

**SET OF PENSION FORMS**  
**सेवानिवृत्त प्रपत्रों का कुलक**

1. Name of Applicant : .....
- आवेदक का नाम : .....
2. Father's Name : .....
- पिता का नाम : .....
3. Date of Ending of Service : .....
- सेवा समाप्ति की दिनांक : .....
4. Designation : .....
- पद : .....

# Rajasthan State Industrial Development & Investment Corporation Ltd

## FORM 5

[See Rules 81 (1)(c) and 83(1)]

(Particulars to be obtained by the Adviser(A&M) / Unit Head from the retiring Employee eight months before the date of his retirement)

1. Name :.....
2. (a) Date of birth :.....  
(b) Date of retirement :.....
3. <sup>1</sup>Three specimen signatures 1 ..... 2 ..... 3 .....  
(to be furnished in a separate sheet) duly attested by a Gazetted Government servant/Corporation Officer not below the rank of Manager.
4. <sup>2</sup>Three copies of passport size joint <sup>3</sup>photograph with wife or husband (to be attested by the Adviser(A&M) / Unit Head )
5. <sup>4</sup>Three slips showing the particulars of height .....  
and personal identification marks.....  
(duly attested by a Gazetted Government servant /Corporation Officer not below the rank of Manager.)
6. Present address .....
7. <sup>5</sup>Address after retirement. ....
8. Detail of Bank account
  1. Name of Bank with Branch,.....
  2. SB a/c No ,.....
  3. IFSC Code.....

9. Details of the family in Form 3.

10. Indicate whether, family pension is admissible from any other source .....

(Military or Central or any State Government and/or a public sector undertaking/  
autonomous body/Local Fund under the Central or a State Government.)

Place .....

Signature.....

Dated the.....

Designation.....

Office.....

- 
1. Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate 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 the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant/ Corporation Officer not below the rank of Manager.
  2. Two copies of the passport size photograph of self only need be furnished if the Employee is governed by chapter (V) C of these Rules and is unmarried or a widower or widow.
  3. Where it is not possible for an Employee to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Adviser(A&M) / Unit Head .
  4. Specify a few conspicuous marks, not less than two, if possible.
  5. Any subsequent change of address should be notified to the Adviser(A&M) / Unit Head .

# Rajasthan State Industrial Development & Investment Corporation Ltd

## FORM 5A

(See Rules 81 (1) (d) and 83 (1) and note in Form 5)(in triplicate)

### DETAILS OF PARTICULARS OF EMPLOYEE

1. Name : .....
2. (a) Date of birth : .....
- (b) Date of retirement : .....
3. Three specimen signatures:                    1.....

2.....

3.....

3. (i) Three specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government servant/ Corporation Officer not below the rank of Manager.
3. (ii) Three copies of passport size joint photograph with wife or husband (to be attested by the Adviser(A&M) / Unit Head ) (4 copies to be submitted if payment is required outside Rajasthan)
- (iii) Three slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant/ Corporation Officer not below the rank of Manager.

4. Height : .....

5. Personal identification mark:.....

6. Left/Right hand thumb and Thumb Index Middle Ring Lit finger impressions (in case not literate to sign).

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7. Present Address: .....

.....

.....

8. Address after retirement : .....

.....

.....

9. Father's/Husband's Name : .....

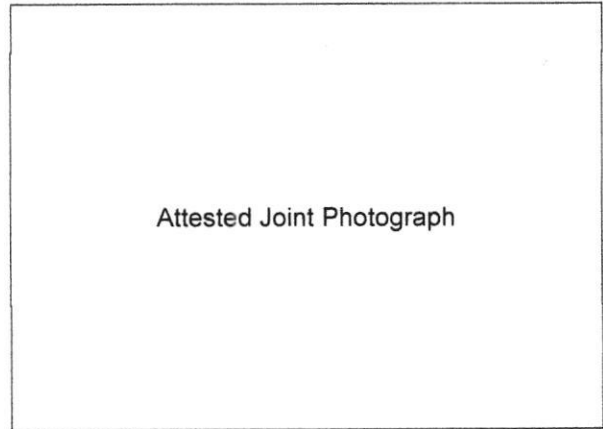
10. Detail of Bank account

1. Name of Bank with Branch, .....

2.SB a/c No ,.....

3.IFSC Code.....

11. Joint photograph of Shri/Smt.....  
with wife/husband Smt/Shri.....  
(See Notes 2 and 3 in Form 5)



Signature of the applicant.

Attested :

Signature :

Name and designation(With Seal)  
of Attesting Officer.

Dated :.....

# Rajasthan State Industrial Development & Investment Corporation Ltd

## FORM 7 PART I

1. Name of the Employee .....
2. Father's name (and also husband's name in the case of female Employee) .....
3. Date of birth (by Christian era) .....
4. Religion .....
5. Permanent residential address, showing village, town, district and State  
.....  
.....  
.....
6. Present or last appointment including name of establishment :
  - (i) Substantive .....
  - (ii) Officiating, if any .....
7. (i) Date of beginning of service .....
- (ii) Date of ending of service.....
8. **Military Service**
  - A. (i) Period of Service for which pension or gratuity was sanctioned .....
  - (ii) Amount and nature of any pension/gratuity received for the same .....
  - B. Period of service for which no pension has been earned but which counts as service under Corporation .....
 

	Year	Month	Days
.....	.....	.....	.....
9. **Civil Service**
  - A. Amount and nature of any pension/ Gratuity received for previous Civil service .....
  - B. Period of previous Civil Service which counts as qualifying service .....
10. **Service under other Governments**  
Service rendered under Government of Rajasthan/Government of India/other State Governments counting for Pension
 

	Years	Months	Days
Name of Government .....	.....	.....	.....
.....	.....	.....	.....

**11. Service under Corporation.**

Service rendered under Corporation	Years	Months	Days
	.....	.....	.....

12. Class of pension applicable .....

13. The date on which action initiated to —

- (i) obtain the "No demand certificate" from the GAD Cell/Unit Head as provided in Rule 79. ....
- (ii) assess the service and emoluments quali-fying for pension as provided in Rule 81 and .....
- (iii) assess the Corporation dues other than thedues relating to the allotment of Corporation accommodation as provided in Rule 94 (1) .....

14. Details of omissions, imperfections or defici- encies in the service book which have been ignored under Rule 81 (1)(b)(ii) .....

15. Total length of qualifying service (for the pur-pose of adding towards broken periods, a month is reckoned as thirty days) .....

16. Periods of non-Qualifying service—	From	To
(i) Interruption in service condoned under Rule 27	.....	.....
(ii) Extraordinary leave not qualifying for Pension	.....	.....
(iii) period of suspension not treated as qualifying	.....	.....
(iv) Any other service not treated as qualifying	.....	.....

17. (i) Period of foreign service where pension contribution is to be paid by the Employee [Explanation below Rule 88 and 81 (1)(b)(vii)]

<b>Name of organization</b>	<b>Pay scale/level of the Employee</b>	<b>From</b>	<b>To</b>
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(a)

(b)

(ii) Details of pension contribution realized.....

18. Details of deposit of employer's share with interest of C.P.F.

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

19. Emoluments reckoning for pension(See rule 45)

- (i) Substantive pay (officiating pay also to be reckoned other than appointments in leave vacancy or additional charge) .....
- (ii) Personal pay .....

20. Date on which Form 5 has been obtained from the Employee (To be obtained eight months before the date of retirement of Employee.) .....
21. Proposed pension .....  
(calculation sheet enclosed)
22. Proposed retirement gratuity.....  
(calculation sheet enclosed)
23. Date from which pension is to commence .....
24. Proposed amount of provisional pension. If departmental or judicial proceeding is instituted against the Employee before retirement .....
25. Amount of Corporation dues recoverable out of Gratuity —
- (i) rent for the allotment of Corporation accommodation [See Sub-rules(2), (3) and (4) of Rule 93. ....
- (ii) Dues referred to in Rule 94 .....  
(attach details in Annexure I)
26. (i) Whether nomination made for retirement gratuity/death gratuity (if yes, enclose a copy of the same.) .....
- (ii) Whether nomination made for payment of L.T.A and if so, enclose a copy of the same.....
27. Whether family pension, applies to the Employee, and if so—
- (i) emoluments reckoning for the family pension .....
- (ii) the amount of the family pension becoming payable to the family of the Employee, if death takes place after retirement—
- (a) before attaining the age of 65 year, or Rs.....
- (b) after attaining the age of 65 years ..... Rs.....

(iii) Complete and up-to-date details of the family as given in Form 3 :-

S. No.	Name of the member of the family	Date of Birth	Relationship with the Employee
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			



28. Height .....
29. Identification marks .....
30. Pension Disbursing Authority (In-charge of Bill Section)  
.....
31. Details of Provisional Pension and retirement gratuity paid, if any, in case pension case is sent after retirement.....

Signature of the  
Advisor (A&M) /  
Unit Head

**Enclosures:-**

- (1) Details of amount of Corporation dues recoverable from gratuity.  
(Annexure I)
- (2) Calculation sheet (Annexure II)
- (3) Retirement order (Form 6)
- (4) Tentative/final Last Pay Certificate (Form 31)
- (5) Certificate for counting officiating pay (Form 32)
- (6) Application to the Incharge of Bill Section/Unit head(s) as the case may be, for issue of no dues certificate in respect of long term advances (Form 28) or certificate of the Employee for not taking any L.T.A. (Form 28 A)
- (7) Application to GAD Cell/Concerned Unit Head(s) for issue of No Demand Certificate in respect of Corporation accommodation (Form 27) or certificate of the Employee for not occupying Corporation accommodation (Form 27 A)
- (8) Nomination for-
  - (i) Retirement/Death Gratuity; (Form 1 or 2)
  - (ii) Life Time arrears of pension
- (9) Declaration by the Employee and order for admitting service for pension (Form 9 & 9 A)
- (10) Form of option for pension

**PART II**

**Section I**

**Account enforcement :**

1. Total period of qualifying service, which has been accepted for the grant of superannuation or retiring or invalid or compensation or compulsory retirement pension and gratuity, with reasons for disallowance, if any (other than disallowance indicated in Part I of this Form)
2. Amount of superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity that has been admitted  
.....
3. The date from which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is admissible.....
4. Head of Account to which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is chargeable .....
5. The amount of the Family Pension becoming payable to the entitled members of the family in the event of death of the Employee after retirement

**Section II**

1. Name of the Employee .....
2. Class of pension or gratuity .....
3. Amount of pension authorized .....
4. Amount of gratuity authorized .....
5. Date of commencement of pension .....
6. Amount of family pension in the event of death after retirement—
  - (i) if death takes place before 65 years of age,  
or.....
  - (ii) if death takes place after 65 years of age .....
7. The Corporation dues recoverable out of gratuity before authorising its payment .....
8. The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed Corporation dues .....
9. Date on which the pension papers received by the Financial Adviser

Financial Adviser

**ANNEXURE I**  
to S. No.- 24 of Form 7

**Details of amount of Corporation dues recoverable.**

Name of the Employee:.....

Designation : .....

Kind of Advance	Amount Outstanding	Amount recovered	Balance		Basis i.e. detail of relevant document (No.& Date)	Head of credit
			Principal	Interest		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

- I. Dues of Corporation, accommodation
- II. **Long term advance**
  - (i) H.B.A.
  - (ii) Conveyance Adv.
  - (iii) Term Loan
- III. **Other Advances**
- IV. **Other recoveries**

Copies of certificate of Incharge of Bill Section/GAD Cell/Unit Head (s)/PR Cell/LPC etc. are attached.

Signature  
Seal  
(Advisor(A&M) / Unit Head )

In case no amount of Corporation dues is recoverable, nil may be shown in the above columns No.4 and 5, and following certificate recorded.

"Certified that no dues are outstanding against the above named Employee/pensioner."

## **ANNEXURE II**

to S. No. 20 & 21 of form 7

### **CALCULATION SHEET**

**1. AMOUNT OF PENSION**

$$\frac{\text{Emoluments last drawn}}{2} \times \frac{\text{Completed six monthly period of qualifying service}}{50} = \text{Pension Amt.}$$

**2. AMOUNT OF RETIREMENT/DEATH GRATUITY.**

$$\frac{\text{Emoluments last drawn}}{4} \times \text{Completed six monthly period of qualifying service} = \text{Amount of Ret. / death Gr.}$$

OR

16.5 times of pay at the time of retirement, whichever is less. This amount should not be more than Rs. 20 lacs.

(Advisor(A&M) / Unit Head )

(Seal)

**FORM 3**

[See Rule 74]

**Details of family**

Name of the Employee: .....

Designation .....

Date of birth .....

Date of appointment .....

Details of members of my family .....

\*As on . .....

Serial No.	Name of the members of family *	Date of Birth	Relationship with the Employee	Initials of the Adviser(A&M) / Unit Head	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 Adviser(A&M) / Unit Head any addition or alteration.

Place.....

Signature of Employee

Dated .....

\* Family for this purpose means family as defined in Clause (b) of sub-rule (1) of Rule 66 of these Rues R.C.S. (Pension) Rules, 1996.

Countersigned

Advisor(A&M)/UnitHead  
(Seal)  
Date:

**FORM 6**

(See Explanation below Rule78)

**Form of order of Retirement**  
**RAJASTHAN STATE INDUSTRIAL DEVELOPEMENT AND INVESTMENT**  
**CORPORATION LIMITED:**

H.O...../Unit office.....

No. ....

Dated .....

**ORDER**

Shri/Smt./Kumari ..... working as.....  
(designation), belonging to ..... (service) is hereby retired from Corporation on attaining  
the age of superannuation with effect from..... (date of retirement).

This is to certify that against the Shri/Smt./Kum.....till date.....

1. There is no departmental inquiry pending / under-process under Rule-11(B) of RIICO Employees (Classification, Disciplinary Action & Appeal) Rules1979.
2. No special proceedings are pending/ under-process under RIICO Employees (Classification, Disciplinary Action & Appeal) Rules Rule 12.
3. No judicial proceedings are pending / under-process.

Signature

Designation of the  
Appointing Authority.

No. ....

Dated the .....

Copies forwarded to the following for information and necessary action :-

1. Financial Advisor Jaipur.
2. Concerned Officer/Official.
3. Personal file of concerned employee.

Signature  
Designation

(Rather than filling this form a copy of retirement orders issued by Corporation may be enclosed)

## Rajasthan State Industrial Development & Investment Corporation Ltd

### FORM A

(See Rule 4)

Pension Disbursing Authority (Incharge of Bill  
Section) / Advisor(A&M) / Unit Head  
Place .....

I, ..... hereby  
(Name of the pensioner in capital letters)

nominate the person named below, under Rule 4 of the RIICO Payment of Arrears of Pension(Nomination) Rules,.

Name and address of the nominee	Relationship with the pensioner	If nominee is minor	
		Date of birth	Name and address of person who may receive the said pension during thenominee's minority
1	2	3	4

Name and address of other nominee in case the nominee under column (1) predeceases the pensioner	Relationship with the pensioner	Date of birth if the other nominee is minor	Name and address of person who may receive the pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid
5	6	7	8	9

Place .....  
Date .....  
Witness: Signature:

Signature  
and name of Pensioner.  
Address:

Name & Address :

Signature of Pension Disbursing Authority (Incharge of Bill Section) / Advisor(A&M) / Unit Head .

Acknowledgement to be sent by the Pension Disbursing Authority (Incharge of Bill Section) / Advisor (A&M) / Unit Head.

Certified that application/nomination has been received from.....

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

Place :  
Date :

Signature of Pension Disbursing Authority  
(Incharge of Bill Section)  
Advisor (A&M) / Unit  
Head  
Full Address:

**FORM 8**

(See Rule 83)

**Form of letter to the Financial Advisor  
Forwarding the pension papers of a Employee.**

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT AND INVESTMENT CORPORATION  
LIMITED  
H.O...../Unit office.....**

No. ....

Date .....

To,

The Financial Adviser  
RIICORajasthan  
Jaipur.

Subject:- Pension papers of Shri/Smt./Kumari.....  
for authorization of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Smt./Kumari .....  
..... of this Office for further necessary action.

2. He/ She is not a member of C.P.F. and is entitled to Pensionary benefits.
3. The details of Corporation dues which will remain outstanding on the date of retirement of the Employee and which need to be recovered out of the amount of retirement gratuity are indicated below:-
  - (a) Balance of the house building, conveyance advance or Term Loan to Employee  
Rs. ....
  - (b) Overpayment of pay and allowances including leave salary  
Rs. ....
  - (c) Arrears of license fee for occupation of Corporation accommodation  
Rs. ....
  - (d) The amount of license fee for the retention of Corporation Accommodation for the permissible period of two months beyond the date of retirement.  
Rs. ....
  - (e) The amount of gratuity to be withheld for adjustment of unassessed dues, if any  
Rs. ....

Total
4. Your attention is invited to the list of enclosures which is forwarded herewith.
5. Outstanding Corporation dues as mentioned in para. 2 above may be recovered out of the retirement gratuity before making payment.

Yours faithfully,

Advisor (A&M) / Unit Head .

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\* If an Employee is compulsorily retired from service and delay is anticipated in obtaining Form 5 and Form 5A from the Employee, the Adviser(A&M) / Unit Head may forward the pension papers to the Financial Adviser without Form 5 and Form 5A. These Forms may be sent as soon as they are obtained from the Employee.