

**APPENDIX IV
(Rule 75)**

¹[Licence fee] Rules for Government buildings used as Residences.

1. No houses should be built or purchased by Government as residences for Government servants, except in the following cases:-

(i) When it is the recognised duty or established custom of Government to provide quarters at Government expense.

(ii) When it is necessary on public grounds for the Government servant to reside in, or close to, the premises in which his duties have to be performed, such as a jail, a police station, a school or a factory.

(iii) When it is necessary to provide residences in places where no houses are available, and where a lengthened term of residence would render camp accommodation unsuitable, e.g., along lines of roads or canals, for the housing of Government servants employed on their construction or maintenance.

(iv) When it is shown to the satisfaction of Government that suitable accommodation for Government servants whose appointments are permanent in respect of a locality is not available in the station already in existence or is available only under circumstances which will be likely to place such Government servants in an undesirable position in relation to the house proprietors.

2. Before sanctioning proposals for the construction or purchase of a residence for a Government servant, Government should consider whether the requisite accommodation cannot be more conveniently provided by taking an existing building on lease for such a term and on such conditions as may be appropriate. No such lease should be entered into, without the express sanction of Government, which will be accorded subject to the condition that the present and future incumbents of the appointment for whose accommodation the building is to be leased shall be required during the term of the lease to occupy the house and to pay such ¹[licence fee] as may be prescribed under the rules.

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970 (wef 5-2-1970)

3(a) When a house has to be built or purchased for the occupation of a Government servant, its cost, which in the case of a house to be purchased, will include the purchase money and any expenditure required to adapt the building for residential purposes, should be so regulated that the ¹[licence fee] calculated under the rules will not ordinarily exceed 10 percent of the salary and local allowances, if any of the Government servant who will usually occupy it. This rule applies equally to houses built or purchased for Government servants who pay licence fee, and those who are entitled to ¹[without licence fee] accommodation.

(b) Government do not undertake to maintain gardens attached to Government residential buildings. In the event, however, of no one being either in occupation of a residence or responsible for the ¹[licence fee] or if the Government servant responsible for the ¹[licence fee] has received permission to reside elsewhere and the residence is unoccupied, the pay of suitable establishment, not exceeding one mali and one coolie, may with the special sanction of Government, be charged to the annual repair estimate of the building. The cost of planting shade trees in the compounds of residential buildings and of transplanting soil in a portion of the compound meant for a garden, if the nature of the existing surface soil renders such transplantation necessary in order to form a garden, may be debited to the public funds as capital expenditure on the property.

Note:- When buildings are constructed at the cost of private gentlemen and handed over to Government for the public purpose, it is necessary to arrange for their maintenance at State cost. Accordingly provision for the annual repairs and proper maintenance, including monsoon thatties, must be made in the budget estimates of the Public Works Department. In the case of dispensaries constructed and handed over to Government by the public, the provision of funds for repairs and maintenance must be made in consultation with the Director of Medical Services.

(c) In the case of an official residence, whether newly constructed, purchased or hired, fans with their fittings on the scale approved by Government may be supplied and maintained

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970 (wef 5-2-1970)

by Government. All other fittings should be provided and maintained by the tenant. When chinks are required, they should be provided for by the tenants at their own cost.

¹[(d) All improvements to Government residential buildings require the special sanction of Government. Such sanction will not be given unless the proposed improvements are only to provide minimum convenience to the occupant which was not provided previously due to oversight or other causes. While applying for such sanction it shall be clearly mentioned how the improvements asked for are quite necessary for providing minimum comforts to the occupant and in what circumstances the same were lost sight of when the residential building was constructed.

Officers acting in contravention of the above directions will render themselves personally responsible for all expenditure thus incurred.]

4. The incumbent, whether permanent or temporary, of an appointment for whose benefit a house has been constructed or purchased or taken on lease by Government under the conditions specified in Rules 2 and 3 above will be held responsible for the prescribed ²[licence fee] during his tenure of the appointment.

Government may sanction exceptions to this rule in the following cases :-

(a) When a Government servant is acting in such an appointment, but is discharging the duties thereof in addition to those of his substantive appointment and already pays ²[licence fee] for a house.

(b) When a Government servant, in addition to the duties of such an appointment, carried on those of another appointment which preclude him from occupying the house.

(c) When he has been promoted or transferred to the appointment in the same station and it is not considered necessary that he should change his residence.

(d) When a Government servant officiating in an appointment for a period not exceeding two months is actually

1. Substituted by No. FD 67 SRS 62 dated 25-6-1963

2. Substituted by No. FD 83 SRS 68 dated 19-1-1970 (wef 5-2-1970)

prevented from occupying the house provided for him by circumstances which Government consider sufficient to warrant an exception being made in his favour.

¹[Note.- Government servants belonging to the Health and Family Welfare Department should vacate the quarters attached to the institutions where they are working immediately on their transfer, even though the Institutions to which, they are transferred, are located in the same station.]

²[4-A.(i) A Government servant who owns a house at his place of posting shall not be allotted Government quarters/house under the administrative control of Housing Board, P.W.D. and other Government agencies, for rental occupation. Henceforward, a certificate shall be obtained from a prospective allottee that he has no house at the station of his posting within the limits of any local or adjoining Municipality/ Municipal Corporation, either in his own name or in the name of any member of his family.

(ii) The Government Servant, who builds/acquires a house in future at the place of his posting within the limits of any local or adjoining Municipality/ Municipal Corporation either in his own name or in the name of any members of his family, shall be required to vacate the Government quarters/house in his possession from the date of completion of construction or acquisition of his own house.

(iii) A Government servant who has already built/acquired a house within the limits of any local or adjoining Municipality/ Municipal Corporation either in his own name or in the name of any member of his family, shall be required to vacate Government quarters in his occupation within three months from 1st November 1975.

(iv) If the Government servants fails to vacate the Government quarters/ house within the time limits specified in sub rules (ii) and (iii) he shall be liable for payment of penal licence fee and eviction.

(v) If the house of Government servant has less accommodation than the entitlement, then he would be entitled to Government accommodation on payment of normal licence fee only, when he agrees to lease his house to Government at

1. Inserted by No. FD 85 SRS 78 dated 27-12-1978(wef 18-8-1978)

2. Inserted by No. FD 83 SRS 78 dated 31-8-1979 (wef 9-10-1975)

licence fee to be fixed by Government in accordance with the prescribed norms.

(vi) For the purpose of these rules, 'House' in relation to a Government servant or member of his family, means a residential house or part thereof (including inherited house) situated within the limits of any local or adjoining Municipality /Municipal Corporation and having accommodation comparable to his entitlement under the allotment rules. 'Members of family' in relation to a Government servant means the wife or husband or a dependent child of the Government servant.

(vii) The following categories of Government servants whose stay in the Government quarters /houses is considered essential in the interests of Government work will not be covered by the foregoing provisions of this rule.

(1) Divisional Commissioners of Mysore, Belgaum and Gulbarga Division.

(2) Deputy Commissioners of Districts.

(3) Assistant Commissioners, Tahsildars and Block Development Officers.

(4) Inspector General of Police.

(5) Deputy Inspector General of Police of ranges

(6) Commissioner of Police, Bangalore.

(7) Superintendent of Police (in places where quarters are provided.)

(8) District Judges.

(9) Resident Medical Officers in respect of Major Hospitals.

(10) Other District Officers, where quarters have been designated.

(11) Staff borne on the Personal Establishment of Governor, Ministers, Ministers of State and Deputy Ministers.

(12) All the categories of Staff borne on the Establishments of Government Guest Houses.

(13) Government servants to whom official residence or without licence fee accommodation is made available under the terms of their employment, and

(14) Other Government servants whose residence is required at the close vicinity of the duty point.]

5. The sub-letting of an official residence may be permitted under the following conditions:-

(i) The sub-let should be to a tenant approved by the Chief Engineer.

(ii) The Government servant will still remain personally responsible for the ¹[licence fee] and for any damage caused to the building beyond fair wear and tear.

(iii) Government will not recognise the sub-tenancy.

(iv) The ¹[licence fee] to be charged by the Government servant to his tenant, should not, except with the sanction of Government in special circumstances, exceed the ¹[licence fee] paid by the Government servant to the Government.

(v) Sub-tenancy should continue only for so long as the Government servant who makes the arrangement holds the appointment for which the official residence is provided.

6. If a building, whether newly built, bought or adopted for the purpose, is provided for a Government servant as his residence, he is bound to pay ¹[licence fee] even if he does not occupy it. When a Government building intended for one Government servant is occupied by another, the ¹[licence fee] recovered from the latter will be deducted from the amount of ¹[licence fee] payable by the former for whom the house was intended and who is primarily responsible for it.

7. For the purpose of the following rules, Government buildings intended for occupation as residences by Government servants return is expected on the capital cost.

Class I,- Building from the ¹[licence fee] of which an adequate return is expected on the capital cost.

Class II,- Building from the ¹[licence fee] of which an adequate return on the capital cost is not expected.

Note.- The fact that a building of Class I is occasionally occupied by a tenant who is entitled to accommodation without ¹[licence fee] or at reduced ¹[licence fees] will not justify its

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

removal from Class I to Class II and vice versa. A building in Class II should not be transferred to Class I whenever it is occupied by a tenant who may be required to pay ¹[licence fee] in accordance with rules. Buildings should be transferred from one Class to the other only when there is permanent change in the conditions under which they will originally be allotted on ¹[licence fee]. Transfers should be made only under the orders of Government and should have effect in all cases from the commencement of a financial year :-

Basis of Assessment for buildings of Class I:-

The aggregate of the full annual ¹[licence fee] fixed for all buildings in this Class shall not be less than a sum which will secure a moderate interest on the capital outlay on these buildings as well as an additional sum sufficient to cover the average annual charges for maintenance and repairs. The ¹[licence fee] for each building in Class I will be fixed by the Divisional Officer in the first instance, subject to subsequent confirmation by the Chief Engineer and also subject to the following conditions:-

(a) The ¹[licence fee] per mensem for each building will be fixed at 7 1/2 percent on the present value of the building including the cost of electric installation as shown in the registers.

Note 1.- Every fraction of a rupee less than 50 Naya Paise shall be taken as 50 Naya Paise and fraction more than 50 Naya Paise as a rupee in the results arrived at in calculating the percentages.

Note 2.- Government reserve to themselves the right of fixing a special ¹[licence fee] in such cases as they may consider necessary.

Note 3.-Whenever additions or improvements including electric installations are made to a building during occupancy, raising thereby its capital cost, the increased ¹[licence fee] will be levied from the first of the month succeeding that in which the addition or improvement is completely executed even though complete payments may not have been made to the contractor or the work accounts closed. The Divisional Officer should take particular care that the entire outlay which may be finally incurred on the work is calculated before hand as accurately as possible in order to arrive at the increased capital

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

cost on which the ¹[licence fee] is to be based. If any difference is found later on, in the actual outlay after the work accounts are closed, the necessary alteration in ¹[licence fee] may then be effected. In the meantime, the tenant should be informed that the alteration in the assessment is provisional pending closing of the work accounts.

²[Note 4.- Superintending Engineers are empowered to approve finally of data statements for calculating the standard ¹[licence fee] of Government residential buildings, and]

Note 5.- Superintending Engineers are also empowered to approve finally ²[xxx] data statements for calculating the standard ¹[licence fee] of Government residential buildings, the capital cost of which is not known. Standard ¹[licence fee] will be calculated in the above cases by the Superintending Engineers as follows:-

When the year of construction or acquisition of a residential building is not known, its present value will be taken into account. The rate of interest applicable to the year in which the assessment of the capital cost of the building was made will be adopted for purpose of calculation of ¹[licence fee] and preparation of ¹[licence fee] data statement of the building.

³[(b) The ¹[licence fee] charged for any building occupied by a Government servant shall not exceed ten percent of his salary. 'Salary' for the purpose of this rule means all emoluments drawn by an occupant and includes.

(i) Pay;

(ii) Payments from general revenues and fees if such payments or fees are received in the shape of a fixed addition to monthly pay and allowances as part of the authorised remuneration of a post;

(iii) Compensatory allowances other than travelling allowance, uniform allowance, clothing allowance, outfit allowance, special outfit allowance, Uniform grant and grant for Horse and saddlery, whether drawn from the Consolidated Fund of India or of a State or from a Local Fund;

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

2. Amended by No. FD 42 SRS 66 dated 9-8-1966 (wef 25-8-1966)

3. Substituted by No. FD 33 SRS 68 dated 27-7-1968 (wef 15-8-1967)

(iv) Exchange Compensation Allowance;

(v) Pension, other than pension drawn under the provisions of Chapter XXIV of these rules or compensation received under the Workmen's Compensation Act, 1923, as subsequently amended;

(vi) In the case of a Government servant under suspension and in receipt of a subsistence grant, the amount of subsistence grant, provided that if such Government servant is subsequently allowed to draw pay for the period of suspension the difference between the ¹[licence fee] recovered on the basis of the subsistence grant and the ¹[licence fee] due on the basis of the emoluments ultimately drawn shall be recovered from him.

Note 1.- The emoluments of a Government servant paid at piece work rates shall be determined in such manner as the Government may prescribe.

Note 2.- The emoluments of an Officer on leave mean the emoluments drawn by him for the last complete calendar month of duty performed by him prior to his departure on leave.

Note 3.- The amount of pension to be taken into account, will be the amount originally sanctioned i.e., before commutation, if any, and will also include the pension equivalent of death-cum-retirement gratuity and other forms of retirement benefits if any e.g., Government contribution to a Contributory Provident Fund, commuted value of pension etc.

Note 4.- Fractions of rupee less than 50 paise shall be taken as 50 paise and fractions more than 50 paise as a rupee in the results arrived at in calculating percentages.

Note 5.- The ¹[licence fee] liability need not necessarily be limited to ten percent of and allowance in cases where occupation of quarters is optional.

²[Exception xxx]

8. For the purpose of this rule, the capital cost of a building shall, unless specially reduced, be taken at the cost of the building and its site, without addition of any percentages on account of establishment or of tools and plant. If the house was constructed on land purchased by Government, the value of the

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

2. Deleted by No. FD 106 SRS 70 dated 24-12-1970 (wef 23-4-1970)

site will be the price paid for it by Government, if this can be ascertained: if not, it will be the value at the time those rules are first applied. If the house was built on land, the property of Government, the actual outlay incurred by the Government on such land should be included in the capital cost of the building for the purpose of assessing ¹[licence fee]; but if no such outlay has been incurred, the value of the site should not be included in the capital cost of the building.

In the case of houses purchased by Government, the capital cost will be the price actually paid for the property together with the amount of the works outlay incurred by Government in altering, restoring or improving the building. When there is no record of the actual price paid by Government for any building, its present value should be estimated by the Divisional Officer and approved by the Chief Engineer and this estimate should be taken as the capital cost.

Note .- The outlay incurred on the electric installations in all Government residential buildings allotted on ¹[licence fee] should be added on to the capital cost of the building, and ¹[licence fee] fixed on that basis. As regards quarters occupied without ¹[licence fee] no interest and depreciation charges need be levied from the officers occupying them.

9. When a building is occupied partly as a residence and partly as an office for which no ¹[licence fee] is paid, the capital value of the portion occupied as a residence should be separately estimated, for the purpose of this rule. The cost of maintenance of the residential portion should also be separately estimated and accounted for. The amount of reduction of ¹[licence fee] under this rule will be fixed by the Chief Engineer.

Note.- When separate office accommodation is provided for the occupant and the use of part of his residence for office or business purposes is optional, no deduction from the ¹[licence fee] is permissible on this account.

10. Government may sanction a reduction or remission of ¹[licence fee] otherwise chargeable under the rules.

(a) When a building in Class I is occupied by a Government servant who, under a special or general order of

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

Government, is entitled to accommodation ¹[without licence fee], or at a ¹[licence fee] assessed otherwise than as provided in the rules the ¹[licence fee] of the building may be remitted, or reduced to the amount prescribed by rule for the Government servant concerned.

(b) Remissions of ¹[licence fee] due for the occupation of a Government building may be sanctioned when the building is rendered uninhabitable by reason of extensive repairs being in progress, or from any other cause, provided that if the occupant finds that the house has become uninhabitable, he shall at once report the matter to the Divisional Officer incharge of the building, who will immediately inspect it and forward a report to the Chief Engineer. The latter will take such steps in the matter as he considers necessary, and then decide whether partial or total remission of ¹[licence fee] is to be allowed. No remission of ¹[licence fee] can be allowed for any period anterior to the date on which the occupant reported to the Divisional Officer that the house was uninhabitable, whether he left it before that date or not.

(c) At stations where, owing to excess of accommodation or to other special circumstances, ¹[licence fee] must unavoidably be assessed with reference solely to prevailing rates, special assessments may be made by Government, except in the case of buildings which have been constructed, purchased or leased as residences of Government servants holding particular appointments, and which are occupied by the incumbents of such appointments. In the case of such building, reduced assessments will be sanctioned by Government under special circumstances.

11. No Government servant is allowed residence free of ¹[licence fee], unless under the sanction of some general regulations or order of Government, or

(a) When a building in Class II is occupied by any person who is not entitled to quarters ¹[without licence fee], or at ¹[licence fee] fixed otherwise than in accordance with Rules 7(a) and (b) the ¹[licence fee] to be paid shall be fixed by Government in accordance with these rules.

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

(b) When buildings in Class II are occupied by Government servants who are entitled to accommodation at ¹[licence fee] fixed otherwise than in accordance with Rules 7(a) and (b), Chief Engineer may sanction reductions of the ¹[licence fee] prescribed in the circumstances contemplated in Rule 10.

(c) When a Government servant, not entitled to free quarters occupies a portion of his office as dwelling quarters, the Division Officer shall be authorised to claim ¹[licence fee] calculated under Rule 9 for the portion occupied as dwelling quarters.

²[xxx.

12. No licence fee will be charged, (1) to Government servants whose residence within or close proximity to the premises of the institution in which they are employed is considered by Government to be necessary and who have been specially provided with an official residence with this object; (2) to a Government servant who is entitled to a free house as a part of his official emoluments in accordance with an order of Government; (3) to lady Medical Subordinates posted for training in the Victoria, Vani Vilas and Minto Ophthalmic Hospitals, Bangalore and in the Cheluvamba and Krishnarajendra Hospitals at Mysore and allowed for the use of Government quarters, if available.]

13. All Police Officers, of rank lower than that of Assistant or Deputy Superintendent of Police, may be provided with free quarters in Police lines, stations etc., at the discretion of Government. When quarters are not available in the Police Lines, etc., other suitable quarters may be provided. When Government buildings are not available and Government desire to provide accommodation, it may be allotted on ¹[licence fee] until quarters can be built, but the grant of the house rent allowance in lieu of free quarters is not admissible.

Note 1.- Police Officers of and above the rank of Jamedars in the Cities of Bangalore and Mysore and in the Kolar Gold Fields (including Bangarpet Taluk) and officers of the Karnataka Armed Reserve Police throughout the State are exempted from payment of ¹[licence fee] for the quarters provided for them.

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970 (wef 5-2-1970)

2. Amended by No. FD 122 SRS 69 dated 20-4-1970 (wef 14-5-1970)

¹[Note 2.- The Chief Fire Officer, Fire Force Department, Bangalore, is entitled to the concession of ²[without licence fee] quarters.]

³[Note 3.-The Deputy Commissioners of Districts and Superintendents of Police holding District charge are exempted from payment of licence fee for the quarters provided for them for residence.]

14. When a substantial proportion of the students of a Government College is resident in hostels adjoining or near the college building, Government may provide free quarters for the Principal and one Professor.

Note.- Government considered that it is unnecessary to provide quarters free of ²[licence fee] or to give house rent allowance to Head Masters of High Schools.

15. All applications for sanction to reduce the ²[licence fees] of Government buildings occupied as residence below the amounts which should be charged under these rules must be accompanied by a tabular form in which the under mentioned particulars should be shown.-

- (1) Value of building and site.
- (2) Average annual charges for maintenance
 - (i) Special and (ii) Ordinary.
- (3) ²[Licence fee] according to rules.
- (4) Proportion of total area occupied by office if any.
- (5) Deduction on account of office ²[licence fee] if any.
- (6) ²[Licence fee] that should be paid by the occupant.
- (7) ²[Licence fee] that is proposed.
- (8) Average salary of occupant.
- (9) Market rate for similar accommodation in the station to be given as far as practicable.

1. Inserted by No. FD 116 SRS 66 dated 12-12-1966 (wef 1-7-1966)

2. Substituted by No. FD 83 SRS 68 dated 19-1-1970 (5-2-1970)

3. Inserted by No. FD 4 SRS 79 dated 5-3-1979 (wef 29-12-1978)

(10) Average ¹[licence fee] chargeable under these rules for other Government buildings, with, as nearly as may be, similar accommodation (to be given as far as practicable).

16. In all cases in which it is proposed to exempt a Government servant from the payment of ¹[licence fee] the under mentioned particulars should invariably accompany the application.-

(a) Actual or estimated value of the house and site.

(b) ¹[Licence fee] chargeable under the rules.

(c) Pay (including allowance) of the Government servant recommended for the grant of free quarters.

(d) Date from which it is proposed to grant the privilege of free quarters.

(e) Specific grounds on which the concession is recommended.

17. Officers on leave.-

An officer who goes on leave should be held to have ceased to be in occupation of the building from the date of commencement of the leave, unless for any reason a competent authority decides otherwise.

Note 1.- The local administrative head of the department may grant permission to occupy Government quarters to officers proceeding on leave on average pay not exceeding four months, in other cases the permission of the local Government is necessary.

Note 2.- A Government servant in the last grade whether permanent or not proceeding on leave without allowances for a period not exceeding one month may be permitted to occupy Government quarters during the period of leave on payment of ¹[licence fee] at concessional rates. Such permission will be granted by the authority competent to make a permanent appointment to the post held by the Government servant.

18. The ¹[licence fee] to be paid per mensem by any private person for the occupancy of a Government building will be fixed at the same rate as for Government servants except that there will be no maximum limit, there will, however, a minimum limit for ¹[licence fee] of Rs.2.

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

19. When private buildings are under proper authority hired for the accommodation of Government servants, the charge for ¹[licence fee] shall be subject to the maximum laid down in Rule 7(b) any difference in the ¹[licence fee] realised and the lease amount paid being charged to the maintenance estimate of the building.

Note.- All ¹[licence fees] from the occupants in respect of those buildings have to be brought on demand and credited to XXXVII - Public Works "when realised as in the case of buildings owned by Government. The ¹[licence fee] payable to the owners of the buildings in pursuance of the lease should be paid and charged to a lumpsum estimate to be sanctioned for the purpose under 50" Public Works-Repairs-Civil Buildings". No detailed annual maintenance estimate will be necessary as the repairs of these buildings as well as payment of municipal taxes, etc., will devolve on the owners.

20. Residential buildings, whether allotted on ¹[licence fee] or given without ¹[licence fee].

The produce in the compounds may be left to the tenants unless the charges of maintenance of the compounds are borne by Government.

21. In the case of all other buildings, the Divisional officer concerned shall arrange to sell the produce in the compounds thereof, and to credit the proceeds to the Public Works Department.

22 (a) Applications for electric lights and fans in Government buildings occupied as quarters allotted on ¹[licence fee] must be closely scrutinised and sanctioned if the tenants agree in writing to pay.-

(i) the full prescribed ¹[licence fee] i.e., 7 percent on the capital cost of the building including the cost of the electrical installation.

(ii) the amount billed for by the Electrical Department for the power consumed.

(iii) the cost of renewing lamps, replacing bulbs and other similar items.

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

(b) In the case of quarters without ¹[licence fee] the installation should not be sanctioned, unless the tenants agree in writing to pay the charges mentioned in items (ii) and (iii) above which should on no account be remitted.

(c) The expenditure on telephone installations or improvements thereto executed by the Posts and Telegraphs Department does not come under the term electrical installations and it should be met from the contingencies of the department concerned. Estimates for such work should not be sanctioned from the funds of the Public Works Department.

23. A list of fixtures in each residential building shall be maintained by Section Officers and in Sub-Division and Division Officers and a copy of it shall be hung in each building. Whenever a change in occupancy of a building occurs, the outgoing officer should obtain from the incoming officer a receipt for the fixtures handed over and forward it to the Public Works Department Section Officer in charge of the building. If the building on being vacated by one officer is not occupied immediately by another, the outgoing tenant on vacating the building should obtain a certificate from the Public Works Department Section Officer that all the fixtures noted in the list are present and in good order; and when the building is reoccupied, the Section Officer should obtain from the new tenant a receipt for the fixtures. If any of the fixtures are left in a damaged condition the Section Officer should immediately report the fact through the Sub-Divisional Officer to the Executive Engineer who will recover the cost of the damaged article from the outgoing tenant.

24. Care of vacant building.- If an Officer for whom a Government residence is provided with or without ¹[licence fee] is allowed for his own convenience to live elsewhere, he is expected to engage a watchman to take care of the building. Until a private watchman is so employed, the Public Works Department will employ one and recover the cost from the tenant; when, however, a residence remains unoccupied not purely on account of personal reasons but because the post to which the residence is attached is vacant or its incumbent is exempted both from occupying it and from the liability to ¹[licence fee] in the circumstances described, the following arrangements should be made.-

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

(1) If the quarters are expected to be vacant for one month or less, the officer on the spot discharging the duties of the permanent officer for whom the quarters are intended should arrange to depute a peon or other menial to look after the vacant building and garden attached to it.

(2) If the quarters are expected to be vacant for more than one month, the department in charge of the building will employ a watchman at the cost of Government to look after the building as well as the garden.

Note 1.-The Executive Engineer is authorised to sanction the entertainment of a watchman or caretaker in the case of Government residences in his charge. In exercising this power, the Executive Engineer should ordinarily sanction only the lowest pay of the watchman. If, however, it is found absolutely necessary to pay more than the lowest rate in special cases, he should record his reasons for doing so.

Note 2.- A watchman employed for vacant residential building need not be discharged, when the building is temporarily used as a rest house by touring officers for not more than 15 days.

25. Upkeep of the compounds attached to Public Building.- To ensure the proper upkeep of the compounds attached to Government buildings including residences in charge of the Public Works Department, the following rules should be observed.-

(1) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and will also see that compound is kept in proper order.

(2) No tree or main branch of a tree shall be cut without the Executive Engineer's concurrence.

(3) The ground of the compound shall not, without the concurrence of the Executive Engineer be broken for any purpose except that of "Gardening" in the ordinary sense of the work and this sense shall not include the digging of pits, ponds or wells for watering purpose.

(4) Bushes and shrubs planted in the ground are the property of Government and may not be cut down or removed from the compound without the concurrence of Executive Engineer, but his concurrence shall not be required for such cutting down, uprooting or trimming of any bush or shrub or

lopping of any tree as may be necessary for the proper maintenance of the garden.

(5)(a) The Executive Engineer will report to the Superintending Engineer any breach of the above rules which may come to his notice.

(b) The compound of Jails and mental hospitals will be exempted from the operation of the above rules and will be in sole charge of the Superintendents.

(c) These rules do not apply to the compounds of the Government houses.

26. Levy of penal rates of ¹[licence fee] in cases where the officials do not vacate the quarters ²[either on transfer] ³[or retirement] or on posting to another post in the same or in any other office in the same head quarter station for which allotment of Government quarters is considered to be not essential under Rule 1 of these Rules.]

⁴[I. In respect of Government servants drawing above ⁵[Rs.330] per month:-

(a) A reasonable time not exceeding one month from the date of relief of the official, may be allowed for the officer to vacate the official quarters and for that period the usual licence fee shall be levied.

(b) If the occupant does not vacate the quarters within the specified time, three times the usual licence fee may be recovered for the period exceeding one month.

(c) If the occupant does not vacate within a period of three months, the quarters may be got vacated by taking appropriate steps.

(d) For periods of occupation exceeding three months, five times the usual ¹[licence fee] shall be charged and deducted out of the pay of the official.

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

2. Amended by No. FD 202 SRS 74 dated 18-3-1975(wef 3-4-1975)

3. Amended by No. FD 41 SRS 77 dated 15-10-1977(wef 17-11-1977)

4. Substituted by No.FD 254 SRS 58 dated 27-10-1958(wef 6-11-1958)

5. Substituted by No. FD 73 SRS 78 dated 20-3-1979(wef 1-1-1977)

II. In respect of Government servants drawing ¹[Rs.330] and below:-

(a) Provided that the officials transferred to a place are not put to hardship by the failure of the transferred officials out of the place to vacate the quarters, time upto one month may be allowed on the same terms on which they are allowed to occupy them.

(b) If the occupant does not vacate the quarters within a month after relief, three times the usual licence fee may be recovered for the period exceeding one month.

(c) If the party does not vacate within the lapse of three months, the quarters may be got vacated by taking appropriate steps.

(d) For periods of occupation exceeding three months five times the usual ²[licence fee] may be charged and deducted out of the official.

III. In the case of officials and officers proceeding on long leave and likely to be reposted ³[to the same post] they may be allowed occupation of the quarters and the usual rent levied, during the period of leave in special cases or in cases where accommodation for the incoming substitute officials and officers can be made available. ⁴[xxx]

⁵[Note.- A Government servant transferred from one station to another in the middle of an academic year may be permitted to retain the quarters on payment of the usual licence fee till the end of that academic year provided the incoming Government servant is not inconvenienced for want of accommodation.]

⁶[Section IV.- In the case of Government employee who retires from Government service, a reasonable time not exceeding one month from the date of retirement shall be allowed to vacate Government residential quarters for which period usual licence fee shall be recovered. If he does not vacate the quarters within this stipulated period, three times

1. Substituted by No. FD 73 SRS 78 dated 20-3-1979(wef 1-1-1977)

2. Substituted by No. FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

3. Substituted by No. FD 36 SRS 70 dated 16-3-1971(wef 22-4-1971)

4. Amended by No. FD 1 SRS 67 dated 7-8-1967(wef 31-8-1967)

5. Inserted by No. FD 53 SRS 73 dated 8-5-1973(wef 7-6-1973)

6. Inserted by No. FD 41 SRS 67 dated 15-10-1977(wef 17-11-1977)

usual licence fees shall be recovered for the period exceeding one month but not exceeding three months and if he still continues to occupy the quarters without vacating the same licence fee at a rate five times the usual licence fees shall be recovered from him for the period in excess of three months and in addition to this, appropriate steps should also be taken to get the quarters vacated.

Note.- For purpose of calculation of the rate of licence fees, in such cases, the salary as defined in clause (b) of Rule 7 of these Rules drawn immediately prior to the date of retirement shall be taken into account.]

¹[26-A(i) A Government servant allotted residential accommodation ²[without licence fee] basis shall be allowed to retain the residence free of ²[licence fee] while on leave up to a maximum period of one month subject to the condition that he is likely to return to the same post from which he proceeds on leave, where, however the period of leave granted to such a Government servant exceeds one month and the Government servant concerned is permitted to retain the residence by the competent authority during such period, usual ²[licence fee] in accordance with the rules in force shall be recovered for that period of leave exceeding one month.

(ii) A female Government servant who has been allotted residential accommodation free of ²[licence fee] shall be permitted to enjoy the ²[without licence fee] concession during the entire period of maternity leave provided that the accommodation is not required for the substitute, if any, engaged during the absence on leave of the Government servant concerned and she is likely to return to the same post from where she proceeds on leave.

(iii) On transfer from one station to another, the Government servant shall be allowed to retain the residence, free of ²[licence fee] for a period of fifteen days and thereafter on payment of the usual ²[licence fee] under rule 7 of this Appendix but not exceeding two months from the date of handing over of the charge.

1. Amended by No. FD 1 SRS 67 dated 7-8-1967 (wef 21-8-1967)

2. Substituted by No.FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

(iv) In the event of death of a Government servant, his family shall be allowed to retain the residence free of ¹[licence fee] for a period of one month from the date of death of the Government servant and thereafter for a further period of 3 months on payment of ¹[licence fee] under Rule 7.

(v) On resignation, ¹[without licence fee] concession to the Government servant shall cease from the date of resignation, however, in the case of dismissal or removal or retirement from service, he may be allowed to retain the residence for a period of one month free of ¹[licence fee].

Note.- The retention in cases mentioned above is to be allowed only if the same is required for the bonafide use of the Government servant or his family as the case may be and the residence can be conveniently spared by the competent authority and is not detrimental to the interest of the new incumbent of the post, if any, and also it does not involve any loss of revenue or extra cost to the Government.

(vi) If a Government servant enjoying ¹[without licence fee] concession is suspended from service, he will cease to get ¹[without licence fee] concession from the date of suspension. ²[Where the accommodation free of licence fee is attached to his post he may be allowed two months time to vacate the quarters. But where the accommodation free of licence fee is not so attached, he will not be required to vacate the accommodation.] However, from the date of suspension ¹[licence fee] will be recovered from him on the assumption that he was in occupation of ¹[without licence fee] accommodation at the time of suspension, i.e., for the purpose of recovery of ¹[licence fee] his emoluments will be taken as laid down in rule 7(b). If subsequently, the Government servant is allowed for the period of suspension full pay and allowances under rule 99 (2) of these rules, concession of ¹[without licence fee] accommodation shall stand restored to him and the ¹[licence fee] ³[if recovered for the period of suspension shall be refunded to him. If the period of suspension is treated as one spent on leave, the Government servant shall be refunded the ¹[licence fee] charged for the first month only.]

The difference between the ¹[licence fee] recovered on the basis of the subsistence allowance and the ¹[licence fee] due in terms of sub-rule (i) of this rule shall be recovered in respect

1. Substituted by No.FD 83 SRS 68 dated 19-1-1970(wef 5-2-1970)

2. Substituted by No.FD 36 SRS 70 dated 16-3-1971(wef 2-4-1971)

3. Substituted by No.FD 136 SRS 67 dated 22-11-1967 (wef 30-11-1967)

of the period exceeding one month. If such a Government servant is made to vacate ¹[without licence fee] accommodation either because it is specifically attached to a particular post or for any other reason, he will not be allowed to draw house rent allowance prescribed in lieu of ¹[without licence fee] concession. But if his headquarters at the time of suspension is at a place which is classified city or a hill station at which house rent allowance is admissible to other Government servants, then he will be allowed the house rent allowance at the rates and subject to the conditions applicable to other Government servants. The house rent allowance will be calculated with reference to the pay that he was drawing at the time of suspension.

Note.-(a) If the occupant does not vacate the quarters within the specified time, three times the usual ¹[licence fee] may be recovered for the first three months beyond the specified period.

(b) If the occupant does not vacate within a period of three months, the quarters may be got vacated by taking appropriate steps;

(c) For periods of occupation exceeding three months, five times the usual ¹[licence fee] shall be charged and deducted out of the pay of the official or recovered otherwise than from pay as the case may be.]

27. Municipal Taxes on Buildings.

(i)(a) All the Government buildings used for residential purposes, no matter where situated, will be assessed to the municipal house and lighting taxes. ²[xxx] Charges for excess consumption of water should be levied on the occupants of all Government residential buildings, in Bangalore City whether they are ¹[without licence fee] or on payment of ¹[licence fee.]

(b) In the City of Mysore, no general water rate is payable on any Government buildings, irrespective of the use to which they are put. If such buildings are used as offices they are not liable to house connection fees or any other charges. In the case of buildings used as residence whether on payment of licence fee or without licence fee, the tenants should pay the house connection fees at the prescribed rates.

1. Substituted by No. FD 83 SRS 68 dated 19-1-1970 (wef 5-2-1970)

2. Deleted by No. FD 64 SRS 60 dated 14-5-1960 (wef 1-4-1960)

Note.- All the first and second class traveller's bungalows in the State are exempted from the payment of Mohatarfa tax as they are used only for non-residential purposes.

(ii) In the case of buildings in places other than Mysore and Bangalore, the following procedure has to be followed in the accounting of charges incurred in connection with general and special water rates levied by the municipalities:

(a) The cost of installing water connection should be included in the capital cost and in the case of residential quarters the full prescribed ¹[licence fee] should be recovered from the tenant occupying the building. In the case of without ¹[licence fee] quarters, no installation should be undertaken unless the tenant agree in writing to pay the house connection fees levied by the Municipality.

(b) The levy of general water rate which is invariably included by the municipality in the bill for house tax will be borne by Government. In the case of house connection, an additional tax viz., house connection fees, will be separately levied which should be recovered from the tenants concerned, whether the quarters be ¹[without licence fee] or not,. In the case of buildings used as offices, such charges should be paid by the Department occupying the building and charged to its office contingencies. No amount on this account should be charged to the annual repairs estimates of the buildings.

(c) The work of recovery of house connection fees devolves upon the Public Works Department.

(iii) To avoid complications in the matter of recovery in case of frequent transfers of tenants, the drawers of bills may be asked to deduct out of their salary and establishment bills one-twelfth month of the annual rate every month supported by a deduction statement. Whenever the buildings are occupied or vacated during the middle of a month, the recovery of the proportionate amount should be noted in the last pay certificate.

²[(iv) Taxes on residential buildings, if payable by Government whether the buildings are under the administrative control of the Public Works Department or any other Civil Department shall be debited to the maintenance estimates of the building concerned.] The responsibility for the acceptance

1. Substituted by No.FD 83 SRS 68 dated 19-1-1970 (wef 5-2-1970)

2. Substituted by No. FD 64 SRS 60 dated 14-5-1960 (wef 1-4-1960)

of the assessment rests with the Divisional Officer in charge of the building. If the assessment appears to be unduly high, proceedings should be taken to obtain redress under the municipal laws.

¹[Note.- In cases where the whole or any portion of the taxes which are ordinarily leviable from the tenant is paid by a department other than the department in the administrative control of the building, the charge may be treated as contingent expenditure of the paying department.]

Exception 1.- Residential quarters attached to public institutions for the use of Government servants, who under the rules have to live in the premises of those institutions, as well as medical staff quarters used for residential purposes, on which a share of ²[licence fee] is received by the Municipalities shall not be liable to Municipal taxation.

³[Exception 2.- All the Buildings belonging to the State Government as well as to the Union Government situated within the limits of the Corporation of the City of Bangalore are exempt from the levy of property Tax.]

28. These rules apply to the employees of the Central Government also, whenever Government buildings are made available to them for residential purposes.

1. Substituted by No. FD 64 SRS 60 dated 14-5-1960 (wef 1-4-1960)

2. Substituted by No.FD 83 SRS 68 dated 19-1-1970 (wef 5-2-1970)

3. Inserted by No. FD 36 SRS 63 dated 6-4-1963.

APPENDIX V

(Rule 572)

LIST OF OFFICERS WHOSE TRAVELLING ALLOWANCES BILLS
AS WELL AS THEIR ESTABLISHMENTS DO NOT REQUIRE
COUNTERSIGNATURE

I.¹[The Members of the Karnataka Appellate Tribunal,
Bangalore.]

II. All Heads of Departments referred to in Appendix-I.

III. Other officers, viz.,

² [1. The Private Secretary to the Chief Minister.]

2. The District Judges.

3. The District Magistrates and Additional District
Magistrates.

4. The Superintending Engineers.

5. The General Superintendents, Electrical Department.

6. The Conservators of Forests.

7. The Deputy Commissioners, Sales Tax.

8. The Principal, Sri Krishnarajendra Silver Jubilee
Technological Institute, Bangalore.

9. The Superintendent, Sri Jayachamarajendra
occupational Institute, Bangalore.

10. The Principal, Agricultural College.

11. The Principal, College of Engineering, Davangere.

12. The Assistant Advocate-General.

13. The Secretary, Central Beggar Relief Committee.

14. The Government Architect.

15.³[The Joint Director of Land Records]

1. Substituted by No. FD 8 SRS 76 dt. 17-11-1976 (wef 1-1-1976).

2. Substituted by No. FD 168 SRS 58 dt. 25-8-1958 (wef 4-9-1958).

3. Substituted by No. FD 87 SRS 77 dt. 29-11-1978 (wef. 1-11-1973).

¹[16.xxx]

²[17.xxx]

18. The Deputy Commissioner, Excise.

19. The Deputy Inspector-General of Police.

³[20. The Presiding Officers of the Industrial Tribunals.]

21. The Special Deputy Commissioner for Inam Abolition.

⁴[22. The Deputy Commissioner of Settlement, Bangalore.]

⁵[23. The Presiding Officers of the Labour Courts.]

⁶[24.x x x]

⁷[25. The Deputy Commissioner of Settlement, Gulbarga.]

⁸[26. The Director of Evaluation and Ex-Officio Deputy Secretary to Government, Planning, Housing and Social Welfare Department.]

⁶[27. The Secretary, Karnataka Appellate Tribunal, Bangalore.)

⁹[28. The Commissioner of Police, Bangalore.]

¹⁰[29. The Joint Secretaries to Government.]

¹¹[30. Principal, Survey Settlement Training Institute, Mysore.

¹²[31. Additional Directors of Health and Family Planning Services.

32. Joint Directors of Health and Family Planning Services.]

1. Deleted by No. FD 45 SRS 70 dt. 9-6-1970 (wef. 25-6-1970).

2. Deleted by No. FD 141 SRS 73 dt. 15-10-1973 (wef. 17-9-1973).

3. Substituted by No. FD 19 SRS 85 dt. 16-7-1985 (wef. 5-6-1985).

4. Inserted by No. FD 63 SRS 58 dt. 25-4-1958 (wef. 1-4-1958).

5. Inserted by No. FD 70 SRS 58 dt. 13-5-1958 (wef. 1-4-1958).

6. Amended by No. FD 8 SRS 76 dt. 17-11-1976 (wef. 1-1-1976).

7. Inserted by No. FD 142 SRS 58 dt. 26-7-1958 (wef. 7-8-1958).

8. Inserted by No. FD 40 SRS 65 dt. 26-10-1965

9. Inserted by No. FD 129 SRS 69 dt. 28-10-1969 (wef. 25-8-1969).

10. Inserted by No. FD 137 SRS 69 dt. 28-10-1969 (wef. 28-3-1968).

11. Inserted by No. FD 204 SRS 71 dt. 18-11-1971 (wef. 27-1-1971).

12. Inserted by No. FD 55 SRS 76 dt. 24-9-1976 (wef. 7-10-1976).

APPENDIX - VI

Notification No. FD 17 SRS 64 Dated 10th February, 1965

G.S.R. 443-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers hereunto enabling, the Governor of Karnataka hereby makes the following Rules:-

1. These Rules may be called "The Karnataka Government Servants (Family Pension) Rules. 1964".

2. They shall be deemed to have come into force on the 1st December 1964.

3. These Rules shall be applicable to;

(i) All Government servants appointed regularly to pensionable posts on or after 1st December 1964;

(ii) All Government servants who held pensionable posts on 1st December 1964 having been appointed regularly to the same before that date and who are governed by the pension Rules contained in the Karnataka Civil Services Rules, provided they exercise an option in favour of these rules or fail to exercise any option within the time allowed as provided for in Rule 11 of these Rules;

(iii) All Government servants who held pensionable post on 1st December 1964 having been appointed regularly to the same before that date and were governed by the Old Pension Rules of the Mysore Services Regulations, the Hyderabad Civil Services Rules, the Bombay Civil Services Rules, the Civil Service Regulations and the Madras Pension Code whereunder they did not have the benefits of Family Pension and Death-cum-Retirement Gratuity, provided they exercise an option in favour of these Rules as provided for in Rule II of these Rules.

4. These Rules are not applicable to the following:-

- (a) Government servants who retired (before 1st December, 1964);
- (b) Persons paid from Contingencies;
- (c) Work charged Staff;
- (d) Casual Labour;

(e) ¹[(I) Government servants who retired before 1st December 1964, or retiring on superannuation pension but may be re-employed on that date or thereafter;

(ii) Military personnel of the Defence Services who retired with retiring/service/invalid pension but may be re-employed in civil post under Government on or after 1st December, 1964, if they have reached on the date of re-employment, superannuation age as applicable on the civil side to the category of post to which the re-employment is made];

- (f) Officers appointed on Contract;
- (g) Locally appointed candidates (Local Candidates).

5. ²[(1)] ³[(i) Subject to the provisions hereafter contained, where a Government servant having put in a continuous service for a period of not less than one year dies while in service or after retirement on or after 1st December, 1964 a Family Pension shall be granted according to the scale specified below:-

Pay of the Government Servant	Monthly Family Pension
(1) Rs. 800 and above	12% of pay subject to a minimum of Rs.150.
(2) Rs. 200 and above but below Rs. 800	15% of pay subject to the maximum of Rs. 96 and a minimum of Rs. 60.
(3) Below Rs. 200	30% of pay subject to a minimum of Rs. 30]

1. Substituted by No. FD 38 SRS 70 dated 23-8-1971.

2. Amended by No. FD 83 SRS 80 dt.18-7-1981 (wef. 30-7-1981).

3. Substituted by No.FD 32 SRS 70 dt. 13-4-1971 (wef. 1-10-1971).

¹[Provided that where a Government servant dies on or after 1st January 1977, family pension shall be granted according to the scales prescribed below:-

Pay of the Government Servant	Monthly Family Pension
(1) Below Rs. 400	30% of pay subject to a minimum of Rs. 90 and maximum of Rs. 100.
(2) Rs. 400 -1199	15% of pay subject to the minimum of Rs. 100 and maximum of Rs.160
(3) Rs. 1200 and above	12% of pay subject to a minimum of Rs. 160 and maximum of Rs. 250.

Provided further that in cases where family pension is determined with reference to the provisions of this rule as in force prior to the 1st day of January 1977, the total amount of the family pension and the dearness allowance admissible thereon shall be treated as family pension, with effect from the 1st day of January 1977, and shall be subject to a minimum of ninety rupees per month.

²[Note 1-The amount of family pension shall be subject to a minimum of Rs.40 per mensem w.e.f 1st April, 1973.]

³[Note 2 - (i) The pay for the purpose of this Rule means the pay as defined in rule 8(32) of the Karnataka Civil Services Rules, which the Government servant was drawing on the date of his death, while in service or immediately before his retirement. If, on the date of his death while in service or immediately before his retirement a person has been absent from duty on leave with allowances his pay should be taken at what it would have been had he not been absent from duty;

1. Inserted by No. FD 80 SRS 78 dt. 18-6-1980 (wef. 1-1-1977).

2. Inserted by No. FD 48 SRS 73 dt. 4-11-1974 (wef. 1-4-1973).

3. Substituted by No. FD 99 SRS 67 dt. 7-12-1967.

Substituted by No. FD 55 SRS 70 dt. 17-2-1971.

Amended by No. FD 48 SRS 73 dt. 4-11-1974 (wef. 1-4-1973).

provided that the amount of family pension is not increased on account of increasing 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 officiating or temporary appointment, but for his proceeding on leave. In case, a Government servant during the currency of leave on average pay not exceeding four months or the first four months of any period of leave on average pay exceeding four months earns an increment which is not withheld, he is entitled to count the pay which he would have drawn had he remained on duty. If on the date of death while in service or immediately before retirement, a person has been absent from duty being on extraordinary leave or suspension pay will continue to mean the pay which he drew immediately before proceeding on such leave or suspension. The term 'pay' includes 'Dearness pay' also.]

(ii) The minimum service of one year envisaged in this rule means simple one year's continuous service, permanent or temporary (including officiating) in a pensionable establishment. This period of one year will not include periods of extraordinary leave, suspension declared as not counting as duty for purposes of pension and boy service.

(iii) Commutation of pension will have no effect on the quantum of Family pension under these rules since the rate of family pension is based on the pay which the Government servant was drawing immediately before retirement and not on the pension sanctioned to him.

¹[(2). Notwithstanding the provisions of sub-rule (1), the family of a Government servant shall be eligible to receive a family pension, subject to the provisions of these rules, even though he may not have put in a continuous service for a period of not less than one year as on the date of his death or immediately before his retirement.]

1. Inserted by No. FD 83 SRS 80 dt. 18-7-1981 (wef. 30-7-1981).

¹[5-A. Subject to the provisions contained in Rule 5 of these rules, where a Government Servant having put in a ²[qualifying service] for a period of not less than seven years dies while in service, a family pension shall be granted as indicated below:-

(i) For a period of 7 years from the date following the date of death or till the date on which the officer would have reached the normal age of superannuation had he remained alive, whichever period is shorter, the pension payable shall be 50 per cent of the basic pay last drawn by the Government servant subject to a minimum of Rs. 30 per month and maximum of twice the family pension admissible under Rule 5 of these Rules, and

(ii) The family pension payable after the period mentioned at (i) above shall be at the rates laid down in Rule 5 of these rules.]

³[Note 1 - The family pension admissible under this Rule shall be subject to a minimum of Rs. 40 per mensum with effect from 1st April 1973.]

⁴[Note 2 - The benefits derivable under this Rule shall be allowed in case of death occurring on or after the first day of December 1964 but the enhanced family pension shall be payable only from 2nd November 1966.]

⁵[Note 3 - The benefits derivable under this Rule shall be allowed in cases of death occurring before 1st January 1977.]

Instruction - The pension payable under sub-rule (i) of this rule should first be calculated at 50 per cent of the basic pay last drawn. Simultaneously, the pension admissible under Rule 5 of the same rules should be determined after applying maximum and minimum limits. The amount thus arrived at should then be doubled. The resultant amount or 50 per cent of the basic pay last drawn whichever is less, is the amount of family pension admissible under this sub-rule (i).

1. Inserted by No. FD 50 SRS 66 dt. 2-11-1966.

Amended by No. FD 50 SRS 66 dt. 9-11-1967.

2. Amended by No. FD 176 SRS 74 dt. 22-4-1975 (wef. 8-5-1975).

3. Amended by No. FD 48 SRS 73 dt. 4-11-1974 (wef 1-4-1973).

4. Inserted by No. FD 105 SRS 67 dt. 7-12-1967.

5. Inserted by No. FD 80 SRS 78 dt. 18-6-1980 (wef. 1-1-1977).

¹[5 B. A Government servant who dies while In service on or after 1st January 1977 after having rendered a qualifying service of not less than seven years, family pension shall be paid at an enhanced rate equal to 50% of the pay last drawn or twice the family pension normally admissible, whichever is less, family pension at such enhanced rates shall be payable for a period of seven years or till the date on which the employee would have attained the age of 62 years if he had survived, whichever is earlier.]

²[5 C. A Government servant who dies while in service on or after first day of July 1986, family pension shall be granted with effect from the First day of July 1987, according to the scales specified below,-

Emoluments	Monthly Family Pension
1) Not exceeding Rs.1,500/-per month	30 percent of emoluments subject to a minimum of Rs.390/-
2) Exceeding Rs.1500/- but not exceeding Rs.3000/- per month	20 percent of emoluments subject to a minimum of Rs.450/-
3) Exceeding Rs.3000/-	15 percent of emoluments subject to a minimum of Rs.600/-and a maximum of Rs.1250/-

5 D. A Government servant who dies while in service on or after First Day of July 1986 after having rendered a qualifying service of not less than seven years, the family pension shall be paid with effect from the First day of July 1987, at an enhanced rate equal to fifty percent of the emoluments last drawn or the twice the family pension normally admissible whichever is less for a period of seven years or till the date on which the Government servant would have attained the age of sixty five years if he had survived, whichever is earlier.

5 E. In the event of death on or after First Day of July, 1986 of both father and mother who were Government Servants the family pension payable to minor children with effect from the First day of July 1987, shall be subject to a total of Rs.1250/- per month provided both employees were governed by these rules.]

1. Inserted by No. FD 80 SRS 78 dt. 18-6-1980 (wef. 1-1-1977).

2. Inserted by No. FD 12 SRA 96 dt. 31-3-1998 (wef.16-4-1998).

¹[5 F. A Government servant who dies while in service or after retirement on or after the first day of April 1998, the Family Pension shall be granted according to the scales specified below;-

Emoluments	Monthly Family Pension
1. Not exceeding Rs.4,050 per month	30 % of emoluments subject to a minimum of Rs.1055 per month
2. Exceeding Rs.4050 but not exceeding Rs.8000 per month	20 % of emoluments subject to a minimum of Rs.1215 per month
3. Exceeding Rs.8000 per month	15 %of emoluments per month subject to a minimum of Rs.1600 and a maximumof Rs.3381 per month

5 G. In the event of death of both the father and mother who were Government Servants on or after First day of April 1998, the family pension payable to the minor children with effect from the First day of April 1998 shall be such sum not exceeding Rs.3381 per month provided both the father and mother were governed by these rules.]

6. No Family pension under these Rules is payable to the Family of a Government servant who dies after retirement, unless at the time of death he was in receipt of or eligible to be paid any of the following pensions, viz,-

(1) Compensatory Pension;

(2) Invalid Pension;

(3) Retiring Pension or;

(4) Superannuation Pension;

¹[(5) Compassionate allowance;]

1. Inserted by No. FD 3 SRA 99 dated 7-4-2000.

²[(6) Disability Pension under the Karnataka Civil Services (Extraordinary Pension) Rules. 1980;]
³[(7) Ad-hoc Pension Granted under Rule 210 of the Karnataka Civil Services Rules.]

7. In these Rules unless the context otherwise requires 'Family' means the following relatives of a Government servant,-

- (a) Wife, or as the case may be, Husband;
- (b) Minor ⁴[Sons];
- (c) Un-married minor ⁴ [Daughters].

⁵ [Provided that if the son or daughter of a Government servant is suffering from any disorder or disability of mind or is physically crippled or disabled (including blindness) so as to render him or her unable to earn a living even after attaining the age of 18 years in the case of the son or 21 years in the case of the daughter, the family pension shall be payable to such son or daughter for life subject to the following conditions-

(i) If such son or daughter is one among two or more children of the Government servant, the family pension shall be initially payable to the minor children in the order set out in Explanation 2 below clause (c) of Rule 8 until the last minor child attains the age of 18 or 21 years, as the case may be and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him/her for life.

⁶[(ii) If there are more such children than one suffering from disorder or disability of mind or who are physically crippled or disabled, the family pension shall be paid in the order of their birth and the younger of them will get the family pension only after the elder next above him or her ceases to be eligible;

1. Inserted by No. FD 69 SRS 80 dt. 5-12-1980 (wef. 1-4-1979).
2. Inserted by No. FD 83 SRS 80 dt. 18-7-1981 (wef. 30-7-1981).
3. Inserted by No. FD 55 SRS 81 dt. 24-7-1982 (wef 29-7-1982).
4. Substituted by No. FD 50 SRS 66 dt. 9-11-1967.
5. Inserted by No. FD 28 SRS 75 dt. 8-12-1975 (wef. 19-8-1976).
6. Substituted by No FD 6 SRA 98 dt 29-11-1999 (wef 16-12-1999)

Provided that where the family pension is payable to twin children, it shall be paid to each child in equal shares]

(iii) the family pension shall be paid to such son or daughter through the guardian as if he or she were a minor;

(iv) before allowing the family pension for life to any such son or daughter, the sanctioning authority shall satisfy that the handicap is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate ¹[in Form F] obtained from a medical officer not below the rank of District Surgeon setting out, as far as possible, the exact mental or physical condition of the child;

¹[Provided that pension is not admissible to cases of Diabetes, Dwarfism etc., which cannot be termed as disabilities as these do not come in the way of earning livelihood as in the case of mental imbalance, physical cripples etc., since Government servants suffering from diabetes etc., continue to discharge their duties as Government servants.]

(v) the person receiving the family pension as guardian of such son or daughter shall produce every three years a certificate ¹[in Form F] from a medical officer not below the rank of a District Surgeon to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.]

Note - (i) (b) and (c) include children legally adopted before retirement;

²[(ii) x x x]

³[(iii)⁴[A Judicially Separated wife / husband does not lose her/his status of wife/husband of the Government servant and is eligible for the benefits of these rules, unless the judicial separation is granted on the ground of adultery and the surviving member was held guilty of adultery.-

Provided that the authority competent to sanction the family

1. Amended by No.FD 12 SRA 96 dt.31-3-1998 (w.e.f.16-4-1998)

2. Deleted by No FD 4 SRS 89 dt. 22-6-1991 (wef 4-7-1991)

3. Inserted by No. FD 127 SRS 68 dt. 10-10-1968.

4. Substituted by No. FD 13 SRS 79 dt. 18-10-1979 (wef. 25-10-1979).

pension may in a suitable case, for reasons to be recorded in writing, pay the minor children in preference to the widower or widow who is Judicially separated.]

¹ [(iv) For the purpose of these rules, a divorced wife or husband of the Government servant shall be deemed to have predeceased the Government servant and shall not be eligible for the family pension under these rules; but the minor children born to such Government servant from the divorced wife or husband before the divorce shall, however, be eligible for the share of family pension under these rules in the manner indicated in explanation 2 below clause (c) of Rule 8.]

²[Note (v) - (a) If a person, who in the event of death of a Government servant while in service, is eligible to receive family pension under this rule, is charged with the offence of murdering the government servant or for abetting in the commission of such an offence, the claim of such a person, including other eligible member or members of the family to receive the family pension, shall remain suspended till the conclusion of the criminal proceedings instituted against him.

(b) If on the conclusion of the criminal proceedings referred to in clause (a) the person concerned,-

(i) is convicted for the murder or abetting in the murder of the Government servant, such a person shall be debarred from receiving family pension which shall be payable to other eligible member of the family, from the date of death of the Government servant.

(ii) is acquitted of the charge of murder or abetting in the murder of the Government servant, the family pension shall be payable to such a person from the date of death of the Government servant.

(c) The provision of clause (a) and clause (b) shall also

1. Inserted by No. FD 5 SRS 76 dt. 15-10-1977 (wef 27-10-1977).

(The cases pending on the date of issue of this Notification dated 15th October 1977 shall however be regulated as per the amended rule and the monetary benefit allowed in such cases from the said date).

2. Inserted by No. FD 7 SRS 91 dt. 13-6-1991 (wef. 4-7-1991).

apply for the family pension becoming payable on the death of a Government servant after his retirement.]

8. Family Pension admissible under these Rules shall be sanctioned to the Family of the deceased Government servant in the following order:-

(a) Where the Government servant dies leaving him or her surviving a widow or widower to such widow or as the case may be widower of the Government servant ¹[x x x].

(b) Where the Government servant dies leaving him or her surviving no widow or widower, to the eldest minor son or minor daughter, if any, of the Government Servant.

(c) Where the deceased Government Servant's widow or widower, to whom the Family Pension is sanctioned under sub-rule (a), dies or remarries, the Family Pension shall thereafter to be paid to the eldest minor son or unmarried minor daughter of the deceased Government servant, if any, on the date of the death or re-marriage of such widow or widower till such minor son attains the age of 18 years or such unmarried minor daughter marries or attains the age of 21 years whichever event occurs earlier.

Note -(i) A Government servant/ Pensioner may be paid Family Pension under this Scheme in addition to his/her pay or pension.

(ii) In the event of death of the father and mother who were both Government employees, the minor children will be eligible to draw two family pensions subject to a total of ²[Rs. 250] per mensem provided both the employees were governed by this Scheme.

(iii) Where the family pension is payable to minor children may be paid through their natural guardians. In disputed cases, the payment will be made through a legal guardian.

1. Deleted by No. FD 100 SRS 73 dt. 12-9-1974.(wef 9-11-1967)

2. Substituted by No. FD 48 SRS 79 dt 14-11-1979 (wef.1-1-77)

¹[(iv) In the event of death of the father and mother after 1st January 1977 who were both Government employees, the minor children will be eligible to draw two family pensions subject to a total of Rs. 250 per month provided both the employees were governed by this scheme.]

²[(Explanation 1 :- For the purpose of this rule 'widower' means the husband of the deceased Government servant, provided he has no other wife living.]

³ [Explanation 2 :-Family pension to the children shall be payable in the order of their birth and the younger of them will not be eligible for family pension unless the elder next above him or her has become ineligible for the grant of family pension;

Provided that where the family pension is payable to twin children, it shall be paid to each child in equal shares]

⁴[(d) If a Government servant had married more than one wife, ⁵[with the permission of the Government under rule 28 of the Karnataka Civil Services (Conduct) Rules, 1966.] the family pension shall be divided among them equally; the share in respect of each wife shall be paid to her; if she is not alive, it shall be paid to her minor children in the manner indicated in the Explanation-2 below clause (c). When the last member eligible to receive such a share in respect of a wife ceases to be eligible to receive it, such share shall be divided equally among all the other members of the family eligible for family pension on that date. This process of transfer by division among the other beneficiaries shall continue till the last beneficiary of the family ceases to be eligible for family pension.]

1. Inserted by No. FD 80 SRS 78 dt. 18-6-1980 (wef. 1-1-77).

2. Amended by No. FD 100 SRS 73 dt. 12-9-1974

3. Amended by No.FD 6 SRA 98 dt.29-11-1999 (wef. 16-12-1999)

4. Amended by No. FD 5 SRS 76 dt. 15-10-1977 (wef. 27-10-1977).

(The Cases pending on the date of issue of the Notification dated 15th October 1977 shall however be regulated as per the amended rule and the monetary benefit allowed in such cases from the said date).

5. Amended by No. FD 2 SRA 97 dt. 17-2-1998 (wef 11-3-1999)

¹ [(e) x x x]

(The provisions of clause (d) and (e) come into force with effect from 9th November 1967).

9. The Family Pension granted under these rules shall be paid:

(a) Where the grantee is the wife or husband of the deceased Government servant, till her or his death or where he or she remarries, till such remarriage;

(b) Where the grantee is a minor son, till he attains the age of 18 years;

(c) Where the grantee is an un-married minor daughter of the deceased Government servant, till she attains the age of 21 years or marries, whichever event occurs earlier.

10. Notwithstanding anything contained in Rule 292 of the K.C.S.Rs. or the corresponding Rules in the B.C.S.R's., H.C.S.Rs., C.S.Rs or K.C.S.Rs., every Government servant eligible to the benefit of these Rules will be required to surrender a portion of the gratuity, where admissible, equal to his 2 months' emoluments or pay as the case may be, subject to a maximum of ²[Rs. 3,000]. Where, however, an Officer governed by this Scheme retires or dies as a bachelor and has not adopted any child, no deduction from his gratuity shall be made. ³[Even where a Government servant retires or dies while in service without a wife/husband and minor children including adopted children, a deduction of 2 months pay or emoluments from gratuity will not be made.] ⁴[in cases where the gratuity admissible is less than two months pay, the same will be resumed by Government against the family pension benefits admissible under these rules.]

⁵[Note-1 - 'Emoluments' for the purpose of this Rule means, emoluments as defined in Rule 296 of the K.C.S.R's.

Note-2 - The Two months emoluments or pay, as the case may be, to be surrendered in the case of retirement or death of Government servants on or after 1st February 1968 will be subject to a maximum of Rs. 3,600]

1. Deleted by No. FD 5 SRS 76 dt. 25-10-1977 (wef 15-10-1977)

2. Substituted by No. FD 17 SRS 64 dt. 19-8-1965 (wef 1-12-1964).

3. Substituted by No. FD 79 SRS 70 dt. 14-9-1970.

4. Inserted by No. FD 55 SRS 70 dt. 24-9-1970 (wef. 1-12-1964).

5. Inserted by No. FD 114 SRS 67 dt. 8-4-1967.

¹[Note-3 - The two months emoluments or pay, as the case may be to be surrendered in the case of retirement or death of Government servant after 1st January 1977 will be subject to a maximum of Rs. 5,000.

Note-4 - In the event of retirement or death on or after 1st January 1978, no deductions of two months emoluments from the death-cum-retirement gratuity of the Government servant shall be made.]

11. (a) Government servants in service on 1st December 1964 who are governed by the Pension Rules in Karnataka Civil Services Rules or by the Family Pension Scheme contained in Appendix 'A' of Mysore Services Regulations or in the B.C.S.Rs., H.C.S.Rs., Liberalised Pension Rules of C.S.Rs., will have an option to elect this scheme, in substitution of the existing Family Pension benefits as admissible under those Rules or to retain their existing benefits. The option shall be exercised on or before ²[30th June 1970] in Form A. Persons who fail to exercise the option within the stipulated period will be deemed to have elected the Scheme of Family Pension contained in these Rules. Option once exercised shall be final.

(b) Those who are governed by the old Pension Rules of M.S.Rs., Madras Pension Code, B.C.S.Rs., H.C.S.Rs, or the C.S.Rs., in toto where no Family Pension benefits were available, will not be entitled to the benefit of this Scheme unless they opt in favour of the pension Rules contained in the K.C.S.Rs., in toto and also of these rules. Hence, they will be allowed a fresh option to avail themselves of the benefits of this Scheme. This option shall also be exercised on or before the ³[30th June 1970] in Form 'B'. Those who fail to exercise the option within the stipulated period will not be entitled to the benefits of this Scheme.

1. Inserted by No. FD 80 SRS 78 dt. 18-6-1980 (wef. 1.1.1977)

2. Substituted by No. FD 171 SRS 67 dt. 27-11-1968.

3. Substituted by No. FD 134 SRS 69 dt. 31-12-1969.

(c) The option exercised under this Rule shall be delivered by the Government servant concerned to the Head of his office if he is a Non-Gazetted Officer or to the Accountant General, if he is a Gazetted Officer and obtain acknowledgement therefor. The option received from a non-Gazetted Officer should be countersigned by the Head of the office and pasted in the Service Book of the Officer concerned. A Register should also be maintained in the Office in which should be recorded the details of the option exercised by each Non-Gazetted Government Servant.

Note - The cases of Government servants who die while in service on or after 1st December 1964 but before 30th June 1970, without exercising option provided for In this rule should be dealt with on merits and the families should be allowed the benefits of the rules which are more favourable to them.

12. (a) All Non-Gazetted Officers shall furnish to the Heads of their Office within one month from the date of their entry into service details of their 'Family' as defined in Rule (5), i.e., the date of birth of each member, and his/her relationship to the Government servant etc. This statement shall be countersigned by the Head of the Office and pasted in the Service Book of the Government servant. They shall, thereafter report to the Head of the office promptly additions and alterations, if any. The Head of the office shall make necessary additions and alterations In the statement as soon as the information is received from the Government servant concerned and keep it up-to-date.

All Gazetted Officers who are directly appointed as such will furnish details of the 'Family' to the Accountant General within a month from the date of their appointment. It will be the responsibility of the officers to furnish to the Accountant General additions and alterations if any, promptly so that the statement may be kept up-to-date. They will obtain acknowledgement for the receipt of communications from the Accountant General.

(b) In regard to Government servants already In Government service on 1st December 1964, the statement of Family Members shall be furnished to the Heads of Office concerned in the case of Non-Gazetted Officers and to the Accountant General in the case of Gazetted Officers, along with their option if it is in favour of these Rules. Those who fail to exercise their option before 1st December 1965, in favour of any of the rules, the statement shall be furnished to the Head of the

office or to the Accountant General as the case may be, within a month from that date. They shall also take action to keep the statement up-to-date as prescribed above.

¹[(c) In cases where the heads of office are able to decide that the claimant is entitled to the Family Pension under the rules on the basis of the information available with him, as up-dated through local enquiry, the survivorship certificate from the Revenue Authorities need not be insisted upon. The Accountant General shall authorise the family pension to the member of the family certified by the Head of the office as the person entitled as per the rules;

Provided that where there is a dispute or the particulars available are not sufficient to decide about entitlement of the claimant, a survivorship certificate shall be produced by the family of the deceased Government servant and the Accountant General shall also not insist on the production of the death certificate in cases where the fact of death is recorded and certified in the service book of the deceased official by the Head of the Office.]

13. On receipt of the information of the death of an Officer while in service, the Head of the Office will send a letter in Form-C to the Family of the deceased Government servant and ask for the necessary documents mentioned therein. On receiving the documents the pension sanctioning authority will sanction the Family Pension as in Form 'D' and all those documents along with the Service Book of the Government servant shall be sent to the Accountant General who will then issue the pension payment order to the beneficiary.

²[13-A. Anticipatory Family Pension may be paid for a period not exceeding six months which may be extended in individual cases, with the approval of the Accountant General, by the authority competent to sanction pension and the amount of such anticipatory pension shall not exceed three-fourths of the amount of family pension admissible or Rs. 40, whichever is more.]

14. A Government servant who is governed by these Rules shall, while applying for the grant of pension on his retirement should furnish ³[three passport size copies of his joint photograph with his wife, one of which will after having been

1. Amended by No.FD 12 SRA 96 dt.31-3-1998 (wef. 16-4-1998)

2. Inserted by No. FD 86 SRS 73 dt. 4-11-1974 (wef. 12-12-1974).

3. Substituted by No. FD 138 SRS 69 dt. 28-5-1970.

attested by the Head of the Office or superior Gazetted Officer or the Receiving Authority or the pension sanctioning authority be pasted in the Pension Payment Order in the pensioner's portion. The amount of Family Pension admissible will be mentioned in the Pension Payment Order. The Treasury Officer will make payment to the widow or widower on receipt of death certificate of the Pensioner and the form of application in the form annexed to 'C' for the grant of Family Pension to her/him under intimation to the Accountant General. If the Family Pension is payable to a minor through his/ her Natural Guardian, the Guardian will apply on behalf of the child with 2 copies of the photographs and other necessary documents to the Head of the Office and surrender to him the first pension payment order. A fresh pension payment order will be required to be issued in such cases.]

Note 1 - Parda-nashin ladies are exempted from the joint photograph required to be produced by a Government servant governed by this scheme at the time of his retirement.

¹[Note 2 - The Treasury Officer shall send the intimation regarding the death of the pensioner to the Accountant General in the form 'E'.]

²[Note 3 - Where on the re-marriage of a widow, the pension becomes payable to the minor children through their natural guardian, the widow (except in the case of a Muslim lady) in her capacity as a natural guardian need not either make a fresh application In the Annexure to Form 'C' or produce again the documents mentioned In Form 'C'. However while applying for family pension on behalf of the minor children, she shall furnish:

- (i) the date of her remarriage
- (ii) the name of the Treasury/Sub-Treasury at which payment is desired, and
- (iii) her full address.]

15. The Dearness Allowance or Special increase granted to pensioners is not admissible on the Family Pension under these rules.

1. Inserted by No. FD 50 SRS 66 dt. 2-11-1966.

2. Inserted by No. FD 83 SRS 70 dt. 2-11-1971.

FORM 'A'

(To be used by those who are governed by the Pension Rules contained in the K.C.S.Rs./Appendix 'A' to M.S.Rs., the Revised Pension Rules, 1950 contained in Appendix XIV-C of B.C.S.Rs. Volume II Revised Pension Rules, 1951 contained in Appendix III of H.C.S.Rs. Volume II/Liberalised Pension Rules, contained in Appendix 41 of Civil Service Regulations of the Government of India).

Having fully understood the comparative advantages and disadvantages of the Karnataka Government Servants (Family Pension) Rules, 1964, as applicable in my case.

(i) I opt for the Karnataka Government Servants (Family Pension) Rules, 1964 in substitution of the existing Family Pension benefits as now admissible under the Pension Rules, contained in the K.C.S.Rs./M.S.Rs./B.C.S.Rs/H.C.S.Rs/C.S.Rs.

(ii) I opt for the existing Family Pension benefits under the K.C.S.Rs./M.S.Rs./B.C.S.Rs./H.C.S.Rs./C.S.Rs.

Witness -

Signature* Signature.....

Date.....Date.....

Name in full.....Name in full.....

.....

(in block letters) (in block letters)
Designation.....Designation.....

Office.....Office.....

*Left hand thumb impression in the case of those who are not literate enough to sign their name.

Note - Strike out item (i) or (ii) as per option.

CERTIFICATE

(Applicable only in the case of Non-Gazetted Officers and to be signed by the Head of the Office)

The rules were explained to Sri.....

....

(Signed by the head of the Office).

Signature.....

Name.....

(in block letters)

Designation.....

ACKNOWLEDGEMENT

Received from Shri.....Designation.....
.....Office on option dated.....

*(1) For the Karnataka Government Servants (Family Pension) Rules, 1964.

(2) For retaining the existing Family Pension benefits under K.C.S.Rs.

Signature.....

Designation.....

Office.....

*Strike out which is inapplicable.

FORM 'B'

To be used by those who are governed by the Old Pension Rules of the M.S.Rs./B.C.S.Rs./H.C.S.Rs./the C.S.RS./The Madras Pension Code (in toto).

Having fully understood the comparative advantages and disadvantages of the Family Pension Scheme, 1964, as applicable in my case:

I opt to be governed wholly by the Pension Rules contained in the K.C.S.Rs., and the Family Pension Scheme under the Karnataka Government Servants (Family Pension) Rules, 1964, in substitution of the Family Pension benefits admissible under the Pension Rules contained in K.C.S.Rs.

Witness -

Signature.....*Signature..... ..

Name in full.....Name in full.... ..

(in block letters)

(in block letters)

Designation..... Designation.....

Office.....Office.....

* Left hand thumb impression in the case of those who are not literate enough to sign their name.

CERTIFICATE

Application only in the case of Non-Gazetted Officers and to be signed by the Head of the Office.

The rules were explained to Sri.....in my presence.

Signature.....

Name.....

(in block letters)

Designation.....

ACKNOWLEDGEMENT

Received from Shri..... DesignationOffice.....an option datedfor the Pension Rules contained in the K.C.S.Rs. and the Family Pension Scheme under the Karnataka Government Servants Family Pension benefits under the K.C.S.Rs.

Signature.....

Designation.....

Office.....

FORM 'C'

GOVERNMENT OF KARNATAKA

No. Office of the.....
Dated.....

Subject:- Payment of Family Pension in respect of Shri/Smt.

The undersigned has learnt with regret the death of Shri/Smt.....a.....
(Designationin this Office/Department and is directed to inform you that under provisions of the Karnataka Government Servants (Family Pension) Rules, 1964, you are entitled to Family Pension for life/till attaining the date of majority.*

I am accordingly to suggest that formal claim of the grant of family pension may be submitted by you in the enclosed Form along with the following documents.

1. Death Certificate.
2. Two copies of a passport size photograph duly attested by a Gazetted Officer.

Guardianship Certificate where pension is admissible to the minor children in case natural Guardians are not alive.

(Designation)

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

*Where family pension is admissible to the minor children.

1[ANNEXURE TO FORM 'C'

Form of application for Family Pension to be preferred by the Family* of Government Servants who died while in Service.

1. Name of the applicant	
2. Full address of the applicant	
3. Name of the deceased Government Servant	
4. Designation of post and the Office/Department in which the deceased was working, at the time of death	
5. Relationship of the applicant to the deceased Government Servant	
6. Date of death of the Government servant	
7. Names and ages of following surviving kindred of the deceased	

	Name	Date of Birth (by Christian Era)
Widow/Widower/ Minor Sons/ Un-married Minor Daughter		

* Application should be filed by wife/husband of the deceased Government servant; if either of them is not alive application should be filed by the guardian of the minor children of the deceased.

1. Substituted by No. FD 77 SRS 80 dt. 18-5-1982 (wef. 6-10-1980)

8. Name of Treasury/Sub-treasury at which payment is desired	
9. Whether the following documents are enclosed along with the application	
(1) Death Certificate (In original)	
(2) Two copies of passport size photograph of the applicant duly attested by a Gazetted Officer	
(3) Two slips each bearing two specimen signatures of the applicant duly attested	
(4) Two slips each bearing left hand thumb and finger impressions of the applicant duly attested. (Applicable only in the case of applicants who are Illiterate)	
(5) Two slips each showing particulars of height and conspicuous identification marks of the applicant	
(6) Guardianship Certificate issued by the Deputy Commissioner of the District where pension is admissible to the minor children in case natural guardians* are not alive	
(7) A list of surviving members of the family indicating their dates of birth furnished by the Revenue Authority not below the rank of a Tahasildar. If the family includes married daughters, the date of marriage should be mentioned	

Place: _____ Signature or left hand thumb
Date: _____ impression of the applicant.]

* Father or mother is the natural guardian of the minor children. In the case of Muslim families mother is not the natural guardian.

FORM 'D'

Form for sanctioning Family Pension

1. Name of the Government Servant	
2. Father's name (and also husband's name in the case of a woman Government servant)	
3. Religion and Nationality	
4. Last appointment held including name of establishment	
5. Date of beginning of service	
6. Date of ending service	
7. Substantive appointment held	
8. Pension Rules opted/eligible	
9. Length of continuous qualifying service prior to death	
10. 'Pay' as per Note (1) below Rule 5 of the Karnataka Government Servants (Family Pension) Rules, 1964	
11. Amount of family pension admissible	
12. Date from which pension is to commence	
13. Place of payment (Government Treasury or Sub-Treasury)	

The undersigned having satisfied himself of the above particulars of late Shri/Smt..... hereby orders the grant of a family pension of Rs..... p.m. to Shri/Smt.....which may be accepted by the Audit Officer as admissible under the rules.

Signature and designation of the
Sanctioning Authority.

¹ [FORM 'E'

(Form for intimating death of pensioner)

From

The Treasury Officer,
.....

TO

The Accountant General,
.....

Dated..... 19.....

Subject :- Intimation regarding death of pensioner who elected the new family pension scheme.

Sir,

I am to inform you that Shri/Shrimathi..... holder of P.P.O.No..... who was drawing his/her pension from this Treasury/Sub-Treasury died on

2. The first payment of family pension at Rs..... (Rupees..... only) per month as has been made to..... for the period from..... to..... in T.V.No.. .. dated..... and included in the..... pension payment schedule for..... 19..... Before making the said payment, the death certificate, the application form and other documents prescribed in Government of..... in Office Memorandum/Letter No..... dated..... have been obtained from the claimant and accepted after necessary scrutiny. I have also personally satisfied myself about the identity and title of the claimant.

Yours faithfully,

Treasury officer]

1. Inserted by No. FD 50 SRS 66 dt. 2-11-1966.

1[Form 'F'
(see Rule 7)

CERTIFICATE

(To be given by the Medical officer of not below the rank
of District Surgeon)

Certified that I have carefully examined Sri/Smt..
.....Son/Daughter.....His/Her
age by his own statement is.....years and
appearance about years.

Sri/Smt.....is found to be suffering from
the following physical/mental disability/disorder.

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

Having regard to his/her/disability/disorder, Sri/Smt.....
... ..hereby certified to be
completely incapacitated from earning his livelihood.

Place :
Dated :

Signature

Name and Address]

1. Inserted by No. FD 12 SRA 96 dated 31-3-1998 (wef 16-4-1998)

**APPENDIX-VII
NOTIFICATION**

NO. FD 84 SRS 79, dated 21st August 1980

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Karnataka hereby makes the following rules, namely,-

1. Title and commencement : (1) These Rules may be called the Karnataka Civil Services (Extraordinary Pension) Rules, 1980.

(2) The rules herein contained shall apply in respect of injury or death sustained by a Government servant on or after 1st April 1980, in the circumstances specified in these rules. Cases of disability/family pension or gratuity already decided in accordance with the corresponding rules in force prior to coming into force of these rules shall be reviewed in accordance with these rules and the quantum thereof shall be refixed with effect from 1st April 1980 without any claim for arrears for the period preceding 1st April 1980.

(3) Notwithstanding anything contained in sub-rule(2), these rules shall not apply to:-

(i) persons mentioned in sub-rule (2) of rule 2 of the Karnataka Civil Services Rules.

(ii) persons to whom the Workmen's Compensation Act, 1923 (VIII of 1923) applies,

(iii) hereditary village officers,

(iv) persons to whom the Hyderabad Village Officers (Pension) Rules, 1951, are applicable and

(v) persons serving in an honorary capacity or on a part-time basis not entitled to ordinary pensions.

Note.- These rules shall also not apply to disability/death occasioned while travelling by Air, covered under Group Aviation Personal Accident Insurance Policy.(vide sub-rule (5) of rule 487 of the Karnataka Civil Services Rules.)

2. In these rules unless the context otherwise requires-

(1) 'accident' means-

(i) a sudden and unavoidable mishap, or

(ii) a mishap due to an act of devotion to duty in an emergency arising otherwise than by violence out of and in the course of service;

(2) 'date of injury' means , in the case of accident or violence, the actual date on which the injury is suffered, or such date, not being later than the date of the report of the medical board, as the Government may fix.

(3) 'injury' means an injury as is mentioned in Schedule I hereto annexed. Permanent Total Disablement shall be deemed to result from every injury specified in Part I of Schedule I or from any combination of injuries specified in Part II of that Schedule where the aggregate percentage of loss of earning capacity (percentage of disability) amounts to cent per cent or more. Every injury specified in Part II of Schedule I shall be deemed to result in Permanent Partial Disablement.

(4) ['Pay' means the basic pay drawn by the Government servant in the scale of pay applicable to the post held by him on the date of his injury or death and shall also include-

(a) stagnation increment, if any, granted above the maximum of the scale of pay;

(b) Personal pay, if any, granted under sub-rule (3) of Rule 7 of the Karnataka Civil Services (Revised Pay) Rules 1999].

(5) 'Violence' means the act of a person who inflicts an injury on a Government servant-

(i) by assaulting or resisting him in the discharge of his duties, or in order to deter or prevent him from performing his duties, or

(ii) because of anything done or attempted to be done by such Government servant in the lawful discharge of his duty as such, or

(iii) because of his official position.

(6) 'Medical Board' means-

(a) a standing Medical Board constituted by Government, or

(b) a special Medical Board which may be constituted by Government to deal with any particular case or class of cases.

3(1)(a) Disablement shall be accepted as due to Government service provided that it is certified that it is due to an injury, which

- (i) is attributable to Government service, or
- (ii) existed before or arose during Government service

and has been and remains aggravated thereby.

(b) Death shall be accepted as due to Government service provided it is certified that it was due to or hastened by,-

- (i) an injury which was attributable to Government service,

or

- (ii) the aggravation by Government service of an injury which existed before or arose during Government service.

(2) There shall be casual connection between-

- (a) disablement and Government service, and
- (b) death and Government service, for attributability or aggravation to be conceded.

4(i) Notwithstanding anything contained in these rules, the degree of default or contributory negligence on the part of a Government servant may be taken into consideration in making an award under these rules in favour of such Government servant, but shall not be taken into account where such award is made in favour of the family of such Government servant.

(ii) No award under these rules shall be made except with the sanction of the State Government.

5. Except as otherwise provided in these rules, an award made under these rules shall not affect any other pension or gratuity for which the Government servant concerned or his family may be eligible under any other rules for the time being in force; and the pension granted under the provisions of these rules shall not be taken into account in fixing the pay of the pensioner on his continued employment or re-employment in Government service.

6. No award shall be made in respect of-

- (i) an injury sustained more than five years before the date of application, or

(ii) death which occurred more than seven years after the injury due to violence or accident was sustained.

7. The percentage of disability due to an injury or injuries shall be as specified in Schedule I hereto annexed or failing that, as certified by the Medical Board.

8 (1) When disablement of a Government Servant is conceded as due to Government service in terms of rule 3, he shall be awarded disability pension and lumpsum compensation in accordance with the provisions of sub-rules (2) to (4) hereunder, with reference to the percentage of disability suffered by him, as certified by the Medical Board.

(2) If a Government servant is boarded out of service on account of such disablement and the percentage of his permanent disability, as certified by the Medical Board, is not less than 60 per cent, he shall be entitled to -

(a) a disability pension equal to 75 percent of the pay drawn by him as on the date of such disablement, and

(b) a lumpsum compensation equal to Rs. 5,000.00. Grant of aforesaid benefits to a Government servant shall disentitle him to any pension admissible to him under the Pension Rules applicable to him, but shall not affect his claim for death-cum-retirement gratuity admissible under the said Pension Rules.

(3) If a Government servant is boarded out of Government service on account of such disablement and the percentage of his permanent disability, as certified by the Medical Board, is less than 60 per cent, he shall be entitled to -

(a) a disability pension as specified in Schedule II hereto annexed or the pension /service gratuity admissible to him under the Pension Rules applicable to him, whichever is more advantageous to him, and

(b) a lumpsum compensation equal to four times the pay drawn by him as on the date of such disablement, subject to a minimum of Rs. 1,000 and maximum of Rs. 5,000.

Grant of aforesaid benefits to a Government servant shall disentitle him to any pension admissible to him under the Pension

Rules applicable to him, but shall not affect his claim for death-cum-retirement gratuity admissible under the said Pension Rules.

(4) If a Government servant is retained in service in spite of such disablement, he shall be paid a lumpsum compensation equal to four times the pay drawn by him as on the date of such disablement, subject to a minimum of Rs. 1,000 and maximum of Rs.5,000. Such compensation shall not affect his claim to pay/leave salary and allowances or pension/DCRG on retirement.

9 (1) When death of a Government servant is conceded as due to Government service in terms of rule 3, the family of the Government servant as defined in rule 7 of the Karnataka Government Servants (Family Pension) Rules, 1964 shall be awarded an extraordinary family pension equal to 75 per cent of his pay as on the date of such death in accordance with the provisions of Rule 8 of the said Rules. Grant of this extraordinary family pension shall disentitle the family of the Government servant to any other family pension admissible to it under the Pension Rules applicable to the Government servant.

¹[(2) In addition to the extra-ordinary family pension under sub-rule (1) above, a lumpsum compensation equivalent to the salary of twelve months shall be sanctioned to the member or members of the family of the deceased Government servant entitle to receive Gratuity under Sub-rule (ii) of Rule 292 of the Karnataka Civil Service Rules. This shall not affect the claim of the family to any other death cum retirement gratuity admissible under the pension rules applicable to the Government servant. The term 'Salary' for the purpose of lumpsum compensation means:-

(a) Basic Pay which a Government servant is entitled to receive on the date immediately preceding the date of his death inclusive of any additional increment stagnation increment granted to him above the maximum of the scale of pay applicable to the post held by him; and

(b) ²[...]Dearness Allowance, House Rent Allowance and City Compensatory Allowance admissible on the basic pay.]

(3) If the deceased Government servant has left neither a widow nor a child the extraordinary family pension mentioned in sub-rule (1) may be sanctioned to his father or his mother individually or jointly and in the absence of the father or the mother, to his minor brothers below the age of 18 years or minor unmarried sisters below the age of 21

1. Substituted by No FD 28 SRS 90 dated 22-10-1990 (wef 1-11-1990)

2. Omitted by No FD 5 SRA 99 dated 16-12-1999 (wef 1-4-1998)

years individually or collectively, if they were largely dependent on the Government servant for support and are in pecuniary need:

Provided that the total amount of the pension shall not exceed one-half of the pension that would have been admissible to the widow.

(4) Any award made under sub-rule (3) of this rule will, in the event of an improvement in the pecuniary circumstances of the pensioner, be subject to review in such manner as the State Government may by order prescribe.

(5) If the widower or any of the widows, children, father, mother or brothers or sisters is denied any share in the property of the Government servant under a Will or deed made by him, such a person shall be ineligible to receive any pension or gratuity under these Rules and the benefit will pass on to the next person eligible.

10 (1) An extraordinary family pension will take effect from the day following the date of death of the Government servant or from such other date as the State Government may decide.

(2) An extraordinary family pension will ordinarily be tenable-

- (i) in the case of widower until death or remarriage, whichever occurs earlier;
- (ii) in the case of a widow or mother until death or remarriage whichever occurs earlier;
- (iii) in the case of a minor son, or minor brother, until he attains the age of 18;
- (iv) in the case of an unmarried daughter /sister until marriage or until she attains the age of 21, whichever occurs earlier;
- (v) in the case of a father or mother until death or remarriage, whichever occurs earlier.

11 (1) In respect of matters of procedure, all awards under these rules are subject to any rules of procedure relating to ordinary pensions for the time being in force, to the extent that such rules of procedure are applicable and are not inconsistent with these rules.

(2) When a claim for any disability pension or compensation or family pension arises, the head of the office or of the Department in which the injured, or the deceased Government servant was

employed will forward the claim through the usual channel to the State Government with the following documents:-

(i) A full statement of circumstances in which the injury was received or the death occurred.

(ii) The application for disability pension or compensation in Form A or as the case may be, the application for extraordinary family pension in Form B.

(iii) In the case of an injured Government servant a medical report in Form C.

(iv) In the case of a deceased Government servant a medical report as to the death or reliable evidence as to the actual occurrence of death, if the Government servant lost his life in such circumstances that a medical report cannot be secured.

(v) A report of the Audit Officer concerned as to whether an award is admissible under the rules and if so, of what amount.

(3) Where the Government are satisfied on the evidence placed before them by a Government servant in respect of whom a Medical Report for the purpose of grant of disability pension or compensation has been received by them, of the possibility of an error of judgement in the decision of the Medical Board which examined him, the Government may direct a second Medical Board consisting of members other than those who constituted the first Medical Board to examine the Government servant and submit a report to the Government in the matter. Pension shall be granted to the Government servant in accordance with the decision of the second Medical Board.

12. Government may by order:-

(i) empower any authority to sanction awards under these rules, and

(ii) issue instructions to remove or resolve any doubt or difficulty that may be encountered in the application of these rules, and

(iii) relax or dispense with the provisions of any of these rules, including procedural requirements, if any, to such extent and subject to such conditions as may be deemed necessary and expedient to deal with any case in a just and equitable manner and to ensure that the benefits contemplated under these rules reach the beneficiaries well in time.

13. The rules contained in chapter XXIV under Part V of the Karnataka Civil Services Rules are hereby repealed.

SCHEDULE I

Sl. No.	Description of injury	Percentage of loss of earning capacity
---------	-----------------------	--

PART I

List of injuries deemed to result in Permanent Total Disablement

1.	Loss of both hands or amputation at higher sites	100
2.	Loss of hand and foot	100
3.	Double amputation through leg or thigh, or amputation through leg or thigh on one side and loss of other foot	100
4.	Loss of sight to such an extent as to render the claimant unable to perform any work for which eye-sight is essential.	100
5.	Very severe facial disfigurement	100
6.	Absolute deafness.	100

PART II

List of injuries deemed to result in Permanent Partial Disablement
Amputation Cases - Upper Limbs
(either arm)

1.	Amputation through shoulder joint	90
2.	Amputation below shoulder with stump less than 8" from tip of acromion	80
3.	Amputation from 8" from tip of acromion to less than 4 1/2" below tip of olecranon	70
4.	Loss of a hand or of the thumb and four fingers of one hand or amputation from 4 1/2" below tip of olecranon	60

5.	Loss of thumb	30
6.	Loss of thumb and its metacarpal bone	40
7.	Loss of four fingers of one hand	50
8.	Loss of three fingers of one hand	30
9.	Loss of two fingers of one hand	20
10.	Loss of terminal phalanx of thumb	20

Amputation Cases - Lower Limbs

11.	Amputation of both feet resulting in end bearing stumps.	90
12.	Amputation through both feet proximal to the metatarsal-phalangeal joint.	80
13.	Loss of all toes of both feet through the metatarsal-phalangeal joint	40
14.	Loss of all toes of both feet proximal to the proximal inter-phalangeal joint	30
15.	Loss of all toes of both feet distal to the proximal inter-phalangeal joint	20
16.	Amputation at hip	90
17.	Amputation below hip with stump not exceeding 5" in length measured from tip of great trochanter.	80
18.	Amputation below hip with stump exceeding 5" in length measured from tip of great trochanter but not beyond middle thigh.	70
19.	Amputation below middle thigh to 3 1/2" below knee.	60
20.	Amputation below knee with stump exceeding 3 1/2" but not exceeding 5"	50
21.	Amputation below knee with stump exceeding 5"	40
22.	Amputation of one foot resulting in end bearing	30
23.	Amputation through one foot proximal to the metatarsal-phalangeal joint	30
24.	Loss of all toes of one foot through the metatarsal-phalangeal joint	20

OTHER INJURIES

25.	Loss of one eye, without complications, the other being normal.	40
26.	Loss of vision of one eye, without complications or disfigurement of eye-ball, the other being normal.	30

LOSS OF,-**A- FINGERS OF RIGHT OR LEFT HAND**

Index Finger

27.	Whole	14
28.	Two phalanges	11
29.	One phalanx	9
30.	Guillotine amputation of tip without loss of bone	5

Middle Finger

31.	Whole	12
32.	Two phalanges	9
33.	One phalanx	7
34.	Guillotine amputation of tip without loss of bone,	4

Ring or Little Finger

35.	Whole	7
36.	Two phalanges	6
37.	One phalanx	5
38.	Guillotine amputation of tip without loss of bone	2

B-TOES OF RIGHT OR LEFT FOOT.

Great Toe

39.	Through metatarso-phalangeal joint	14
40.	Part, with some loss of bone	3

Any Other Toe

41.	Through metatarso-phalangeal joint	3
42.	Part, with some loss of bone	1

TWO TOES OF ONE FOOT, EXCLUDING GREAT TOE

43.	Through metatarso-phalangeal joint	5
44.	Part, with some loss of bone	2

THREE TOES OF ONE FOOT, EXCLUDING GREAT TOE

45.	Through metatarso-phalangeal joint	6
46.	Part, with some loss of bone	3

FOUR TOES OF ONE FOOT, EXCLUDING GREAT TOE

47.	Through metatarso-phalangeal joint	9
-----	------------------------------------	---

48. Part, with some loss of bone 3

Note : - Complete and permanent loss of the use of any limb or member referred to in the Schedule shall be deemed to be the equivalent of the loss of that limb or member.

SCHEDULE II

Disability Pension

¹ [Sl. No.	Pay of the Government servant on the date of disablement	Monthly pension for 100 per cent disability*
(1)	Not exceeding Rs 1500/- p.m.	30 per cent of pay subject to a minimum of Rs.390 per month
(2)	Exceeding Rs. 1500/- but not exceeding Rs. 3000/- p.m.	20 per cent of pay subject to a minimum of Rs.450 per month
(3)	Exceeding Rs.3000/- p.m.	15 per cent of pay subject to a minimum of Rs.600 per month and maximum of Rs.1250 per month.

*. For lower percentage of disability, the monthly pension shall be proportionately lower.]

1. Substituted by No. FD 23 SRS 88 dt 19-9-1998 (wef 29-9-1998)

FORM A
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,State) | |
| 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 (as certified by the Medical Board) and circumstances which resulted in that disability. | |
| 8. Pay at the time of injury sustained (as certified by the Medical Board) | |
| 9. Pension claimed | |
| 10. Date of injury (as certified by the Medical Board) | |
| 11. Place of payment | |
| 12. Other relevant information, if any | |
| 13. *Date of applicant's birth by Christian Era | |
| 14. Height | |
| 15. Identification Marks | |
| 16. Thumb and finger impressions: | |
| Thumb | |
| Fore-finger | |
| Middle-finger | |
| Ring-finger | |
| Little-finger | |

Place : Date: Signature of the applicant

Date on which the applicant
applied for pension. ..

Signature of the Head of Office.

Note :- Thumb and finger impressions and particulars of height and personal marks are not required to be given by such ladies, Gazetted Officers, Government title-holders and other persons, as are specifically exempted, by the Government by special orders in that behalf.

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

FORM B

**FORM OF APPLICATION FOR EXTRAORDINARY
FAMILY PENSION**

**Application for Extraordinary Family pension for the family
of Late Sri/Smt killed or died of injury /
injuries claimed as being attributable to Government
Service.**

1. Information regarding the claimant

I Information regarding the claimant:

- 1 Full name and address, residence (showing village, post office, district, State.)
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

7. Full name, Father's name, residence (indicating village, post office, district, State)
8. Particulars of post and service with full name and address of the Establishment
9. Full particulars of service, length of service, etc.
10. Pay at the time of death
11. Date of birth
12. Age at the time of death

Injury

13. Nature of Injuries causing death (as per the certificate of the Medical Board) and the circumstances in which the same resulted

III Other Information

14. Amount of pension. etc., claimed
15. Place of payment
16. Date from which benefit(s) claimed
17. Other relevant information, If any

IV Names and ages of surviving kindred of the diseased.

Relation:	Name	Date of birth by Christian era.
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Widows :

Sons :

Unmarried daughters :

Brothers/Sisters :

Father :

Mother :

Signature of the claimant.

Place :

Date :

Note:- 1. Please strike out the word or words not applicable.

2. Where the claimant is the son/daughter/brother/sister of the deceased Government servant, date of birth should be supported by documentary evidence.

3. Where the claimant is the daughter/sister of the deceased Government servant, that she is not married should be supported by a Certificate given by a Gazetted Officer of the State Government.

Signature of Head of Office

(Seal)

Place:

Date:

FORM 'C'

(Form to be used by the Medical Board when reporting on injuries/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; as also all previous Medical/Hospital documents connected with the Government servant brought before them for examination, or who has died.

(2) If the injuries be 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 Government servant's/ claimant's un-supported statement(s) and the documentary evidence available.

(4) The Medical Board will not express any opinion, either to the Government servant examined (or any of his relatives or friends etc.,) or in their report, as to whether he or his family is entitled to compensation or as to the amount of it, nor will it inform the Government servant or any other person connected with the Government servant of anything about the nature of the Medical Report given by it.

(5) The Medical Board shall give their report hereinbelow in the light of the provisions of Schedule I.

(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 offor the purpose of examining and reporting on :

- (i) the present state of the injury / injuries sustained or
- (ii) death of Shri/Shrimathi.....on the..... ..
(Please give date, month and year).

(a) State briefly the circumstances Under which the Injury/Injuries was/were sustained/or death occurred and the date thereof :

(b) What is the Government servant's present condition ?

(c) Is the Government servant's—
(i) Present condition, or
(ii) death wholly due to Injury/ Injuries 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 Government servant has been/was incapacitated on that account :

(e) Which is the date of Injury/death

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

FIRST EXAMINATION

PART A

1. The percentage of disability due to Injury/ Injuries is.....%. (Please give hereinbelow full details/ Justification about the nature of the Injury/Injuries and for percentage of disability certified, supported by full/all medical and hospital documents with reference to Schedule 1.)

2. For what period from the date of Injury/Injuries _____
From To

- (a) has the Government servant been unfit for duty ?
- (b) the Government servant is likely to remain unfit for duty ?

3. Other relevant information, if any.

Place :

Date :

Signature of the Presiding
Officer of the Medical Board.

Signature of the Member of
the Medical Board.

Signature of the Member of
the Medical Board.

SECOND OR SUBSEQUENT EXAMINATIONS

PART B

1. If the original degree of disability of the Government servant has changed, what is the percentage of disability now ?

(Please give here details of justification in support of your view along with all further Medical and Hospital documents in full.)

2. For what period from the date of Injury/Injuries ——

(a) has the Government servant been unfit for duty ?

(b) the Government servant is likely to remain unfit for duty ?

Place :

Date :

Signature of the Presiding
Medical Officer of the
Medical Board.

Signature of the Member
of the Board.

Signature of the Member
of the Board.

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

1[FORM - 1

Name of Government servant / Designation
 Date of Birth
 Date of commencement of continuous service
 Date of retirement
 Resignation

EARNED LEAVE

Particulars of service in the calendar half year	Completed months of service in the calendar half year		E.L. credited at the beginning of half year	No. of days of E.O.L. availed during the previous calendar half year	E.L. to be deducted (1/10 th of the period in Col.5 subject to a maximum of 15 days	Total E.L. at credit in days (Col. 4+11-6)	Leave taken		Balance of EL on return from leave (Col. 7-10)	
	From	To					From	To		No. of days
	1	2	4	5	6	7	8	9	10	11

1. Substituted by No. FD 91 SRS 78 dated 8-2-1980 (wef. 28-2-1980)

Note 1 - The earned leave due should be expressed in days.

Note 2. When a Government servant is appointed during the course of particular calendar half year earned leave should be credited at 2 1/2 days for each completed month and the fraction of a day will be rounded off to the nearest day.

Note 3. The old leave account in respect of existing Government servants may be closed and the balance as on 30th June 1976 will have to be carried forward to the new leave account in column 11. While doing so, the balance at credit on 30th June 1976 may be rounded off to the nearest day.

Note 4. The entries in col. 6 should be in complete days. Fraction of a day will be rounded to the nearest days.

Note 5. Period of extraordinary leave should be noted in red ink.

Note 6. The entries in Col. 12 and 13 should indicate only the beginning and end of completed years of service at the time, the half pay leave commences. Where a Government servant completes another year of service while on half pay leave, the extra credit should be shown in col. 12 to 16 by making suitable additional entries and this should be taken into account while completing Col. 32.

(ii) Between the 1st July 1976 and 30th June 1978 entries in Columns 5 and 6 of Form 1 shall contain the following details, namely:-

No. of days of other kinds of leave (half pay leave, Commuted leave, Leave not due and Extraordinary leave). (Cols. 19+22+30+33) availed of during the previous half year.	EL. to deducted (1/11th of the period in Col. 5)
5	6

¹[FORM - I-A
(See Rule 175)

FORM OF APPLICATION FOR LEAVE

Note.- Items 1 to 9 must be filled in by all applicants whether Gazetted or Non-Gazetted. Item 12 applies to Gazetted Officers. Items 13 and 14 apply only to Non-Gazetted Officers.

1. Name of the applicant ...	
2. Leave Rules applicable, i.e., M. S. Rs. / B. C. S. Rs. / F. Rs. (Madras Central) H.C.S. Rs, K.C.S. Rs.	
3. Post held	
4. Department or Office	
5. Pay	
6. House Rent Allowance, conveyance allowances, or other compensatory allowances drawn in the present post....	
7. Nature and period of leave applied for and date from which required.	
8. Ground on which leave is applied for	
9. Date of return from last leave and the nature and period of that leave.	
² [9 (a) Address during leave] ...	
³ [10. X X X] ...	

1. Substituted by No. FD 151 SRS 61 dated 5/8.1.1962.

2. Inserted by No. FD 229 SRS 71 dated 25.1.1972. (wef 24.2.1972)

3. Deleted by No. FD 91 SRS 78 dated 8.2.1980 (wef 28.2.1980).

11. Remarks and / or recommendation of the Controlling officer	
--	--

Date	Signature..... Designation
------------	-------------------------------------

12. Report of the Audit Officer	
---------------------------------	--

Date	Signature
	Designation

13. Statement of leave granted to applicant previous to this application

Nature of leave	In current year	During past year	Total
Privilege/Earned			
Furlough on average salary /on average pay on M.C/Commuted on half average pay/ half pay		
Not due		
Extraordinary			
	Total	...	

14. Certified that	Privilege leave
	Earned Leave ...	

..... months and days from..... 19.....to..... is admissible under..... of the

Date	Signature
	Designation

15. *Orders of the sanctioning authority	
--	--

Date.....	Signature
	Designation

*If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of the leave he is likely to return to the same post or to another post carrying a similar allowance].

FORM 1B
PROFORMA

Particulars to be obtained by the Head of Office from the Retiring Government Servant one year before the date of his Retirement.

1. Name
2. (a) Date of birth
(b) Date of retirement
3. Two specimen signatures (to be furnished in two separate sheets) duly attested by a Gazetted Government Servant.
4. Three copies of passport size joint photograph with wife/ husband (to be attested by a Gazetted Government Servant.)
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 Treasury through which the pension is to be drawn
9. Details of family (in the form indicated below):

Sl. No.	Name in full	Relationship to Government Servant	Actual Date of birth	Married or Unmarried in respect of daughter

10. Declaration to commute a portion of pension :

I(Name and Designation)
.....hereby declare my

1. Inserted by No. FD 1 SRA 97 dated 23-4-1998 (wef 15-10-1998)

intention to commute(Indicate the portion of pension) of my pension in accordance with the provisions of Government Order No. FD (Spl) 26 PCP 83 dated 15th May, 1984.

I (Name and Designation) hereby declare my intention not to commute any part of my pension.

(Score out whichever is not applicable).

Place:
Date:

Signature
Designation and Office

ANNEXURES TO FORM I-B

ANNEXURE-I

a) The Head of office should work out correctly the balance of different kinds of leave admissible as on the date of sending the Pension Records (including the Service Register) to the Accountant General;

b) The title to leave as worked out above should be kept in the personal file of the official in the form of the leave account duly attested by the Head of the office with dated initials;

c) Entries of credits and debits to the leave account arising subsequent to the date of forwarding the pension records to the Accountant General may be made with the attestation of the Head of Office in the form referred to in (b) above;

d) The form of leave account duly completed may be relied upon by the authority competent to sanction leave and encashment of leave benefits to the official till and as on the date of his retirement as the case may be.

e) A copy of the leave account indicating the leave benefits enjoyed and paid subsequent to the date of forwarding the pension records to Audit Office, is furnished to the Audit along with the LPC.

f) The entries in the leave account kept in the Service Register may be completed on its receipt back from the Accountant General on the basis of the leave account cited in

(c) above. Particulars of encashment benefits etc., granted may also be recorded in the body of the Service Register;

g) The Head of the office will be held personally responsible for the corrections of the leave account and the leave benefits paid to the retired official.

ANNEXURE - II

Register of Anticipatory Pension/DCRG payments

Date of retirement :

Name and Designation of the retired official :

Sl. No.	Bill No. & Date	Month for which the amount pertains	Office	Amount of Pension / DCRG	Date of encashment	Stamped acknowledgment of the retired official	Initial of the Head of the office (to be signed at the time of signing Form 46-B)

Note :- Entries relating to each official should be made in separate folio of the Register.

ANNEXURE - III

Statement showing the details of anticipatory pension/ DCRG drawn and disbursed

Anticipatory DCRG
Anticipatory Pension

Date of payment

Month Amount of Pension & DA Date of payment
(to be separately shown)

Signature of the Head of Office

ANNEXURE - IV
FORM KTC 46-B

Bill for drawal of anticipatory/provisional pension/DCRG
by the Head of Office.

Head of Account District
"207. Pensions and other Retirement Benefits" Voucher
For

Received the amount of provisional pension/Family pension
due to Sri/Smt.for the months of
.....and gratuity/DCRG.

Less Deductions

Income Tax
Total Deductions.....
Net Amount payable

(in words)

Certified that the amount drawn in the last month's bill has
been duly disbursed and the receipt obtained from the pensioner
gratuitient.

Certificate from the pensioner regarding non-employment/
non-marriage is attached.

Station..... Signature.....
Designation
Drawing Officers.....

Strikeout if not required

Examined and entered Pay Rs.

Treasury Accountant cash Rs.

@ 2 1 Taxes on income Rs.
..... Rs.

Rs.

Dated Treasury Officer

For use in Accountant General's Office Rs

Admitted Rs.ObjectedGazetted Officers
AuditorSuperintendent

ANNEXURE - V

I hereby declare that I am aware that the payment of pension and DCRG made to me is purely provisional and subject to confirmation by the Audit Officer. In case the amount of anticipatory pension and DCRG paid to me is found to be more than the amount admissible under the rules, I hereby give my consent for recovery of the excess amount out of my future payments of pension.

Place

Date

(Signature of the Pensioner)

Witness :

Signed before Me:

1.

2.

ANNEXURE - VI

Monthly Return for watching the Settlement of Pension claims (to be sent to Finance Department through Heads of Department on 20th of every month)

PART - I

(Details of pending cases - retirement on superannuation pension)

Particulars of Government servants who would retire within the next two months on superannuation pension or have already retired and whose pension claims are still pending.

Sl. No.	Name of the Government Servant	Designation / office in which official was working	Date of Birth	Date of anticipated / Actual Retirement
(1)	(2)	(3)	(4)	(5)

Reasons for	Whether anticipatory pension/DCRG has been paid as per GO No. FD (Spl) 59 CPP 80 dated 29.6.1981	If anticipatory pension/DCRG is paid, reasons for such payment
(6)	(7)	(8)

PART - II

(Details of pending cases other than retirement on superannuation pension that is invalid, compulsory/ voluntary retirement and death cases)

Sl. No.	Name of the Government servant	Designation/ office in which official was working	Date of Birth	Date of retirement / death	Reasons for pendency
(1)	(2)	(3)	(4)	(5)	(6)

PART - III

Number of official who have completed 25 years of service and whose service has still to be got verified by the Accountant General as per Rule 329-A of KCSRs (Office wise numbers to be furnished).]

¹[FORM 2
[Rule 302 (vi)]

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

(When the officer has a family and wishes to nominate one member thereof)

I hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death ²[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.]

Name and address of nominee	Relationship with Officer	Age	Contingencies on the happening of which the nomination shall become invalid	² [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 the payment of the gratuity.]	Amount ² [or] share of gratuity payable to each.*

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

1. Substituted by No. FD 177 SRS 60 dated 18.11.1960 (wef 8.12.1960)
2. Amended by No. FD 43 SRS 61 dated 26.7.1961

Dated this..... day of.....19
at

Witnesses to signature.

1.

Signature of Officer

2

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

(To be filled in by the head of Office in the case non-Gazetted Officer).

Nomination by.....

Designation.....

Signature of Head of Office.....

Office.....

Date.....

Designation.....]

FORM 3
[Rule 302 (vi)]

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

(When the officer has a family and wishes to nominate more than one member thereof)

I 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 Government 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:-

Name and address of nominee	Relationship with Officer	Age	Amount or share of gratuity payable to each**	Contingencies on the happening of which the nomination shall become invalid	¹ [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 the payment of the gratuity.]	Amount ¹ [or] share of gratuity payable to each.*

1. Amended by No. FD 43 SRS 61 dated 26.7.1961

N.B.- The Officer shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

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

Dated this day of 19 at

Witnesses to signature.

Signature of Officer.

- 1.
- 2.

*Note (1) .-This column should be filled in so as to cover the whole amount of gratuity.

**Note (2).-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 head of Office in the case of Non-Gazetted Officer).

Nomination by.....

Designation.....

Office

Signature of Head of Office.....

Date.....
Designation

FORM 4
[Rule 302 (vii)]

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 the right to receive any gratuity that may be sanctioned by Government 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 may remain unpaid at my death :-

Name and address of nominee	Relationship with Officer	Age	Contingencies on the happening of which the nomination shall become invalid	¹ [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 the payment of the gratuity.]	Amount ¹ [or] share of gratuity payable to each.*

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

1. Amended by No. FD 43 SRS 61 dated 26.7.1961

Dated this..... day of..... 19
at

Witnesses to signature.

1.....

Signature of Officer.

2.....

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

(To be filled in by the head of office in the care of Non-Gazetted Officer).

Nomination by.....

Designation.....

Office.....

Signature of Head of Office.....

Date

Designation

FORM 5
(Rule 302]

NOMINATION FOR DEATH-CUM-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 them the right to receive to the extent specified below, any gratuity that may be sanctioned by Government 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:-

Name and address of nominee	Relationship with Officer	Age	Amount or share of gratuity payable to each*	Contingencies on the happening of which the nomination shall become invalid	¹ [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 the payment of the gratuity.]	Amount ¹ [or] share of gratuity payable to each.*

N.B.-The Officer should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

1. Amended by No. FD 43 SRS 61 dated 26.7.1961

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

Dated thisday of..... 19 at

Witnesses to signature.

1.....

Signature of Officer.

2.....

*Note (1).- This column should be filled in so as to cover the whole amount of gratuity.

**Note (2).- 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 head of Office in the case of Non-Gazetted Officer).

Nomination by.....

Designation.....

Office.....

Signature of Head of Office.....

Date.....

Designation.....

**FORM 6
(Rule 294)**

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 Government in the event of my death after completion of ¹[10] year's qualifying service.

Names and addresses of nominees	Relationship with Government servant	Age	Whether married or unmarried
1			
2			
3			

[This nomination supersedes the nomination made by me earlier on.....(date).....which stands cancelled.]

N.B.- The Government servant should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this day of 19
at

Signature of Witnesses

1.....
2.....

Signature of Government Servant.

(To be filled by the Head of Office in the case of a Non-Gazetted Government servant).

Nomination by.....

Designation

Office

Signature of Head of Office.....

Designation.....

Date

1. Amended by No. FD 20 SRS 59 dated 19-2-1959 (wef 26-2-1959)
2. Amended by No. FD 177 SRS 60 dated 18-11-1960 (wef 8-12-1960)

**¹[FORM NO. 7
(First page)**

Form for Pension and Gratuity:

1. Name of Government servant ...
2. Father's name (and also Husband's name
in the case of a woman Government servant). ...
3. Religion and Nationality ...
4. Permanent residential address showing
Village/Town, District and State. ...
5. Present or last appointment, including name of
Establishment. ...
6. Class of Pension or service Gratuity applied for
and cause of application. ...
7. Pension Rules opted/eligible ...
8. Governments under which service has been
rendered (in order of employment). ...
9. Period of service qualifying for pension ...
 - (a) Period of Civil Service ...
 - (b) Period of War/Military Service ...
 - (c) Amount and nature of any pension gratuity
received for Military Service. ...
 - (d) Amount And nature of any pension/gratuity
received for Civil Service. ...
10. (a) Average emoluments ...
- (b) Emoluments for Gratuity ...
11. Pay as defined in rule 8 (32) ...
12. Proposed Pension ...
13. Proposed Gratuity ...
14. Whether the Family Pension Rules, 1964 are
applicable, if so amount of life time family pen-
sion becoming payable to the entitled members
of the family of the Government servant, in the
event of his/her death. ...
15. Date from which pension is to commence ...
16. Place of payment of : ...
 - (a) Pension (Treasury/Sub-Treasury). ...
 - (b) Gratuity (Treasury/Sub-Treasury/
Head of the Office) ...
17. Whether nomination made for : ...
 - (i) Family pension under Part IV of
K.C.S.Rs., if applicable. ...
 - (ii) Death-cum-retirement Gratuity ...

1. Substituted by No. FD 121 SRS 69 dated 16 -10- 1970 (wef 26-11-1970)

18. Whether Government servant has paid all Government dues. ...
19. Date of birth by Christian era, of
 (i) Government servant ...
 (ii) Government servant's wife/husband ...
20. Height ...
21. Identification Marks ...
- *22. Thumb and finger impression :-
 Thumb Fore finger Middle finger Ring finger
 Little finger,
 (i) of Government servant ...
 (ii) of Government servant's wife/husband ...
23. Date on which the Government servant applied for pension in Form 1-B ...

Signature of Head of Office/Department
 (Audit Officer)**

* Persons who are literate enough to sign their names in English, Hindi or the Official Regional language, are exempted from recording their left-hand thumb and finger impressions provided they furnish certified copies of passport-port size photographs. In the case of a Government servant who is literate enough to sign his name in English, Hindi or the Official Regional language, but is unable to sign any document on account of loss of control over the hands owing to disability, the production of thumb and finger impressions duly attested as in the case of illiterate Government servant shall be necessary.

** In case of Gazetted Government servants only.

Details of Service of Shri/Shrimathi/Kumari.....
 Date of Birth.....

SECTION I

1. Establishment	...
2. Appointment	...
3. Officiating/Substantive	...
4. Date of beginning	...
5. Date of ending	...
6. Period reckoning as service	...
7. Period not reckoning as service	...
8. Remarks by the Audit Officer	...
Total Period of service.....	

Note.- Date of commencement and date of ending of each period of Military service, if any, should be indicated in this section.

SECTION II

Emoluments drawn during the last twelve Months.

Post held	From	To	Pay	Personal/Special Pay
-----------	------	----	-----	----------------------

Average emoluments.

*In a case where the last twelve months include some period not to be reckoned for calculating average emoluments an equal period backwards has to be taken for calculating the average emoluments.

SECTION-III

Period (s) of non-qualifying service,—.

	From	To
1. Interruption(s)	...	
2. Extra-ordinary leave not qualifying for pension	...	
3. Period of suspension not treated as qualifying	...	
4. Any other service not treated as not qualifying	...	
Total		...

SECTION-IV

Period of service not verified with reference to acquittance
Rolls

Whether the above period verified is in accordance with the provisions of Rule 330(iv) of K.C.S. Rules or corresponding provisions in the previous rules applicable and if not whether the necessity of verification of the aforesaid period of service dispensed with under order of the appropriate authority.-

(a) Audit Enforcement

1. Total period of qualifying service which has been accepted for the grant of superannuation/retiring/invalid/ compensation pension/gratuity, with reasons for disallowance, if any, (other than disallowance indicated in 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 before the pension payment order is issued.
2. Amount of superannuation/retiring/invalid/ compensation pension/gratuity that has been admitted. ...
3. Amount of the superannuation/retiring/invalid/ compensation pension/gratuity, admissible after taking into account reduction, if any, in pension and gratuity made by the authority sanctioning pension. ...
4. Total period of qualifying service which has been approved for the grant of special additional pension. ...
5. The amount of special additional pension if any, admitted under the rules. ...
6. The date from which the special additional pension is admissible. ...
7. The date from which the superannuation/retiring/invalid/compensation Pension/gratuity is admissible. ...

- | | |
|---|-----|
| 8. Head of Account to which the superannuation/
retiring/invalid compensation and special addi-
tional pension/gratuity is chargeable. | ... |
| 9. The amount of life-time family pension becom-
ing payable to the entitled members of family
in the event of death of the Government ser-
vant after retirement. | ... |

Accounts Officer
Assistant Accountant General

(Back of the third page)

- | | |
|---|------------|
| 1. Date of submission of pension
application by the Government servant. | ...
... |
| 2. Name of Government servant | ... |
| 3. Class of Pension or gratuity | ... |
| 4. Sanctioning Authority | ... |
| 5. Amount of pension sanctioned | ... |
| 6. Amount of gratuity sanctioned | ... |
| 7. Date of commencement of pension | ... |
| 8. Date of Sanction | ... |
| 9. Amount of family pension admissible in
the event of death of pensioner | ... |
| 10. Amount to be recovered from Gratuity under
rule 10 of the Family Pension Rules, 1964 | ... |
| 11. Government dues held over from the gratuity | ... |

**(Fourth page)
Instructions**

Calculation of average emoluments--

1. The calculation of average emoluments, mentioned at item 10 of the first page should be based on the actual number of days contained in each month.

2. (a) If the application is for a compensation pension or gratuity the particulars of the savings effected should be duly stated against item-6 of the First page.

(b) State why employment was not found elsewhere.

History of Service.-

3(a) Give date, month and year of the various appointments, promotions and cessations. For the purpose of adding towards broken periods a month is reckoned as thirty days.

(b) All periods not reckoned as service should be distinguished and reasons for their exclusion given in the remarks column.

Identification Marks.-

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

Name.-

5. When initials or names of Government servants are incorrectly given in the various records consulted mention this fact in the letter forwarding the Pension papers to avoid inviting reference from the Audit Officer.

Date of Retirement-

6. Show in the Service Book and the last pay certificates.

Reinstatement-

7. In the case of an Officer who has been reinstated, after having been suspended, compulsorily retired, removed or dismissed, brief statement leading to his reinstatement should be appended.

Alterations-

8. Make in red ink under dated initial of a Gazetted Government servant.

Calendar month-

9. The following examples show how a period stated in calendar months should be calculated.

Examples- A period of six calendar months.

beginning on the		ends on the
28th February	...	27th August
31st March or 1st April	...	30th September
29th August	...	28th February
30th August or 1st		
September		Last day of February

A period of three calendar months

29th November	...	28th February
30th November or	...	Last day of February
1st December		

FORM No. 7-A

Form of Sanctioning Pension

1. Name of the Government Servant
2. Father's name (and also husband's name in the case of a woman Government servant)
3. (a) Present or last appointment, including name of establishment
 - (i) Substantive ...
 - (ii) Officiating, if any ...
- (b) Remarks by the Receiving Authority
 - (i) As to the character and past conduct of Government servant ...
 - (ii) Explanation of any suspensions or degradation ...
 - (iii) Any other remarks ...
 - (iv) Specific opinion of the Receiving Authority whether the service claimed is establishment and should be admitted or not ...
- (c) Orders of the pension sanctioning authority

Good/Fair

Indifferent/bad

The undersigned having satisfied himself that the services of Shri/Shrimathi/Kumari has been thoroughly satisfactory hereby orders the grant of the full pension, death-cum-retirement Gratuity, service Gratuity which may be accepted by the Audit Officer as admissible under the Rules.

OR

The undersigned having satisfied himself that the services of Shri/Shrimathi/ Kumari..... has not been thoroughly satisfactory hereby orders that the full pension and or Gratuity which may be accepted by the Audit Officer as admissible under the rule shall be reduced by the specified amount or percentage indicated below :-

Amount or percentage of reduction in pension -----

Amount or percentage of reduction in Gratuity -----

The grant of pension and/or gratuity shall take effect from

(d) In the event of death of Shri/Shrimathia family pension of Rs will be admissible to Shrimathi/ Shri..... as admissible under the Family Pension Rules, 1964.

(e) In terms of rule 10 of the aforesaid Scheme he/she is required to contribute a portion of gratuity equal to two months emoluments or pay as the case may be. Necessary recovery out of the gratuity payable to Shri/ Shrimathi has been /may be made.

(f) A sum of Rs on account of is to be held over from the Gratuity till the outstanding Government dues are assessed and adjusted.

(g) The following service of the Government servant has been approved for the grant of special additional pension admissible under the Rules.

Post/ Posts held

Period of Service

The pension and Gratuity, are payable at

Treasury/Sub-Treasury and are chargeable to the Head.....

This order is subject to the condition that if the amount of pension and/or gratuity as authorised be afterwards found to be in excess of amounts to which the pensioner is entitled under the Rules, he/she shall be called upon to refund such excess.

Date

Signature and Designation of the Pension Sanctioning Authority.

Details of provisional pension and gratuity to be drawn by the Head of Office in accordance with the procedure laid down in Note below Rule 341.

Provisional Pension	...	Rs.	p.m.
Gratuity (3/4 of the full gratuity mentioned against item 13 of form 7)	...	Rs.	
Less			
(i) Contribution towards Family Pension Rules, 1964 (see item 3(e) of the Form)	...	Rs.	
(ii) Amount held over for adjustment of Government dues (see item (f) of the form)	...	Rs.	
Net amount of gratuity to be paid provisionally.	...	Rs.	

Signature of the Head of Office.

**¹[FORM 7-B]
FORM-8
(Rule 345)**

FORM OF BOND OF INDEMNITY FOR DRAWING THE DEATH-CUM-RETIREMENT GRATUITY DUE TO A DECEASED GOVERNMENT SERVANT.

Know all men by these presents that I (a) resident of.....
..... and (b)
the..... of
(d).....and I/We
(e)..... sureties on her/his
behalf are held and firmly bound to the Governor of Karnataka acting
in the exercise of the executive power of the State of Karnataka
(hereinafter called the State) in the sum of
Rs.....(Rupees.....) to be paid
to him or his successors or assigns for which payment
to be well and truly made, each of us severally binds himself and
his heirs, executors, administrators and assigns and every two and
all of us jointly bind ourselves and ours heirs, executors,
administrators and assigns firmly by these presents.

As witness our hands this day of
..... 19 ... Whereas (d)
.....was at the time of his death
in the service of the State/receiving a pension of
Rs.....(Rupees.....)from
the State.

And whereas the said
died on the day of.....
and , there was then due to him the sum of Rs.....
(Rupees.....) for Death-cum-
Retirement Gratuity.

And whereas the above bounden (a).....
(hereinafter called ' the claimant') claims to be entitled to the said
sum as heir of the said (d)..... but has
not obtained probate, letters of administration, or a succession
certificate in respect of the property and effects of the said (d)
.....

1. Deleted by No. FD 51 SRS 78 dated 3-11-1978. (wef 9-11-1978)

And whereas the claimant has satisfied the (e).....
 (officer concerned) that she/
 he is entitled to the aforesaid sum and that it would cause undue
 delay and hardship if the claimant were required to produce probate,
 Letters of administration or a succession certificate in respect of
 the property and effects of the said (d)
And whereas the State desire to pay
 the sum to the claimant but under the State Rules and Orders it is
 necessary that the claimant should first execute a bond with one
 surety/two sureties to indemnify the State against all claims to the
 amount so due as aforesaid to the said
 (d)before the said
 sum can be paid to the claimant;

Now the condition of this bond is such that if after payment
 has been made to the claimant, the claimant and the surety/ sureties
 shall in the event of a claim being established by any other person
 against the State with respect to the aforesaid sum of
 Rs..... refund to the State the sum of
 Rupee..... and shall
 otherwise indemnify and save the State harmless from all liability in
 respect of the aforesaid sum and all cost incurred in consequence
 of any claim thereto. If no such claim is made or established the
 above written bond or obligation shall be void but otherwise the
 same shall remain in full force and virtue.

In witness to the above written bond and the condition
 therefor/we.....and..... hereunto set our
 hands this..... day of..... 19

- (a) Full name of claimant with place of residence.
- (b) Relationship to the deceased.
- (c) Full name or names of sureties.
- (d) Name of the deceased.
- (e) Title of Officer responsible for the payment.

**¹[FORM 8-A
(RULE 345-B)**

Form of Bond of Indemnity for Drawing the Death-cum-Retirement Gratuity on Behalf of a Minor.

KNOW ALL MEN by these presents that we..... (a)(b) the widow/son/brother etc., of (c).....deceased, resident of.....(hereinafter called ‘the Obligor’) and (d).....son/ wife /daughter of..... resident of.....and..... son/ wife/ daughter of..... resident of..... the sureties for and on behalf of the Obligor (hereinafter called “the Sureties” are held and firmly bound to the Governor of Karnataka (hereinafter called “the Government”) in the sum of Rs..... (Rupees.....) only well and truly to be paid to the Government on demand and without a demur for which payment, we bind ourselves and our respective heirs, executors, administrators. Legal representatives, successors and assigns by these presents.

Signed this..... day of.....one thousand, nine hundred and.....

WHEREAS (c).....was at the time of his death in the employment of the Government/ receiving a pension at the rate of Rs.....(Rupees.....) only per month from the Government.

AND WHEREAS the said (c).....died on the.....day of.....19..... and there was due to him at the time of his death the sum of Rs..... (Rupees.....) for and towards share of the minor son/daughter in the death-cum-retirement gratuity.

AND WHEREAS the Obligor claims to be entitled to the said sum as defacto guardian of the minor son/daughter of the said (c)..... but has not obtained till

1. Inserted by No. FD 9 SRS 66 dated 30-6-1966.

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 has satisfied the (e)..... 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.....

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor but under Government Rules and orders it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (e) before the 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 manners hereafter contained.

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

AND THESE PRESENTS WITNESS 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 Government 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 methods or thing whatsoever which under the law relating to sureties, shall but for the provision have the effect of so releasing the

surety/sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the surety/sureties or either of them for the amount due here under and the Government 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 subscribed their respective hands hereunto on the day month and year above written.

Signed by the above named Obligor In the presence of

1.....

2.....

Signed by the above named Surety/Sureties

1.....

2.....

Accepted for and on behalf of the Governor of Karnataka by..... Name and designation of the Officer directed or authorised in pursuance of Article 299 (1) of the Constitution to accept the bond for and on behalf of the Governor.

On the presence of

(Name and designation of witness)

- 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 Government Officer.
- (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]

FORM 9
(Rule 347)

APPLICATION FOR A FAMILY PENSION FOR THE FAMILY OF
SRI/SMT.....
LATE.....IN THE OFFICE/DEPARTMENT.

1 Name of the applicant	
2 Relationship to the deceased Government servant/pensioner	
3 Date of retirement if the deceased was a pensioner.	
4 Date of death of the Government servant/pensioner.	
5 The order in which the applicant's name appears in the nomination Form 6.	
6 Name and age of surviving kindred of the deceased	Name and date of birth (by Christian era)
(a) Widows/husband Sons ... Unmarried daughters... Widowed daughters ... (b) Father ... Mother ... Brother ... Unmarried sisters ... Widowed sisters ...	
7 Name of Treasury/Sub Treasury at which payment is desired ...	
8 Descriptive roll of Widows/sons/daughters etc.....	
(i) Date of birth(by Christian era) (ii) Height (iii) Personal marks, if any, on the hand, face, etc.,	

- (iv) Signature or left hand thumb and finger impressions-
 - Small finger.....
 - Ring finger.....
 - Middle finger.....
 - Index finger.....
 - Thumb.....

9. Full address of the applicant.

Attested by-

(1).....

(2).....

Witnesses-

(1).....

(2).....

Note 1.- The descriptive roll and signature/thumb and finger impressions accompanying application for family pension should in duplicate attested by two or more persons of respectability in the town, village or district in which the applicant resides.

Note 2.- If the applicant belongs to a category mentioned in item 6(b) he should furnish proof of his dependence on the deceased Government servant/pensioner for support.

Note 3.- If the applicant is a minor brother of the Government servant/pensioner, the statement against item 8(i) should be supported by a certificate of age (in original with two attested copies) showing the date of birth of the applicant. The original will be returned to the applicant after the necessary verification.

¹[ANNEXURE -1

(A) Remarks by the Receiving Authority

1. As to character and past conduct of the deceased officer
2. Explanation of any suspension or degradation
3. Regarding any gratuity already received by deceased Officer.
4. Any other remarks.
5. (i) Specific opinion of the Receiving Authority whether the service claimed is established and should be admitted or not.

(ii) Signature and Designation of the receiving Authority

(B) Order of the Sanctioning Authority

(a) The undersigned having satisfied himself that the service of late Shri/Shrimati/Kumari..... has been thoroughly satisfactory hereby orders the grant of death- cum-retirement gratuity/residuary gratuity which may be accepted by the Accountant General as admissible under the rules to the persons mentioned in clause (e) below.

Or

The undersigned having satisfied himself that the service of late Shri/Shrimati/Kumari.....has not been thoroughly satisfactory hereby orders that the death- cum-retirement gratuity/residuary gratuity which may be accepted by the Accountant General as admissible under the rules to the persons mentioned in clause (c) below, shall be reduced by the specified amount or percentage indicated below:-

Amount or percentage of
reduction in gratuity.

1. Inserted by No. FD 58 SRS 62 dated 17-11-1962(wef 13-12-1962)

(b) A sum of Rs..... on account of is to be held over from the death-cum-retirement gratuity/residuary gratuity till the outstanding dues are assessed and adjusted.

(c)	Name of the person	Address	Relations hip with the deceased officer	Amount or share of death-cum-retirement gratuity
1.				
2.				

This order is subject to the condition that should the amount of gratuity as authorised by the Accountant General be afterwards found to be in excess of the amount to which the person concerned is entitled under the rules, he/she will be called upon to refund such excess.

(d) The death-cum-retirement gratuity/residuary gratuity is payable at Treasury/ and is chargeable to

Date

Signature and designation of the Sanctioning Authority

Note.- In the case of residuary gratuity, the service of the deceased officer would have already been verified and the express or having satisfied himself.....thoroughly satisfactory, in clause (a) above would not be used.

(C) Audit Enforcement

1. Total period of qualifying service which has been accepted for the grant of death-cum-retirement gratuity/residuary gratuity with reasons for disallowance if any, other than disallowances, if any, of service the reasons for which are recorded by the Audit Officer in 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 before the pension payment order is issued.

2. Amount of death-cum-retirement gratuity/residuary gratuity that has been admitted.
3. Amount of death-cum-retirement gratuity residuary gratuity admissible after taking into account the reduction in gratuity made by the authority sanctioning such gratuity.
4. The amount of death-cum-retirement gratuity is payable to the nominee/the following members of the family of the deceased in equal shares/proportionately as shown below :-
 - (i)
 - (ii)
 - (iii)
 - (iv)
5. Head of account to which the death-cum-retirement gratuity/ residuary gratuity is chargeable.

Accountant General

ANNEXURE II

(A) Remarks by the Receiving Authority

- 1 As to character and past conduct of the deceased officer.
- 2 Explanation of any suspension or degradation.
- 3 Regarding any pension already received by deceased officer.
- 4 Any other remarks.
- 5 (i) Specific opinion of the Receiving Authority whether the service claimed is established and should be admitted or not.
(ii) Signature and designation of the Receiving Authority.

(B) Order of the Sanctioning Authority,

(a) The undersigned having satisfied himself that the service of late Shri/Shrimathi/Kumari..... has been thoroughly, satisfactory, hereby orders the grant of a family pension.....to Shri/ Shrimathi/ Kumari.....(here state relationship) of the said late Shri/Shrimathi/ Kumari..... which may be accepted by the Accountant General or admissible under the rules.

Or

The undersigned having satisfied himself that the service of late Shri/Shrimathi/Kumari..... has not been thoroughly satisfactory, hereby orders that the family pension which may be accepted by the Accountant General as admissible under the rules to Shri/Shrimathi/ Kumari..... (here state relationship) of the said late Shri/Shrimathi/Kumari..... shall be reduced by the specified amount or percentage indicated below.-

Amount or percentage of reduction in family pension

(b) This order is subject to the condition that should the amount of family pension as authorised by the Accountant

General be afterwards found to be in excess of the amount to which the person concerned is entitled under the rules, he/she will be called upon to refund such excess.

(c) The family pension is payable at.....
Treasury/and is chargeable to.....

Signature and Designation of the
Sanctioning Authority.

Note.- In cases where death takes place after retirement the service of the deceased officer would have already been verified and the expression "having satisfied..... thoroughly satisfactory" above would not be used.

(C) Audit Enforcement

- 1 Total period of qualifying service which has been accepted for the grant of family pension with reasons for disallowances, if any, other than disallowances, if any, of service the reasons for which are recorded by the Audit Officer in 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 before the pension payment order is issued.

- 2 Amount of family Pension that has been admitted.
- 3 Amount of family pension admissible after taking into account the reduction in pension made by the authority sanctioning pension.
- 4 The family pension is payable to Shri/Shrimathi/Kumari son/ widow/daughter of the deceased and is tenable for the period from to or upto the date of death/marriage or remarriage (in the case a female member), whichever event occurs earlier.

- 5 Head of account to which the family pension is chargeable.
Accountant General]

[¹FORM 10 xxx]

1. Deleted by No. FD 65 SRS 63 dated 16-4-1964

**¹[FORM 11
(Rule 332)**

Form for forwarding pension papers of Government Servants

No Date

To
The Accountant-General,
Karnataka, Bangalore,
(through the pension sanctioning authority)

Sir,

I forward herewith the Pension/Gratuity papers of Shri
.....(Designation).....

(i) Who is due to retire on..... for
preliminary verification.**

(ii) Who is retiring on/who has retired on.....
for verification of claims and issue of authorisation for pension and
Death-Cum-Retirement Gratuity at an early date. Necessary
sanction to pension and Death-Cum-Retirement Gratuity has been
recorded/may be recorded before transmission to the Accountant
General in the relevant columns of the Pension Application Form 7
of K.C.S. Rules.

(iii) Who died on.....
for verification of claims and issue of authorisation for family pension
and Death-cum-Retirement Gratuity. Necessary sanction to family
pension (in Annexure 11 to Form 9 of K.C.S. Rs. in the case of
those governed by the existing family pension rules, of
K.C.S.Rs./M.S.Rs./H.C.S. Rs/C.S.Rs/Form D in the case of
those governed by the Karnataka Government Servants
(Family Pension) Rules, 1964 and sanction to Death-
cum-Retirement Gratuity in Annexure I to Form 9 of K.C.S. Rs.

¹. Substituted by No. FD 83 SRS 67 Dated 28-7-67 (wef 31-8-1967)

** (Note.-The pension papers have to be sent for preliminary
verification about twelve months in advance of the date of
retirement. Where for any reason this is not done in any
individual case and they are sent one or two months before
the date of retirement, clause (ii) below is applicable i.e.,
sanction to pension and Death-cum— Retirement Gratuity
should be accorded once for all and the pension papers
sent in a complete form. They should not be for preliminary
verification at that stage).

have been accorded/may be recorded before transmission of the pension papers to the Accountant General.

Yours faithfully,

.....

LIST OF ENCLOSURES.

- 1 Formal Application for pension in Form I-B, of K.C.S. Rs. Application for Pension /Gratuity/Death- cum-Retirement Gratuity in Form 7 of K.C.S. Rs.
- 2 Statement of Leave availed during the entire Service.
- 3 Last pay certificate with particulars of the 'No Due Certificate by the Head of the Department in the case of Gazetted Officers'.
- 4 Application for family pension Death-cum-Retirement Gratuity in Form 9 of K.C.S. Rs. with Statement of Service of the deceased Government servant
- 5 Memo of average emoluments
- 6 Medical Certificate if the claim is for invalid pension
- 7 Application for family pension (Form No.9) in death cases only).
8. Nominations to Death-cum-Retirement Gratuity and family pension where they have been made and subsist (only in the case of Non-Gazetted staff.
9. A Copy of the first and second page of application for Pension duly attested.
- 10 (a) Two Specimen signatures duly attested
 - (b) Two slips bearing the left hand thumb and finger impressions in the case of persons who are illiterate and cannot sign their names.
 - (c) Two copies of passport size photograph duly attested if governed by the existing family pension benefits under K.C.S. Rs./M.S.Rs./ H.C.S.Rs./B.C.S.Rs/C.S.Rs.

- (d) Three copies of joint photograph taken with wife duly attested if governed by the Karnataka Government Servants (Family Pension) Rules, 1964.
- 11 Declaration regarding the non-receipt of any pension or gratuity and Death-cum-Retirement Gratuity.
 - 12 The following declaration and certificate by the Head of the Department.
 - (a) Declaration that it was decided by the authority sanctioning personal pay at the time of sanction that personal pay would count towards average emoluments in cases where personal pay was granted for special reasons (other than loss in emoluments). ,
 - (b) Declaration that the Special Pay, Duty Allowance and Deputation (Duty) Allowance which has not been drawn during leave but has been counted towards average emoluments would have been drawn had the Government Servant not gone on leave.
 - (c) Certificate that the Government Servant would have continued to hold the officiating or temporary post, in the higher grade, if he had not proceeded on leave in cases where periods of leave are included in the period of two years during which the officiating pay should count towards average emoluments.
 - (d) Certificate that the Government Servant officiated in a post which was substantively vacant or in an office temporarily vacant in consequence of the permanent incumbent on leave without allowance or on transfer to foreign service as the case may be, if the officiating emoluments have to be counted under Rule 296 (f) of K.C.S.Rs. or the corresponding rules in B.C.S. Rs./H.C.S. Rs.
 - (e) Certificate from the Jagir Administrator as per Rule 234-A of K.C.S. Rs. in case where the Jagir Service has to be counted for pension in respect of Ex-Hyderabad Employees.
 - 13 Certificate of verification of War/Military Service issued by the concerned Defence Accounts Officer in cases where the War/Military Service has to be counted under Rule 219-A or 219-B of K.C.S. Rs.]

¹[FORM No. 11-A]

Register to watch the settlement of pensionary benefits of a retired /deceased/invalidated Government servants.

PART I - (Retirement cases)

1. Serial Number
2. Name of the Government servant with designation
3. Date of birth
4. Date of entry into service
5. Date of completion of 25 years of service
6. Anticipated date of retirement.
7. Due date for sending Service records to the Accountant General for verification i.e., the date of completion of 25 years of service.
8. Date of sending Service Records to the Accountant General for Verification,
9. Date of return of the Service Record, from the Accountant General after verification.
10. Due date for sending pension records to the Accountant General for authorisation of pensionary benefits (two months before retirement)
11. Date of sending the pension records to the Accountant General for authorisation of Pensionary benefits.
12. Qualifying service admitted by the Accountant General.
13. Pension/DCRG admitted by the Accountant General.
14. Whether the Accountant General has released the Pensionary benefits.
15. If the pensionary benefits are withheld, the reasons for the same.
16. Number and date of final authorisation by the Accountant General
17. Remarks.

1. Inserted by No. FD 29 SRS 75 dated 19-8-1975 (wef 23-10-1974)

PART II-[¹ Cases of death, invalidation or retirement on retiring pension]

1. Serial Number
2. Name of the Government servant with Designation.
3. Date of Birth
4. ¹[Date of death/invalidation/retirement on retiring pension]
5. Due date for the settlement of ¹[retiring pension/invalid pension/ family pension and/or Death-cum-Retirement Gratuity (within two months from the date of retirement on retiring pension, invalidation or deaths]
6. Date of sending the records to the Accountant General.
7. Qualifying service admitted by the Accountant General.
8. ¹[Retiring pension, invalid pension, family pension and/or Death-cum Retirement Gratuity]
9. Whether the Accountant General has released the full pensionary benefits.
10. If the pensionary benefits are withheld the reasons for the same.
11. Number and date of final authorisation, by the Accountant General.
12. Remarks]

²[FORM No. 12 to 14 xxx]

1. Substituted by No. FD 47 SRS 76 dated 15-3-1977.

2. Omitted by No. FD 1 SRA 97 dated 23.4.1998 (wef 15.10.1998)

FORM 18
(Rule 397)

SERVICE BOOK

Part I - Particulars of Government servant

1. (a) Name of the Government servant ...
¹(b) Residence] ...
2. (a) Father's name
 (b) Residence
²[2-A. Residential address of the members of the family
 with relation]
- ³[3 (a) Date of birth by the Christian era (in figures and words)]
 (b) Particulars of the document on which entry is based.
4. Exact height by measurement ...
5. Personal marks of identification ...
6. (a) Particulars of educational qualifications (examinations
 passed and year of passing)
 (b) Particulars of departmental qualifications (examinations
 passed and year of passing) ...
- ¹[7. Whether the Government Servant belongs to a Scheduled
 Caste/Scheduled Tribe/Backward Tribe or Other Backward
 Class, if so indicate the Caste, Tribe or class. (Original
 Certificate issued by the Competent authority by in this respect
 shall be pasted in the Service Book)
8. Home town or village (for leave travel concessions)
9. Left hand thumb and finger impressions of the Government
 servant (only if the Government servant is illiterate)
10. Signature of the Government servant ...
11. Signature and designation of the Head of office or other
 attesting officer ...

1. Amended by No. FD 94 SRS 75 dated 6-1-1976 (wef 26-2-1976)

2. Inserted by No. FD 117 SRS 74 dated 31-12-1974 (wef 13-2-1975)

3. Substituted by No. FD 77 SRS 75 dated 6-11-1975 (wef 27-11-1975)

Part II- History of service of the Government servant showing the changes in appointment, salary, place, etc.

1. Designation of the post held and the office in which it is held
2. (a) Whether the post is permanent or temporary ...
(b) Whether the Government servant is substantive or officiating
3. Designation of the substantive appointment on which the Government servant has a lien while holding a temporary or officiating appointment ...
4. Pay in the substantive post ...
5. Additional pay for officiating ...
6. Other emoluments falling under the term pay ...
7. Date of commencement ...
8. Date of termination ...
9. Joining time availed on transfer ...
10. Reasons for the termination such as promotion, increment, transfer, etc..
11. Reference to the sanction (No. and date of order and authority) for the change
12. Signature of Government servant ...
13. Signature of Head of office or other attesting officer ...
14. Remarks

Part III-Particulars of leave taken and other interruptions in service.

1. Kind of leave or interruption ...
2. Date of commencement ...
3. Date of ending ...
4. Period ...
5. Reference to the sanction (No. and date of the order and the authority) to the leave or interruption
6. Remarks ...

Part IV-Particulars of recorded, reward, Praise, punishment or
censure

1. Nature of reward, praise, punishment or censure
2. Reference to the sanction (No. and date of the order and the authority) to the reward, punishment, etc.,
3. Remarks

Part V-Leave Account

Duty:-

- | | | | |
|------------------------------|-----|-----|-----|
| 1. From | ... | ... | ... |
| 2. To | ... | ... | ... |
| 3. No. of days | ... | ... | ... |
| 4. Leave earned (in days) | ... | ... | ... |
| 5. Leave at credit (in days) | ... | ... | ... |

Leave taken:-

- | | | | |
|---------------------------------|-----|-----|-----|
| 6. From | ... | ... | ... |
| 7. To | ... | ... | ... |
| 8. No. of days | ... | ... | ... |
| 9. Balance on return from leave | ... | ... | ... |

Half pay leave and leave not due.-

Length of Service-

- | | | | |
|---------------------------------------|-----|-----|-----|
| 10. From | ... | ... | ... |
| 11. To | ... | ... | ... |
| 12. No. of completed years of service | ... | ... | ... |

Credit of Leave:-

- | | | | |
|----------------------------|-----|-----|-----|
| 13. Leave earned (in days) | ... | ... | ... |
| 14. Leave at credit | ... | ... | ... |

Leave taken:-

Half pay leave-

- | | | | |
|-----------------|-----|-----|-----|
| 15. From | ... | ... | ... |
| 16. To | ... | ... | ... |
| 17. No. of days | ... | ... | ... |

Commuted Leave:-

18. From
19. To
20. No. of days
21. Commuted leave converted into half pay leave	

Leave not due...

22. From
23. To
24. No. of days
24-A Whether on private affairs or on Medical certificate			
25. Total of half pay leave taken
26. Balance on return from leave

Part VI-Particulars of leave travel concessions availed of by
Government servant and other special features.

¹[FORM - 19

Bond to be executed by a Government servant proceeding on deputation to higher studies/specialised training.

KNOW ALL MEN BY THESE PRESENTS THAT WEresident of..... in the District of.....at present employed as.....in the Department/Office of.....(hereinafter called "the obligor") and.....on/daughter of.....of.....and..... son/daughter of..... of (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Karnataka (hereinafter called "the Government") on demand the sum of Rs.....(Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans. AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the obligor is granted deputation to higher studies/specialised training by Government.

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder written;

AND WHEREAS the aforesaid sureties have agreed to execute this bond as sureties on behalf of the above bounden

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor..... failing to resume duty or resigning from service or otherwise quitting service without returning to duty after the duty or termination of the period of deputation or at any time within a period of three years after his return to duty, the obligor and the sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

1. Amended by No. FD 17 SRS 84 dated 4-4-1985 (wef 16-6-1985)

It shall be lawful to the Government to make recovery of the amount (including Pay and Allowances, Stipend, D.A., Tuition Fees etc.) spent on higher studies/specialised training from the salary of the obligor in case the competent authority comes to the conclusion that he had not shown sufficient progress in the studies or had failed to complete the course in proper time. In case it is not possible to recover from the salary, the obligor and the sureties shall be jointly and severally liable for the repayment of full amount of expenditure incurred by the Government.

And upon the obligor.....and or.....
..... the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person, authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties.....and.....or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Government of Karnataka have agreed to bear the Stamp duty payable on this bond.

Signed and dated this.....day of.....
.....one thousand nine hundred and.....

Signed and delivered by the obligor above named.....in the presence of.....

Witness (1)

(2)

Signed and delivered by the surety above named..... in the presence of.....

600

Witness (1)

(2)

Signed and delivered by the surety above named.....in
the presence of.....

Witness (1)

(2)

Accepted

For and on behalf of the
Governor of Karnataka.

FORM - 19-A

Bond to be executed by a Government servant proceeding on study leave.

KNOW ALL MEN BY THESE PRESENTS THAT WE resident of..... in the District of at present employed as..... in the Department/Office of.....(hereinafter called "the obligor") and.....son/daughter of.....(hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Karnataka (hereinafter called "the Government") on demand the sum of Rs.....(Rupees only) together with interest thereon from the date of demand at Government rate for the time being in force on Government loans. AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the obligor is granted study leave by Government.

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder written;

AND WHEREAS the aforesaid sureties have agreed to execute this bond as sureties on behalf of the above bounden.....

NOW THE CONDITION OF THE ABOVE WRIT'MN OBLIGATION IS THAT in the event of the obligor.....failing to resume duty or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of three years after his return to duty, the obligor and the sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs.....Rupeesonly) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans. It shall be lawful to the Government to make recovery of the amount (including Pay and Allowances, Stipend, D.A., Tuition Fees etc.) spent on study leave from the salary of the obligor in case the competent authority comes to the conclusion that he had not shown sufficient progress in the

studies or had failed to complete the course in proper time. In case it is not possible to recover from the salary, the obligor and the sureties shall be jointly and severally liable for the repayment of full amount of expenditure incurred by the Government.

And upon the obligor.....and or.....and or.....the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person, authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties.....and.....or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Government of Karnataka have agreed to bear the Stamp duty payable on this bond.

Signed and dated this day of one thousand nine hundred and.....

Signed and delivered by the obligor above named..... in the presence of

Witness (1)
(2)

Signed and delivered by the surety above named..... in the presence of

Witness (1)
(2)

Signed and delivered by the surety above named..... in the presence of.....

Witness (1)
(2)

Accepted

For and on behalf of the
Governor of Karnataka.]

¹FORM - 20

Form of application for leave travel concession for
journey to any place in India.
(Vide sub-rule (12) of Rule 553-B)

-
1. Name
-
2. Date of birth
-
3. Designation and Office in which working
-
4. Date of appointment
-
5. Length of total continuous
service under the State Government
-
6. Place of visit and probable date of journey
-
7. Number of family members
accompanying the Government
Servant
-
- (a) Certified that I have not availed the travel concession
for journey to any place in India earlier.
- (b) Certified that my wife/husband who is employed in
State Government Service has not availed the
concession for herself/himself or for any member of
my family.
- (c) Certified that my wife/children are residing with me
and are wholly dependent on me.

Signature

Name:

Date