

FORMAL APPLICATION FOR EX:GRATIA PENSION

From

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To

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Sub: Application for sanction of Ex-gratia Pension- Regarding

Sir,

* I am due to retire from service with effect from the.....my date of birth being..... I therefore request that steps may kindly be taken with a view to sanction the Ex-gratia Pension by the date of retirement.

* I have retired from the service in the post of.....(Designation at the time of retirement) with effect fromfrom.....(Name of Office). I therefore request that steps may kindly be taken with a view to sanction the Ex-gratia Pension.

I desire to draw my Ex-gratia Pension amount from the District Treasury/Sub: Treasury/Post Office.....

2. I hereby declare that I have either applied for /received any pension, * service gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/* service gratuity is claimed, herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

3. I hereby declare that I undertake to forgo the service gratuity for which I am eligible as per Kerala Service Rules for availing of the Ex-gratia Pension Scheme

4. I certify that no judicial or departmental proceedings have been instituted against me or are continuing now.

5. I attach herewith-

- (i) Two specimen signature of mine duly attested
- (ii) Three copies of recent passport size photographs of myself duly attested
- (iii) Two slips each bearing my left hand thumb and finger impressions.
- (iv) My present address is
.....
.....and my postal address after retirement will be.....
.....

Signature
Designation

Date.....

* Strike out whichever is not necessary.