

// 8 //

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Rc.No.16758/93/Y1,  
Dated: 22-4-1993.

Office of the Prl.Chief Conservator of Forests,  
Aranya Bhavan, A.P., Hyderabad.

Dr.K.Kesava Reddy,J.F.S.  
Prl.Chief Conservator of Forests

\*\*\*

C I R C U L A R No.600

Sub:- Pension cases – Expeditions disposal of pension cases – submission of  
Questionnaire-cum-check slip by all the C.Fs and D.F.Os instructions issued.

Ref:- CCF's Circular No.47/66 (Rc.No.52761/66/83) dt.11-8-1966 read with  
CCF's Rc.No.40307/66/83, dated 25-7-1966.

\*\*\*

In the circular cited, instructions were issued to all the Conservator of Forests  
and the D.F.Os for furnishing a "Questionnaire" whenever the pension papers of the  
retired individuals were to be sent to the A.G. for verification of the same. This  
Questionnaire prescribed by this office to avoid any delays in settling the pensionary  
benefits of retired employees/officers of this Department.

Of late, it has been noticed that neither the D.F.Os nor the C.Fs have adhered to  
the above instructions and failed to submit the said questionnaire along with the pension  
papers of the Officers/Employees to this office in respect of whom the Prl.CCF is the  
pension sanctioning authority.

As such, it has now been decided to prescribe a revised format of a  
"Questionnaire-cum-check slip" for the use of all the pension sanctioning authorities  
(CFs and DFOs) in respect of the cases to be dealt with at their levels. They shall have  
to furnish this check-slip while submitting the pension cases, to the Prl.CCF, A.P.  
Hyderabad, in respect of whom the Prl.CCF or the Govt. are the pension sanctioning  
authorities, unfailingly.

The format of the above "Questionnaire-cum-check slip" is given hereunder

QUESTIONNAIRE-CUM-CHECK SLIP

(To be accompanied along with the pension papers to be sent to the respective pension  
Sanctioning authorities)

1. Name of the individual
2. Designation of the post held before retirement/death.
3. Office in which worked
4. Nature of pension to be sanctioned (Superannuation pension/  
Family pension etc.
5. Whether valid to option/Nomination was exercised by the individual for the pension/gratuity. If so, whether an entry to that effect has been made in the S.R. of the individual. YES/NO
6. Whether the following documents accompany the pension papers.
  - i) LPO (in triplicate) YES/NO
  - ii) NDC (in triplicate) YES/NO  
(Prepared for a period of 10 years prior to retirement/death of the individual)
  - iii) An undertaking for recovering the arrear of 'recovery' from the arrears of pension/relief etc. in case the amount shown in the NDC exceeds that of the DCR's payable to the individual. YES/NO
  - iv) Death Certificate/Legal heir certificate/guardianship certificate (both in original + 2 xerox copies) YES/NO
  - v) Descriptive rolls of the dependents (for joint sons/daughters) of the deceased (in quadruplicate) YES/NO
  - vi) The S.R. of the individual YES/NO

// 9 //

- vii) Full details of the disciplinary cases/charges pending at various levels with stages. YES/NO
- viii) History of service rendered by the individual in support of the Q.S. as shown in the Pension papers (in triplicate). : YES/NO
- ix) Whether all the retirement benefits like GIS., GPF., FBF., Encashment of leave etc., have been settled by the time of Submission of the pension papers. : YES/NO

7. If the answer to any of the above items is 'No' furnish detailed and valid reasons for non-submission of the same.
8. Details of the chargesheets/Disc.proceedings/ACB Cases etc., pending against the individual (to be furnished with present stage of each case).
9. Any other information to be furnished if any.

Station:

Signature:

Date

Name of the Officer

Designation.

(Rubber stamp must be affixed)

- Note:- 1) Any documents sent along with the pension papers such as LPC and NDC, Consent letter etc., should be signed/countersigned by the respective officers and their rubber stamps should be affixed. T.C.B.O. copies signed by the Manager/Superintendent etc., will not be entertained.
- 2) Xerox copies of the documents such as Death/Legal Heir certificates should be similarly signed by the Divisional Forest officer/and attested by the Conservators of Forests respectively.

Sd/-R.Pratap Bahadur,  
for Prl.Chief Conservator of Forests

To  
All the Officers in Distribution List 'A'

// t.c.b.o. //