable establishment or between a period of temporary service and permanent service in a pensionable establishment, it will not constitute an (11) "Retirement" means discharge of an officer from Centralised Services on superannuation, retirement, compulsorily or voluntarily, or abolition of a permanent post or permanent appointment, if appointment of an officer is not made on any other post or it is not possible to revert him to his previous substantive post, if any; Note iVoluntary retirement from service' means retirement after attaining the age specified in rule 38 of the Uttar Pradesh Palika (Centralised) Services Rules, 1966, as amended from time to time. (12) "Retirement pension" means pension which may be sanctioned to an officer who is permitted to take retirement before attaining the age of superannuation, and it also includes pension which may be sanctioned to an officer who is required to take retirement before attaining the age of superannuation; (13) "Superannuation pension" means pension sanctioned to an officer who is entitled to retirement from service on attaining a particular age fixed under rule 38 of the U.P. Palika (Centralised) Services Rules, 1966 or on completing the period of extension in service granted under rule 39 of the aforesaid rules. Application of Rules - (1) These rules shall apply compulsorily to all those officers who were appointed on or after July 9, 1966 under clause (1) of rule 21 of the Uttar Pradesh Palika (Centralised) Services Rules, 1966 and would become permanent on any post in the Centralised Services. (2) The officers who were finally absorbed on any post in Centralised Services under clause (2) of rule 6 of the Uttar Pradesh Palika (Centralised) Services Rules, 1966 will have an option to elect whether they would be governed by the existing pension/Provident Fund Rules of the Palika as hitherto or would like to be governed by these rules. This option shall be exercised within ninety days from the enforcement of these rules, and the option once exercised shall be final. If an officer opting these rules has finally withdrawn the amounts of Palika's (3) contribution and bonus deposited in his Provident Fund Account, the same shall have to be deposited by him into the Pension Fund established under Part-VI of these rules along with interest at the rates fixed from time to time by the Reserve Bank of India. (4) If any Palika has not deposited bonus and its contribution to the Provident Fund of the officer opting these rules, the Palika shall have to deposit such amount with interest at the same rate as mentioned in sub-rule (3) to the aforesaid Pension Fund. U.P. Palika (Centralised) Pension Rules, 1981 (5) The amounts lying in Majlapalika (Nagar Nigam) Pension Fund in respect of an officer opting these rules as also the amounts due to be credited to that fund up to the date of the said option of such officer shall be deposited by the Nagar Nigam into the Pension Fund established under Part-VI of these rules. (6) The amounts of Palika's contribution and bonus deposited in the Provident Fund Account of the concerned officer shall have to be withdrawn from the Provident Fund Account and credited into the aforesaid Pension Fund by the Palika. (7) These rules shall not apply to an officer who does not opt the same within the prescribed time-limit or who does not fulfill the conditions mentioned in sub-rule (3) within a reasonable time that may be given by the Director of Local Bodies. (8) The officers governed by these rules shall from the date of application of these rules to them forfeit the benefit of bonus and contribution payable by the Palika towards their Provident Fund. Part-I Pension and Gratuity Calculation of Pension and Gratuity - (1) The amount of superannuation, retiring, invalid and compensation pension or gratuity shall be the appropriate amount calculated according to the procedure and formula applicable to the employees of the Uttar Pradesh Government. (2) No special additional pension shall be granted. (3) The expression "invalid and compensation pension" will have the same meaning as is assigned to it in the Civil Services Regulations. Part-II Death-cum-Retirement Gratuity Death-cum-retirement Gratuity (I) An officer may, on retirement, be paid a gratuity the amount of which shall, subject to a maximum of 16.5 times of the emoluments, be an amount equal to one-fourth of the emoluments multiplied by the total number of completed six monthly

periods of qualifying service. If an officer who has become entitled to receive pension or gratuity under (2) Part-I of these rules, dies while in service, a gratuity, the amount of which shall, subject to a minimum of 12 times and a maximum of 16.5 times, be an amount equal to one-fourth of the emoluments of the officer multiplied by the total number of six monthly periods of qualifying service, shall be paid to the person

6. U.P. Palika (Centralised) Pension Rules, 1981 or persons on Whom the right to receive the gratuity is conferred under sub- rules (1) to (8) of rule 6, and if there is no such person, it shall be paid in the manner indicated in sub-rule (9) of rule 6. If an officer who has become eligible for or has actually received a pension or (3) gratuity under Part-I of these rules, dies within a period of five years from the date of retirement and the aggregate of any sums admissible to him or actually received by him till the time of death on account of such gratuity or pension together with the gratuity granted under sub-rule (1) and the commuted value of any portion of pension commuted by him is less than the amount equal to 12 times his emoluments, a gratuity equal to the deficiency shall be granted to the person or persons referred to in sub-rule (2). (4) The amount of gratuity admissible in accordance with sub-rule (2) above shall, in no case, exceed Rs. 30,000. **Nomination - (1)** Every officer shall, as soon as he opts for these rules or as soon as these rules become applicable to him, make a nomination conferring on one or more persons the right to receive any gratuity that may be sanctioned under sub-rule (2) or sub-rule (3) of rule 5 and gratuity which after becoming admissible to him under sub-rule (1) of rule 5 is not paid to him before death: Provided that if at the time of making the nomination the officer has a family, the nomination shall not be in favour of any person other than one or more of the members of his family. **tote -** The nomination or a change in the nomination can be made by an officer during his service or after his retirement with the approval of the Director of Local Bodies. (2) If an officer nominates more than one persons under sub-rule (1) above, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole amount of the gratuity. (3) An officer may provide in a nomination - that in the event of any specified nominee predeceasing the officer the (a) right conferred upon that nominee shall pass on to such other person as may be specified in the nomination: Provided that if at the time of making the nomination the officer has a family consisting of more than one member, the person so specified shall not be person other than a member of his family; (b) that the nomination of happening of a contingency specified therein. (4) (5) (6) **U.P. Palika (Centralised) Pension Rules, 1981** The nomination made by an officer, who has no family at the time of making the nomination or a provision has been made in a nomination under clause (a) of sub-rule (3) by an officer whose family consists, on the date of making the nomination, of only one member, shall become invalid in the event of the officer subsequently acquiring a family, or an additional member in the family, as the case may be. (a) Every nomination shall be in any of the Forms 'A' to 'D' as may be appropriate in the circumstances of the case; (b) an officer may at any time cancel a nomination by sending a notice in writing to the appropriate authority mentioned in sub-rule (7) below, provided that the officer shall, along with such notice, send a fresh nomination made in accordance with these rules. Immediately on the death of a nominee in respect of whom no provision about the passing of his right to another person has been made in the nomination under clause (a) of sub-rule (3) or on the occurrence of any such event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (3) or sub-rule (4), the officer shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination made in accordance with these rules. (7) Every nomination and every notice of cancellation given by an officer shall be sent to the Director of Local Bodies, who shall countersign indicating therein the date of receipt, and shall keep it in his custody. (8) Every nomination made, and every notice of cancellation given, by an officer shall, to the extent it is valid, take effect on the date on which it is received by the authority mentioned in sub-rule (7). (9) If an officer having a family dies without making a nomination conferring on one or more of the members of his family the right to receive the amount of death-cum-retirement gratuity it shall be paid in equal shares to those surviving members of his family who belong to categories (i) to (iii) mentioned in sub- rule (5) of rule 2 except widowed daughters. Where there are no such surviving members, but there is/are surviving widowed daughter(s) and/or one or more members of the family of the officer who belong to categories (iv) to (viii) mentioned in sub-rule (5) of rule 2, the gratuity shall be paid to such person or to all such persons in equal shares. **U.P. Palika (Centralised) Pension Rules, 1981 Part-II Family Pension** **7. Family Pension - ICA** family pension to the family of a person appointed to any of the Centralised Services shall be regulated by the relevant rules, applicable to Government Servants serving in connection with the

affairs of the State of Uttar Pradesh.] pension and family pension formula under the Uttar Pradesh Palika (Centralised) SerGces Retirement Benefit Rules, 1996 shall also be applicable to all those employees of Uttar Pradesh Palika (Centralised) Services, who retired prior to February 6, 1996. The Director of Local Bodies, Uttar Pradesh shall calculate the pension of the pensioners who retired prior to the said date and give them the benefits of the said rules: provided that the pensioners shall be paid arrears only from February 6, 1996 and not from the earlier date.] Part-IV Commutation Commutation - Facility for commuting pension will be available in accordance with the Uttar Pradesh Civil Pension (Commutation) Rules but the maximum amount of pension which may be commuted will be restricted to one-third of the pension admissible under Part-I of these rules: Provided that the pension actually payable after commutation will not, in any case, be less than one-half of the pension admissible under Article 474 and 474-A of the Civil Service Regulations or Rs. 20 whichever is greater. Part-V Miscellaneous Recoveries from Gratuity or Pension - Director of Local Bodies, Uttar Pradesh will have the right to effect recoveries of the amounts legally due from the officer concerned to the Palika from the gratuity or pension sanctioned to him. O. Gratuity/family pension not to be granted in certain cases - No gratuity or family pension will ordinarily be granted if the officer was punished for criminal misconduct or was dismissed or removed from service for misconduct, insolvency or embezzlement, but the Director of Local Bodies may, on compassionate ground, grant gratuity upto the limit of one-half of the amount admissible under rule 4. Pensionary Contribution - In respect of each officer who is entitled to pension under these rules, Mukhya Nagar Adhikari in the Nagar Nigam and Adhyaksha in Nagar Palika shall draw a pensionary contribution equivalent to 12 percent of the SUBstituted by Notification No. 484/IX-4-1996, dated February 6, 1996 Inserted by Notification No.511/IX-4-16-2TS-08, dated March 1, 2016 12. 13. V." Palika (Centralised) Pension Rules, 1981 officer's salary each month from the fund from where the officer's salary is payable and shall deposit it according to the directions issued by the Director of Local Bodies. The amount of this contribution shall be deposited before the sixth day of each month. Account of pensionary contribution - he account of the contribution mentioned in rule 11 above and the investments therefrom will be maintained and made according to the directions of the Director of Local Bodies. Advance action in respect of officer due to retire - (1) The Head of in the Palikas or where there is no Head of (2) (3) Department, the Office Superintendent/ Head Clerk entrusted with establishment work shall prepare a list Qix monthly on the 1st of January and 1st of July, of all such officers of centralised services who are due for retirement in the next two years, and send this list on January 31 and July 31 every year to the Mukhya Nagar Adhikari in the Nagar Nigam and Adhishasi Adhikari in the Nagar Palika. The Head of Departments or Office Superintendent/ Head Clerk, as the case may be, shall also ensure one and half year before the date of retirement of the officer that no dues would remain unrealised from the officer concerned by the date of his retirement. The Mukhya Nagar Adhikari of the Nagar Nigams and Adhishasi Adhikari of the Nagar Palikas shall positively send a copy of this list to the Director of Local Bodies by February 15 and August 15 each year. One year before the date of retirement of each officer of the centralised services, the Head of the Department or Office Superintendent/ Head Clerk, as the case may be, shall complete his application in Form 'G' and other records connected with his pension and gratuity and shall send them to the Accounts Officer in the Nagar Nigams and Accountant in Nagar Palikas. The Accounts Officer or Accountant, as the case may be, after examining the amount of pension and gratuity shall submit it to the Up-Nagar Pramukh of Nagar Nigam/Adhyaksha of the Nagar Palika through Mukhya Nagar Adhikari/Adhishasi Adhikari who will make a scrutiny of the pension and gratuity papers. These papers will be scrutinised in the same manner as the claims on the Palika Funds are examined under the U.P. Mahapalika Accounts Rules/Municipal Accounts Code. The Up- Nagar Pramukh/Adhyaksha shall without fail send these papers to the Director of Local Bodies six months before the date of retirement of the officer. The Director of Local Bodies shall be the competent authority to sanction pension and/or gratuity. If the service record of the officer has not been satisfactory, the Director of Local Bodies, shall have the right to make deduction in the pension and/or gratuity. The Up-Nagar Pramukh of the Nagar Nigam or the Adhyaksha of the Nagar Palika, as the case may be, shall before sending pension papers to the Director of Local Bodies, ensure and satisfy himself that the service of the retiring officer had been satisfactory and recommend ill 11 pension and/or gratuity payable under these rules, and if the service had not been satisfactory, he shall recommend whether or not any 143 U.P. Palika (Centralised) Pension Rules, 1981 deduction in pension and/or gratuity is to be made. Where such a recommendation for deduction in

pension and/or gratuity has been received, the Director of Local Bodies shall in order to satisfy himself regarding the substance of the recommendation afford an opportunity to the officer concerned to explain.

(4) Excess payment on account of wrong assessment of pension [family pension/ gratuity/death-cum-gratuity is liable to be refunded and to make it obligatory, a declaration shall be taken before hand from every officer going on retirement in Forms 'H' or 'I', as the case may be. (5) Application for grant of pension in Form 'G' shall be presented by the officer concerned through proper channel and in case of death of the officer the application for grant of gratuity/family pension shall be presented by the claimant on the prescribed form

14. Use of forms meant for State Government servants - If the forms prescribed under these rules are insufficient to dispose of the pension cases, then the forms prescribed for grant of pension to State Government servants can be used

15. Decision of State Government in case of dispute or difficulty - (1) If any dispute or difficulty arises regarding interpretation of any of the provisions of these rules, the same shall be referred to the Government whose decision thereon shall be final and conclusive. (2) Matters not covered by these rules shall be governed by such orders as the State Government may deem proper to issue. Part-VI Establishment of Pension Fund and Procedure for Payment 16. 17

18. Pension Fund - There shall be established under the control of the Director of Local Bodies a common pension fund to be known as "Uttar Pradesh Palika Centralised Services Officers Pension Fund", hereinafter referred to as the 'fund'. The amount of pensionary contributions payable by the Palikas under rule 11 shall be credited into this fund. Maintenance of Cash Book - All moneys to be credited into the Fund and all the payments to be made therefrom shall be entered in a cash book. the cash book shall be maintained by the Director of Local Bodies in Form 'J' appended to these rules. Pension Fund to be kept in Bank - Bank account of the Fund shall be kept in the State Bank of India. Procedure regarding pensionary contribution - The amount of pensionary contribution shall be deposited by the Mukhya Nagar Adhikari of Nagar Nigam and the Adhyaksha of the Nagar Palika into the State Bank of India before the sixth day of each month. Chalangans shall be prepared in Form 'K', appended to these rules. Chalangans shall accompany a list in which full particulars of the officer's name, designation, pay and amount of contribution shall be given. These chalangans shall be prepared in triplicate. The first and second copies of the chalangans shall be given back to the 145

21. U.P. Palika (Centralised) Pension Rules, 1981 depositor by the Bank and the third and fourth copies of the chalan along with the list shall be sent to the Director of Local Bodies by the tenth of each month by the depositor and the Bank respectively. The Accounts Officer of the Directorate of Local Bodies shall compare these copies of the chalans and enter the amounts of contribution in cash book. The chalan copies shall be kept in guard file for audit purposes. Maintenance of Ledger Accounts - A ledger account of the concerned officer shall also be maintained in Form 'L' appended to these rules. In the ledger shall be entered the amount of salary paid to the officer and the amount of contribution deposited in each month. The postings in the ledger shall be made from the copies of the chalans, and at the close of each month the amount of contribution as posted in the ledger shall be compared with the corresponding amount entered in the cash book. A review of the ledger shall be made to ascertain whether the pensionary contributions in respect of all officers have been deposited or not. If it has not been deposited in any case, it shall be got deposited forthwith. pension Payment Order - I[After the amount of pension/family pension/gratuity has been sanctioned under rule 13 of these rules, "pension payment order" in



Form M' appended to these rules shall be issued by the Director of Local Bodies for the payment of pension/family pension/gratuity sanctioned in each case. The copies of this order shall be endorsed to the pensioner, the Palika, from where the concerned officer has retired, and the State Bank of India: Provided that the Director of Local Bodies may, if he is satisfied that there is a possibility of considerable delay in sanctioning pension/family pension/gratuity in a particular case, sanction interim pension/family pension/gratuity against a declaration in Form N' made by the officer concerned, but this amount shall not be more than 90 per cent of the amount of the pension and gratuity assessed. Similarly, before sanctioning interim family pension and gratuity a declaration in Form O' shall be taken from the legal heir of the deceased officer.] Record of first payment of pension - At the time of first payment of the pension, the Agent, State Bank of India shall write down the description and address etc. of the pensioner on the pension payment order as per details printed thereon, and the monthly payment of the pension shall be accorded on the pension payment order as per proforma given therein. Procedure regarding monthly payment of pension - IL The payment of monthly pension shall be made by e-payment or other relevant procedure in accordance with the corresponding rules applicable to the pensioners of the State Government.] Record of payments in the Directorate - On receipt of the copies of the paid bills in the Directorate of Local Bodies these payments shall be entered in the cash book by the Accounts Officer and these bills shall be kept in a guard file for audit purposes. Substituted by Notification No.51 1/1X4-16-2TS-08, dated March 1, 2016 147 U.P. Palika (Centralised) Pension Rules, 1981 Audit Check Register - In order to ensure timely and correct payment of the 25. pension to the pensioners, an "Audit Check Register" in Form 'Q' shall be maintained in Directorate of Local Bodies. In this register a separate ledger of each pensioner shall be opened. On receipt of the paid bills, payments shall be entered in the ledger of the pensioner concerned. Gratuity Payment Order - After the gratuity is sanctioned, gratuity payment order 26. (G. p.o.) in Form 'R' shall be issued to the State Bank of India. A copy thereof shall also be endorsed to the person concerned. Its payment shall be made to the person concerned by the State Bank of India after necessary scrutiny, and it will be sent back to the Directorate of Local Bodies after payment. statement of Payment of Gratuity and Pension - The State Bank of India shall 27. send by the 5th of each month to the Director of Local Bodies a statement in Form 'S' the amounts of pension and gratuity paid in the previous month. The statement shall be compared in the Directorate of Local Bodies with the entries in the Cash Book and Check Register. Monthly statement of Receipts and Payments In addition to the Statement referred to in rule 27 above, the State Bank of India shall also send to the Director of Local Bodies by 6th of each month a monthly statement showing credits and the payments made in the previous month. It shall be compared in the Directorate of Local Bodies with the Cash Book. Cash Book - Cash Book shall be closed and balanced daily and shall be signed by the Accounts Officer of the Directorate of Local Bodies. At the end of each month the amounts of income and payments as entered in the cash book shall be compared with the corresponding credits and payments as shown in the monthly statement submitted by the State Bank of India. If there is any difference between the two, explanation shall be entered at the close of the month. After closing of the cash book at the end of the month, it shall be placed before the Director of Local Bodies for his review. Investment of Pension Fund - The amounts of pension fund shall be invested in Government securities or in long-term deposits/time deposit/ and other savings accounts in a Scheduled Bank/Post Office as the Director of Local Bodies may deem proper but the balance in the current account shall always be maintained as much as it is sufficient to meet the requirements of gratuity and monthly pension to be paid to the Officers. Investments will be entered in an Investment Register which will be maintained in Form Audit - Pension Fund shall be audited annually by the Examiner, Local Fund Accounts, Uttar Pradesh and the audit reports and objections received from him shall be complied with by the Accounts Officer of the Directorate of Local Bodies. Additional Form - The Director of Local Bodies may prescribe any other form in addition to those appended to these rules for maintaining the accounts of the Pension Fund in a systematic way. U.P. Palika (Centralised) Pension Rules, 1981 FORM 'A' (See Rule Nomination for Death-cum-Retirement Gratuity (When the officer has a family and wishes to nominate one member thereof) HEREBY nominate the person mentioned below, who is a member of my family, and confer on him the right to receive a gratuity that may be sanctioned by the Director in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement. might remain unpaid at my death:- at..... Same and Relationship Age
 Cmtirvetre's Name, address and relationship address of with the nominee officer 2 on the of the person or

persons, if any, to whom the right conferred on of which the the nominee shall pass in the of nominee predeceasing shall become the officer or the nominee dying invalid after the death of the officer but 3 4 before receiving the payment of the gratuity 5 Amount or share of gratuity payable to each* which This nomination supersedes the nomination made by me earlier stands cancelled. Dated this .day of Witness to signature 2 (To be filled in by the Appointing Authority) Signature of Officer nomination by Designation Tice Signature of Appointing Authority Date Designation. *This column should be filled in so as to cover

the whole amount of gratuity U.P. Palika (Centralised) Pension Rules, 1981 FORM 'B' (See Rule Nomination for Death-cum-Retirement Gratuity (When the officer has a family and wishes to nominate more than one member thereof) HEREBY nominate the persons mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below any gratuity that may be sanctioned by the Director in the event of my death while in service and the right to receive the extent specified below any gratuity which having become admissible to me on retirement on my death, might remain unpaid at my death: Names Age Amount and with the addresses officer of nominees 1 2 3 or share Of gratuity payable to each* 4 on the of which the nomination shall become invalid 5 Name, address "d relationship of the person, if any to whom the right conferred on the nominee shall pass in the event of nominee predeceasing the officer or the nominee dying after the death of the officer but before receiving payment of gratuity 6 Amount or share of gratuity payable to each 7 :his nomination supersedes the nomination made by me earlier on Filled. which stands LB. - The officer should draw line across the blank space below the last entry to prevent insertion of any name after he has signed. Dated this Day

of at witnesses to signature: Signature of Officer This column should be filled in so as to cover the whole amount of gratuity. *The amount/share of gratuity shown in this column should cover the whole amount/share payable to the original nominees. 153 This nomination supersedes the nomination made by me earlier on . . . e Nomination by. Designation.... Nomination for Death-cum-Retirement Gratuity (When the officer has no family and wishes to nominate one person) I, having no family, hereby nominate the person mentioned below and confer on him right to receive any gratuity that may be sanctioned by the Director in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement might remain unpaid at my death. Name and Relationship Age Contingencies Name, address and relationship at U.P. Palika (Centralised) Pension Rules, 1981 (To be filled in by the Appointing Authority) Signature of Appointing Authority Date Designation. FORM 'C' (See Rule address of with the nominee 1 officer 2 3 Amount on the or share of the person or persons, if any, happening of to whom the right conferred on of which the the nominee shall pass in the gratuity nomination event of nominee predeceasing payable shall become the officer or the nominee dying to each* invalid after the death of the officer but before receiving payment of 6 which gratuity 4 5 stands cancelled. Dated this Day of Witnesses to signature : 1. (12 Signature of the Officer 155 Nomination by... .. Designation..... Off, ce..... (To be filled in by the Appointing Authority) Signature of Appointing Authority Date.... Designation •This column should be filled in so as to cover the whole

amount of gratuity FORM 'D' (See Nomination for Death-sum-Retirement Gratuity (When the Officer has no family and wishes to nominate more than one person) i, having no family, hereby nominate the persons mentioned below and confer on the right to receive to the extent specified below, any gratuity that may be sanctioned by the Director of Local Bodies, Uttar Pradesh in the event of my death while in service and right to receive on my death, to the extent specified below any gratuity which having become to me on retirement might remain unpaid at my death. Name and Relationship Age Amount addresses with the of 1 officer 2 3 or share of gratuity payable to each* 4 on the happening of which the nomination shall become invalid 5 U.P. Palika (Centralised) Pension Rules, 1981 .which Name, address and relationship 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 officer or the nominee dying after the death of the officer but before receiving payment of gratuity 6 This nomination supersedes the nomination made by me earlier on stands cancelled,

Amount or share of gratuity payable to 7 157 U.P. Palika (Centralised) Pension Rules, 1981 .B. - The officer should draw line across the blank space below the last entry to prevent the insertion of any name after he has signed. Dated this Day of..... . . at Witnesses to signature : Signature of the Officer This should be filled in so as to cover the whole amount of gratuity. *The amount/share of gratuity shown in this column should cover the whole amount/share payable to the original nominees. (To be filled in by the Appointing Authority) Nomination by.... . Signature of Appointing Authority Date..... Designation

FORM 'E' Rule 6 (5)1 Nomination for Family Pension I hereby nominate the persons mentioned below, who are members of my family, to receive in the order shown below the family pension which may be granted by the Director of Local Bodies, Uttar Pradesh in the event of my death after completion of ten years' qualifying service. Names and addresses Relationship with the nominees 1 officer 2 Age 3 Whether married or unmarried 4 is nomination supersedes the nomination made by me earlier on which is cancelled. U.P. Palika (Centralised) Pension Rules, 1981 - The officer should draw line across the blank space below the last entry to prevent the insertion of any name after he has signed. Dated this Day of Witnesses to signature : b. . at Signature of the Officer Office..... (To be filled in by the Appointing Authority) Signature of Appointing Authority Date.... Designation.... FORM 'F' [See Rule 6 (5)1 Application for Family Pension of late .. of. APPLICATION FORM Name of applicant Relationship with deceased officer/pensioner Date of retirement, if deceased officer was entitled to pension Date of death of officer/pensioner The order in which the applicant's name appears in nomination Form 'E' Name (s) and age (s) of surviving kindred of deceased officer .. Office Name (according to Christian era) date of birth (2) (3) (4) (5) (6) (7) Widow/Husband Son (s) Unmarried daughters " Widowed daughters (sons and daughters include step and adopted children also) Father Mother Unmarried brother U.P. Palika (Centralised) Pension Rules, 1981 (8) Unmarried sisters (9) Widowed sisters (brothers and sisters include step brothers and step sisters) Name of Nagar Palika/Nagar Nigam where the payment of pension is desired 7. 8. 9. IO. Description about the applicant (1) Date of birth (according to Christian era) . (2) Height (3) Personal marks of identification on the face, hands, etc., if any. (4) Signature or finger and thumb impressions of left hand : Little finger Ring finger Middle finger Index finger Thumb Attested by the following 1

2. Full address of the applicant .. Witnesses by the following: 1

2. Note - (1) Description of applicant and his signature/thumb and finger impressions duly verified by two citizens of the town or village in which the applicant resides, should be attached in duplicate with pension application. (2) If the applicant comes under item 6(b) of the application then he should submit free proof of being dependent on the deceased officer/pensioner. (3) If the applicant is minor brother of deceased officer/pensioner then in support of details of item 8(1) he should attach in original and two attested copies of age certificates in which his date of birth is mentioned. Original certificates will be returned after verification. FORM 'G' [See Rule 13 (2)1 Application for Pension or Gratuity and Death-cum-Retirement Gratuity Name of applicant Father's name (and also husband's name Photo in the case of woman officer) (Ventioner) Religion and nationality Permanent residential address showing village, town, District & State Photo (Wife) (b) (a) (b) Present or last appointment Present or last substantive appointment Date of beginning of service Date of ending of service 163 7. 9. 10. 11. 12. 13, 14. 15. {9. U.P. Palika (Centralised) Pension Rules, 1981 Nagar Nigam/Nagar Palika under which service has been rendered in order of employment Length of service with details of interruptions and non qualifying periods Class of pension or gratuity applied for and cause of application Average emoluments Proposed pension or gratuity Proposed death-cum-retirement gratuity Date from which pension is to commence Place of payment Whether nomination made for : (i) Family pension, and (i) Death-cum-retirement gratuity Date of applicant's birth (by Christian era) Height Identification marks (b) Thumb and finger impression of left hand Thumb Index finger Middle finger Ring finger Little finger Date on which the applicant applied for pension/gratuity If the applicant is a member of the Provident Fund please quote his account number Signature of Applicant Signature of Mukhya Nagar Adhikari/Adhyaksha 'If not known exactly, it must be stated on the best information estimate *Officers who can sign their names in English, Hindi or the other regional language are not required to give their thumb and finger impressions. History of Service showing Interruptions and Date of Birth Establishment Appointment Pay Acting allowance 4 Date of beginning Date of ending 6 period reckoned as service 7 U.P. Palika (Centralised) Pension Rules, 1981 Period not Remarks How verified Remarks by the reckoned as service 8 9 Examiner, Local Fund Accounts, U.P. 11 Remarks by Head of Office/Department 1. As to character and past conduct of the applicant 2. Explanation of any suspension or degradation 3. Regarding any gratuity or pension already received by the applicant 4. Any other remarks Specific opinion of the Head of Office/Department whether the service claimed is established and should be admitted or not Orders of the pension sanctioning authority The undersigned having satisfied himself that the service rendered by Sri .. has been thoroughly satisfactory hereby orders the grant of full pension/gratuity which may be accepted by the Director of Local Bodies, as under the rules.

The grant of the pension shall commence from... or The undersigned having satisfied himself that the service rendered by Sri has not been thoroughly satisfactory hereby order that the full pension/gratuity which may be accepted by the Director of Local Bodies, as admissible ... There give the specified under the regulations shall be reduced by (amount or percentage). The grant of this pension shall commence from.. The pension, gratuity and death-cum-Period of service and are chargeable to retirement gratuity, if any, are payable at the pension fund. This order is subject to the condition that should the amount of pension as authorized by Director of Local Bodies, be afterwards found to be in excess of the amount to which the pensioner is entitled under the rules, he will be called upon to refund such excess. A declaration from the retiring officer accepting this condition has been Obtained and is enclosed/a declaration will be obtained and submitted separately. Signature Director, Local Bodies, U.P., Lucknow U.P. Palika (Centralised) Pension Rules, 1981 (c) Audit Encasement 1. Total period of qualifying service which has been accepted for the grant of superannuation/retiring pension with reasons for disallowance, if any, other than disallowance, if any, of the reasons for which are recorded by the Director, Local Bodies on the second page. Note- Service for the period commencing from..... and up to the date of retirement has not yet been verified. This should be done by the pension sanctioning authority whereafter the final pension payment orders will be issued. 2. 3. 4. 5. 6

7. Amount of superannuation/retiring pension that has been admitted - Rs Amount of superannuation/retiring pension after reduction as follows - Amount of reduction in pension made by the pension sanctioning authority - Amount of pension equivalent of Nagar Nigam/Palika contribution to the death-cum-retirement gratuity Total reduction Amount of net pension Total period of qualifying service which has been proved for the grant of special additional pension..... The amount of special additional pension, if any The date from which the superannuation/retiring pension/death-cum-retirement gratuity is admissible.. Head of account to which the pension/gratuity and death-cum-retirement gratuity' are chargeable Signature Director, Local Bodies, U.P. (DOCKET) APPLICATION FOR PENSION OR GRATUITY Date of application Name of applicant Last appointment Class of pension or gratuity Sanctioning authority Amount of pension sanctioned Amount of gratuity sanctioned Date of commencement Date of sanction Signature and Designation of Sanctioning Authority U.P. Palika (Centralised) Pension Rules, 1981 FORM '11' [See Rule 13 (TO be signed by the Retiring Officer) whereas the Director of Local Bodies has consented to grant me the sum of per month as the amount of my pension with effect from . and the sum of RS.. . as the amount of my gratuity/ death-cum-retirement gratuity, I hereby acknowledge that in accepting the said amount(s), I fully understand that the pension/gratuity and death-cum-retirement gratuity is subject to revision on the same being found to be in excess of that to which am entitled under the and I promise to base no objection to such revision. I further promise to refund any amount paid to me in excess of that to which may be eventually found entitled. Signature of Retiring Officer 1. Signature, address and occupation of witness : Signature, address and occupation of witness : , declaration should be witnessed by two persons of respectability in the town, village or •gana in which the applicant resides. FORM '1' [See Rule (TO be signed by the legal heir or member of the family of the deceased officer) Whereas the Director of Local Bodies has consented to grant me the sum of as the amount of gratuity/death-cum-retirement gratuity/family pension ...(designation) who retired on and died on the death of Sri . I hereby acknowledge that in accepting the said amount(s), I fully understand that the pension/gratuity and death-cum-retirement gratuity/family pension is subject to revision on the same being found to be in excess of that to which I am entitled under the rules, and I promise to base no objection to such revision. I further promise to refund any amount paid to me in excess of which I may be eventually found entitled. Signature of the legal heir or member of the family of the deceased officer U.P. Palika (Centralised) Pension Rules, 1981 signature, address and occupation of witness : signature, address and occupation of witness : 2. The declaration should be witnessed by two persons of respectability in the Town, village or pargana in which the applicant resides. Date 1 Date 1 FORM 'J' (See Rule 17) CASHBOOK Income Side Name of Name and No. and date of Local body designation of which officer for whom chalan contribution is made deposited Annu Total Date of Amount 5 6 deposit in Bank 7 4 Expenditure side 8 2 No. of expenditure vouchers 2 3 Full particulars Amount Total Name of Bank from which payment is made of payment 4 3 5 6 Number Chalan District . U.P. Palika (Centralised) Pension Rules, 1981 FORM 'K' (See Rule 19) State Bank of India . A mount of this Chalan has been deposited in the State

Bank of India To be filled in by Accounts Officer/ Accountant By whom Name of Full particulars To be filled in by E.O./Mukhya Nagar Adhikari Amount Head of Account Instruction dCBX Sited 1 Local Bexly 2 of the amount deposited 3 Rs. 4 P in which amount for Bank is to be deposited 5 6 Please receive the amount and give its acknowledgement Total Amount in words Received Amount (in words) Cashier State Bank of India Accountant State Bank of India Signature of Executive Officer/ Mukhya Nagar Adhikari Agent State Bank of India (To be filled in the Office of the Director of Local Bodies) Ce:rtified that amount of this chalan was credited in Cash Book dated the amounts of contribution posted in the ledger against each person mentioned above. Accountant Directorate of Local Bodies Accounts Offeer Directorate of Local Bodies Statement to be enclosed with chalan for deposit of contribution 1. Name of Local Body 2. Month Serial Name Desig- Date of Names of local Month for Amount Other of nation appointment bodies in which which pay of of in the Palika he was appointed was cuülbutm officer officer of present prior to present drawn deposited 2 3 posting 4 posting 5 6 7 8 175 U.P. Palika (Centralised Pension Rules, 1981 Name of Month Name Desig- of nation of ...e... pension of officer officer FORM 'L' (See Rule 20) Ledger of Pension Fund Month Amount Amount Name of for of of contri- the Palika which cmtnhltön bution which pay to be actually deposited drawn deposited deposited the contri- bution 2 3 4 No. and date of chalan 8 Name of the Bank where the amount has been deposited 9 5 FORM 'M' (See Rule 21) 6 Pension Payment Order æCTORATE OF LOCAL BODIES, UTTAR PRADESH, LUCKNOW Non.o..... TIE Agent, State Bank of India I I Until further notice, and on the expiration of every month, be pleased to pay to .(less Income Tax) being the amount of his . .the sum of Rupees... .. upon the production of the pensioner's copy of this order, taking ion as.... 0m the claimant a receipt of the amount according to usual form. The payment should nce from In the event of the death of Sri • from the day . p.m. may be paid to Srimati . . till the date of her remarriage or death whichever Lowing the date of death of Sri earlier (on receipt of death certificate and term of application from widow). Yours faithfully, Signature Designation U.P. Palika (Centralised) Pension Rules, 1981 with pensioner's portion of pension payment order given below forwarded to copy , pensioner. He should appear before the Agent, State Bank Of 'India to receive payment. Pensioner's Portion Class of Personal Height Date Religion Residence Name pension and marks on date of face or head, if any of showing and birth nationality village and 1 2 3 4 5 pargana 7 •Amount of monthly pension Rs. 8 6 Signature Designation Copy also forwarded to Adhyaksh/Mukhya Nagar Adhikari of Nagar Palika/ Nagar Nigam for information with reference to his letter no date Signature Designation' e for signature of pensioner to be taken at the time of first payment. e Class of Personal Height Date Religion Residence pension and marks on date of face or head, if any of and showing birth nationality village and 2 3 4 5 6 pargana 7 Amount of monthly pension Rs. 8 (TO be filled in and attested by the Agent of State Bank of India) Family Pension Date of birth of pensioner (in words) Amount of pension Rs document is to be retained by the Disbursing Officer (Agent, State Bank of India) so as the authority remains in force in such manner that the pensionee shall have no access it' Every separate payment is to be recorded below : 179 ' {ear Month for which Sion IS due March May July September November February Date of Amount payment paid U.P. Palika (Centralised) Pension Rules, 1981 Year . Disbursing Date of Amount Disbursing Remarks officer's payment 2 3 initials 4 5 paid 6 officer's initials 7 8 Note on pensioner's Identification (required annually) • (I) No pension shall be liable to seizure, attachment requstration by process of any Court in India at the ce of the creditor for any demand against the pensioner (Section IL Act XXIII of 1871). Payment under this order is to be made only to the pensioner in person with the following exceptions: (a) to persons specially exempted by Government, (b) to females unaccustomed to appear in public and to persons unable to appear on account of illness or infirmity, Payment in both. cases (a) and (b) is made on production of a life certificate signed by a Yesponsble Officer of Government or other well known and trustworthy person. (c) to any person sending a life certificate signed by some person exercising the powers of Magistrate under the Criminal Procedure Code, or by any Regisuur or Sub-Registrar appointed under the Registration Act' J 908 cr by any pensioned officer who before retirement exercised the powers of Magistrate or by any Munsif or by a police officer not below the rank of Sub-Inspector-Incharge of a Police Station or by a Post Master or by a Class J Officer of the Reserve Bank of India or a staff officer, or staff assistant of the State Bank of India, refund over-payment subject to the. condition that the latter produces at least once a year a life certificate signed by a person mentioned in clause(c) (e) In all cases refetTed to in clauses (a), (b) and (c) the Disbursing Officer must at least once a year require proof independent of that furnished by the life

certificate of the continued existence of the pensioner. In cases referred to in clause (d), the pension shall not be paid on account of period more than a year after the date of life certificate last received and the Disbursing Officer must be on the watch for authentic information of the decease of any pensioner, and on receipt thereof shall promptly stop FORM 'N' (See PROVISIO to Rule 21) Declaration Form the Director of Local Bodies, Uttar Pradesh has agreed to make the interim payment of Rs. as gratuity and Rs. per month as pension to me (Sri....) in anticipation of finalisation of necessary inquiry and determination of correct amount. I through this agreement, accept in taking the advance amount of gratuity and monthly pension, I fully understand, that is subject to revision after completion of necessary inquiry regarding the amount of gratuity and pension admissible to me; and I promise not to raise any objection on the revision on the ground that the amount of interim gratuity and pension being paid to me at present is greater than the amount of gratuity and monthly pension which would be sanctioned to me finally. I also promise to refund at once the excess payment if any, of the amount of gratuity - and monthly pension finally sanctioned to me. Signature and address of the witnesses: Signature Date FORM 'O' (See PROVISIO to Rule 21) (Declaration form to be furnished by the legal heir of the deceased officer) as the Director of Local Bodies, Uttar Pradesh has agreed to make the interim payment . per month as family pension and Rs.... , Rs... as gratuity which are payable to the deceased, in advance, to me in anticipation of finalization of necessary inquiry and determination of correct amount, I through this agreement accept that in taking the advance amount of gratuity and monthly family pension I fully understand that it is subject to revision after completion of necessary inquiry the amount of gratuity and family pension admissible to me; and I promise not to raise any Objection on the revision on the ground that the amount of interim gratuity and family Pension being paid to me at present is greater than the amount of gratuity and family pension 183 U.P. Palika (Centralised) Pension Rules, 1981 in which would be sanctioned to me finally. I also promise to refund at once the payment if any of the amount of gratuity and monthly family pension sanctioned already and address of the witnesses: Signature Date FORM 'P' (See Rule 23) BILL of officers of U.P. Palika Centralised Services No. of P. RO Superannuation allowances and Pensions Site Bank of India No. of Voucher Received the sum of Rs the amount of pension due to me for the month of claim Tax amount payable Rs Rs Receipt with stamp of the amount is above Rs. 20. • Payment at the Bank (in cash) or Pay Rs (by transfer) credit to income tax etc. • I am Agent Payee's discharge to the Bank Received Payment Pensioner declare that I have not received any remuneration for serving in any capacity whether in Government establishment or an establishment paid from a local fund, during the period the amount of pension claimed in this bill is due: Pensioner • In the case of pensioners who furnish particulars of re-employment in the certificate (see para 526 of Hand Book Volume V, Part 11). The Disbursing Officer should ascertain and report whether the re-employment has been duly obtained. • Certified that is alive and appeared before me on this date. Name of the officer Full Designation (Article 946 of the Civil Service Regulations) 185 C.P. Palika Centralised) Pension Rules, 1981 in the Directorate of Local Bodies, U.P. Admitted Rs. in the Ledger Account of the Pensioner. Accountant Accounts Officer FORM 'Q' (See Rule 25) Audit Check Register Pension payable at State Bank of India Date Of Last Class Monthly Date of Remarks birth pay of amount of commencement drawn pension pension Name of pensioner 2 Year 2 3 5 6 Date of payment of pension Month August September October Signature of 3 Year 4 Signature of A.O. 5 Year 6 Signature of A.O. 7 U.P. Palika (Centralised Pension Rules, 1981 FORM 'R' (See Rule 26) Directorate of Local Bodies, Uttar Pradesh, Lucknow Dated... The State Bank of India I to request you please to arrange for payment from "U.P. Palika Kendriyat Sewa Pension Nidhi" of the sum of .. (Rupees....) Sri.... , ... being the amount of gratuity sanctioned The particulars regarding his identification are stated below: Father's Personal Height Race, Sex, Residence showing marks of name 2 identification 3 4 and Caste 5 village and pargana 6 • I hereby acknowledge receipt of this order. Yours faithfully, Accounts Officer for information with the remark that he has forwarded to Sri to present his copy to the State Bank and receive payment. Accounts Officer Signature or the thumb Designation (for use in the office of the Director or Local Bodies) Qd that the payment has been debited in the Cash Book . . . and noted subsidiary records. Accountant Accounts Officer 189 V.P. Palika (Centralised) Pension Rules, 1981 FORM 'S' (See Rule 27) Monthly statement Of the Payments of Gratuity and Pensions Form of India , of Office No. of Name of of P.P.O. the payee address Nature Amount Other paid remarks. of payment 3 4 5 Of the part 6 payment if any 9 FORM 'T' (See Rule 30) Register of Investment % of investment i.e. purchase Particulars of investment and in Amount

Rate of d security, or the date o case ofGovernment securities Rs. P. interest —osit, etc. as the case may be
 number and date thereof 2 3 4 5 •u ofAccounts Date of recovery of Amount ofrecovery Initials ofthe
 ofl)irectorate interest adjustment Gal Bodies of interest and Accounts Officer of adjustment of Directorate
 of Local in accounts 7 accounts 8 9

