

MADRAS RECORD OFFICE.

Government of Madras.

DEPARTMENT.

G.O. No.

334 A

Press
Mis.

Dated

18-10-18

Not to be folded or roughly handled

REGISTER OF AN APPLICATION FOR GRATUITY UNDER PENSION RULES,
PUBLISHED UNDER DATE 3RD MAY 1864, FROM THE ESTABLISHMENT OF THE
OF

1	Full name of the Person by whom the Gratuity is applied for.
2	Present post
3	Date of commencement of service...
4	Date of retirement of service ...
5*	Abstract of the grounds of application. 1. Injured while in the execution of public duty. 2. Inability to serve longer. 3. Reduction of Establishment.
	Years. Months. Days.
6*	How long unemployed, and under what circumstances. 1. Resigned the service from ... to ... 2.† Reduction of Establishment from ... to ... 3. Suspended from ... to ... 4. Dismissed for misconduct from ... to ...
7	Total of service before 22 years of age
8	Total of service not in Pension grades
9	Total of leave other than privilege and preparatory leave
	Grand Total... ..
10	Total period counted as service
11†	Age of the applicant at the time of this application... ..
	Rs. A. P.
12	Salary per mensem at the time of application
13	Proposed amount of Gratuity

* N. B.—The reason of the applicant's retirement and of his being unemployed for the periods given being left, the other grounds of retirement and reasons of break in employment should be erased with red ink.

† It is hereby certified that no gratuity was drawn by the applicant on reduction of Establishment in the year.
It is certified that gratuity having been granted was refunded to the amount of Rs. As. P.
Order sanctioning payment of gratuity was
Amount of gratuity granted was Rs. As. P.
Refund of gratuity was credited to the account for the month of 186 .

Collector.

‡ I do hereby certify, that to the best of my belief the applicant's age above stated is correct.

Sheristadar.

[illegible]

	Total.....	Years.	Months.	Days
Deduct service before 22 years of age				
Deduct service not in Pension grades				
Deduct leave				
Net period of Service.....				

Explanation of Column C with quotations of orders of reinstatement.					Explanation of any degradation.			
Detail of leave on half pay and full stoppage of pay.					Remarks by the head of the Office on past character and conduct of the applicant throughout the service.			
From.	To	Yrs.	Ms.	Ds.				
	Total of leave...							
The OFFICE, } 186 .} Collector.								
No. REPORT OF THE								
					Years. Months. Days.			
Service qualifying for pension is proved for a total period of... ..								
Applicant is eligible to a Gratuity of Rupees					equal to		months' salary under Clause	Section
of the Revised Pension Rules.								

Office,
186

To

The Chief Secretary to Government,
Civil Pension Department.

No.

Report of the

FORT SAINT GEORGE,
Office,
186

To
The Chief Secretary to Government,
Civil Pension Department.

PENSION 186 , DEPARTMENT.

From the

Fort Saint George,

To the Chief Secretary to Government,
Civil Pension Department.

PENSION 186 , DEPARTMENT.

From the

To the Accountant General.

ORDER OF GOVERNMENT.

Dated }
Received } 186 .

Enclosures

Dated }
Received } 186 .

Register of an application for Gratuity in behalf

Verifies the service

of

of
late

borne on the establishment of the

borne on the establishment of the

ORDER OF GOVERNMENT.

PENSION DEPARTMENT

186

PENSION

PENSION DEPARTMENT

186

PENSION

From the

Fort Saint George.

To the Accountant General, or

Controllor of Military Account

Dated

186

Received

Dated

186

Received

}

Enclosures.

Register of an application for G

tuities in behalf of

borne on the establishment of the

Verifies the service of

individuals borne on the establishment

of the

REGISTER of an application for Superannuation Pension under Pension Rules published under date 3rd May 1864, from the Establishment of the of

1	Full name of Pensioner...	
2	Sect or caste...	
3	Residence	
4	Present post	
5	Date of commencement of service...	
6	Date of retirement from service	
7*	Abstract of the grounds of application.	1. Good service ... 2. Inability to serve longer ... 3. Reduction of Establishment
8*	How long unemployed, and under what circumstances.	1. Resigned the service from to 2.† Reduction of Establishment from to 3. Suspended from to 4. Dismissed for misconduct from to
9	Total of service before 22 years of age	
10	Total of service not in Pension grades	
11	Total of leave other than privilege and preparatory leave	
	Grand Total...	
12	Total period in Pension grades counted as service	
13†	Age of the applicant at the time of this application	
14	Height	
15	Descriptive marks.—	
16	Average salary of past 5 years	
17	Proposed amount of Pension...	
18	Date from which to commence	
19	Place of payment	

* N. B.—The reason of the applicant's retirement and of his being unemployed for the periods given being left, the other grounds of retirement and reasons of break in employment should be erased with red ink.

† It is hereby certified that no gratuity was drawn by the applicant on reduction of Establishment in the year. It is certified that gratuity having been granted was refunded to the amount of Rs. A. P. Order sanctioning payment of gratuity was Amount of gratuity granted was Rs. A. P. Refund of gratuity was credited to the account for the month of 186

‡ I do hereby certify, that to the best of my belief the applicant's age above stated is correct.

Collector.

Sheristadar.

Statement of total period of Service.

[illegible]

9M

<i>Explanation of Column 8 with quotations of orders of reinstatement.</i>					<i>Explanation of any degradation.</i>				
<i>Detail of leave on half pay and full stoppage of pay.</i>					<i>Remarks by the head of the Office on past character and conduct of the applicant throughout the service.</i>				
From	To	Yrs.	Ms.	Ds.					
Total of leave...									
<i>The</i> OFFICE, } 186 .					<i>Collector.</i>				
No. REPORT OF THE									
Service qualifying for pension is proved for a total period of... In the last 5 years of his service the average pay of the applicant's permanent post was ... Applicant is eligible to a pension of Rupees the last 5 years, under Clause per mensem, equal to of his average salary during of the Revised Pension Rules. Years. Months. Days. Rs. A. P.									

FORT SAINT GEORGE,

Office,
186 .

To

The Chief Secretary to Government,
Civil Pension Department.

ORDER OF GOVERNMENT.

PENSION 186 DEPARTMENT.

PENSION 186 DEPARTMENT.

From the

Fort Saint George,

From the

To the Chief Secretary to Government,
Civil Pension Department.

To the Accountant General.

Dated }
Received }

186 .

Dated }
Received }

186 .

~~Enclosure.~~
Enclosures.

of
late
Verifies the service
borne on the establishment of the

Register of an appli-
cation for Superannuation Pension in behalf
of
late
borne on the establishment of the

Memorandum.

111

The Acting Under Secretary, Public Department, has the honor to circulate the enclosed revised form of Application for Pension, which it is proposed, with the sanction of Government, to substitute for that now in use.

The following are the advantages which it is believed will result from adopting the proposed form.

1st Decrease in bulk - a sheet of foolscap being substituted for a sheet of demi-paper.

2nd Less liability on the part of the Heads of Departments making application to omit, or enter in the wrong columns, essential particulars, as in the proposed form all the items run from top to bottom of pageing, and the heading of each item is separate: ^{it is also} and so arranged that the several periods of service can be added or subtracted at a glance.

3rd All the principal points appear on the first page, and particulars of these points on the third.

4th The paper folds so as to show the two dockets, with the Govt. order on the other half sheet.

^x Marked A. in blue pencil and for gratuity. Marked in red pencil B.

The forms are contained in an instrument on the outward sheet of demi paper, generally sent round. C being adopted. If by "List of Endorsements" on the docket - 1/4 page, it is meant that each Endorsement should be described under three words, Location of them will be space enough for such description in present cases. Last omit "List of". W.D.

The proposed form was drafted
by Mr. Grose, after conferring
with the Deputy Accountant
Genl. Mr. Taylor, and appears
as drafted, with slight modi-
fications.

When sent of the proposed revised
form being approved the
following Notification should
be published in the Fort St.
George Gazette.

- " The Heads of Departments
- " and Officers under this Govt.
- " are directed in furtherance
- " to submit all applications
- " for Pensions or Gratifications
- " from individuals on their
- " respective establishments
- " in the annexed form, in
- " lieu of that published together
- " with the Notification. Civil
- " Pension Department, dated
- " July 4th 1865, and published
- " in the Fort St. George Gazette.
- " 2. The registers will be forwarded
- " to the Acct. Genl. for veri-
- " fication as directed in
- " the Notification above.

13N
"referred to, and the wish-
"tions entered in the
"2nd and 3rd paragraphs
"of the same Notification
"will be strictly attended to.

3. "The revised forms of application
"will ^{when ready} be supplied as heretofore;
" ~~when ready~~ the notice will
"be given of notification in
"the Feb^{ry} 1st of Gazette when
"the forms can be supplied.

F. Brandt.
5th 10th 1866.

Idol

Pension Dept.

(7)

Memorandum suggesting
that the enclosed revised
Form of application for
Pension be adopted
in lieu of that now
in use.

Wm. S. S. ✓

27 Nov

15N
Civil Pension Department
No 334A.

Notification

Fort Saint George October 18th, 1866

Heads of Depart-
ments and Officers ~~under this~~
~~Govt~~ are directed in future
to submit all applications
for Pension or Gratuities
from individuals on their
respective Establishments
in the annexed form, in
lieu of that published ~~together~~
with the Notification. Civil
Pension Department, dated July
14th, 1865, ~~and published in~~
~~the Fort Saint George Gazette~~

2 The Register ~~will~~
be forwarded to the Accts
General for verification as
directed in the Notification

above

above referred to and the
instructions contained in
the 2^d and 3^d paragraphs
of the same Notification
are to ~~will~~ be strictly attended to.

^{Application for}
3. Copies of the revised forms
of application ^{should be} ~~will~~ ^{made} ~~where~~
~~received~~, ~~be supplied~~ ^{on application} to the Superintendent of Stationery.

for The notice will be
given by Notification in
the Fort Saint George
Gazette when the forms
can be supplied.

J.B.

SM

Notification
Regarding revised forms
of application for Pension
and Gratuity -
to be published in Gazette.

19th October 1866.

Notification

F.B.

1866
3344

19th October 1866

circulate.

Gazette.
Print. with
forms appended.
F.B.
18. 10.