

FORM 8**[See rule 61(1)]****[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant]**

No.

Government of India

Ministry of

Department / Office

Dated the

To

The Pay and Accounts Officer / Accountant-General

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

Sir,

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

1. The details of Government dues which will remain outstanding on the date of retirement of the Govt. servant and which need to be recovered out of the amount of retirement gratuity are indicated below-

- | | |
|--|---------|
| (a) Balance of the house-building or conveyance advance | ~ |
| (b) Overpayment of pay and allowances including leave salary | ~ |
| (c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961) | ~ |
| (d) Arrears of licence fee for occupation of Government accommodation | ~ |
| (e) The amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement | ~ |
| (f) Amount to be withheld as per intimation of the Directorate of Estates under rule 72 (5), if any | ~ |
| (g) Any other assessed dues and the nature thereof | ~ |

2. Your attention is invited to the enclosures forward herewith.
3. The receipt of this letter may be acknowledged and this Ministry / Department / Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant / pensioner.
4. The retirement gratuity will be drawn and disburse by this Ministry / Department / Officer on receipt of authority from you. The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Your faithfully,

Head of Office.

List of enclosures

- (1) Form 5 and Form 7 duly completed, along with enclosures and checklists.
- (2) Service Book (date of retirement to be indicated in the service book).

NOTES

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.