



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Issue of Guidelines of Electronic Pension cum Provident Fund Final Withdrawal Application – Orders - Issued.

**FINANCE (PENSION-I) DEPARTMENT**

**G.O.Ms.No. 228**

**Dated: 24.08.2012**

**Read the following:-**

1. DO.No. PAG (A&E)/PM/II/Web/2012-13/ DO 45539, dated 19.07.2012 received from the Prl. Accountant General, (A&E), A.P., Hyderabad

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**ORDER:**

The Principal Accountant General (A&E), A.P., Hyderabad in the reference read above, has informed that his office has hosted an electronic pension cum provident fund final withdrawal application form which would streamline the entire process of applying and processing of pension. The electronic form is available on the website <http://www.agap.cag.gov.in> and use of this form would ensure faster and more effective capturing of data by the pensioners and the pension sanctioning authorities when applying / forwarding the proposals for the pension. It would also ensure quicker processing and finalizing of pension cases and it also enables uploading of scanned signatures and photographs. Since these are incorporated in the pension authorizations also, the process of identification of the beneficiary by the treasury becomes easier. The enclosed annexures elucidate the changes enunciated in the online application. Applicant can take print out of the application in desired number of sets, sign at appropriate places and can submit to the Pension Sanctioning Authority (PSA) for approval. PSA in turn would fill up his portion of the application online and would take a print out which he would forward along with Service Books to AG after signing at appropriate places. The general instructions for filing the data online are enclosed as Annexure I & II.

2. Government after careful consideration of the proposal of Principal Accountant General (A&E), A.P., Hyderabad, here by instruct all the government servants to be retired and all the Pension Sanctioning authorities to use the electronic form created by the AG for filling PART-I and PART-II respectively, which is available on <http://www.agap.cag.gov.in>. Further all the Pension Sanction Authorities are directed to verify the names, dates of birth and dates of joining, etc., against the Employee's-ID of their staff to avoid data entry errors and problems.

3. Therefore, all the Departments of Secretariat and Heads of Departments are requested to communicate these instructions to all the Pension Sanctioning Authorities and all the government servants.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V. BHASKAR  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
All the Departments of Secretariat, Hyderabad.  
The Principal Accountant General (A&E), A.P., Hyderabad.  
All the Heads of Departments.  
The Director of Treasuries & Accounts, A.P., Hyderabad.  
The Pay & Accounts Officer, A.P., Hyderabad.  
The Joint Director, Pension Payment Office, A.P., Hyderabad.

/// FORWARD BY ORDER ///



SECTION OFFICER

## **Annexure - I**

### **General Instructions.**

#### **Objective:**

- ❖ To help the retiring/retired Government Servant/Family Pension beneficiaries to generate pension proposals and GPF final withdrawal application by filling the data online.
- ❖ As soon as the Government Servant fills data through online facility, AG will review the status of GPF and Loan accounts of the Government Servant and will communicate the wanting information, if any, to the Pension Sanctioning Authority.
- ❖ Applicant can take print out of the application in desired number of sets, sign at appropriate places and can submit to the Pension Sanctioning Authority (PSA) for approval. PSA in turn would fill up his portion of the application online and would take a print out which he would forward along with Service Books to AG after signing at appropriate places.
- ❖ By the time the Pension application with Service Books and GPF application reaches to PAG, information pertains to the applicant will be kept ready and necessary authorisations/clearance certificates will be issued without delay.
- ❖ Once authorised, party copies of Pension and GPF would be placed on the web site and the same can be downloaded by the applicant.

***Note: - It may please be noted that the filling up online application does not automatically confer a right to the retiring Government Servant to claim his Pension/GPF authorisation. But it surely ensures quick and timely disposal thereof as this office gears up in advance to serve him better and he is allowed to update his details online.***

#### **Methodology to fill in the on-line application:**

1. Visit Accountant General's website [www.agap.cag.gov.in](http://www.agap.cag.gov.in) or <http://ag.ap.nic.in> and click the link 'Online application for Pension and GPF Final Withdrawal'.
2. Provide the Employee ID, Date of Birth and Date of entry into service as per the HRMS data of Department of treasuries.
3. Select the user type i.e., Applicant / Pension Sanctioning Authority and press '**OK**' button.

4. If the details match with the HRMS data, application form will be opened to feed the details. (If the details does not match with the HRMS data system prompts to enter the personal mobile number / e-mail ID or send e-mail to [pagaeap.pension@gmail.com](mailto:pagaeap.pension@gmail.com) to guide him to fill the online appliation).
5. Fill the details as mentioned in the online form.
6. upload the digital copy of the photograph of self and joint photo with FP beneficiary.
7. Upload the scanned signature of self and FP beneficiary OR scanned image of left hand thumb impressions in case of illiterate applicant.
8. After completion of the data entry, press '**SAVE**' button which generates the pension proposals and GPF Final Withdrawal application (in PDF format) along with details entered.
9. Applicant can store the PDF file and take print outs of the applications. After signing the applications, the same can be submitted to PSA.
10. PSA can access the web application as mentioned in 1 to 4 above.
11. Information already fed by the applicant will be populated on the screen.
12. PSA can enter the remaining details. If needed he can also change the data entered by the applicant.
13. After completion of the data entry, PSA can press 'SAVE' button which generates the PSA portion of the pension proposals.
14. PSA can store the PDF file and take print outs of the applications. After signing the applications at appropriate places, the same can be sent to AG along with Service Book. There is no change in the procedure in attaching required certificates like Death certificate, Medical certificate, Legal heir certificate etc., to the pension proposals.
15. After processing in AG office, the party copy will be placed in the web site and the fact will be communicated to the applicant through SMS / e-mail.
16. Applicant can download the party copy by accessing the web application again by providing the employee ID and IVRS number communicated by this office.

**The following information should be kept ready by the applicant before filling up of the online form.**

**I To access the online form**

- ❖ Employee Identity Number given by Director of Treasuries and Accounts (DTA).
- ❖ Date of birth and Date of entry into service as per HRMS database of DTA

**II In case of Service Pension**

- ❖ Date of retirement as per Service Book.
- ❖ Date of death in case death of Government Servant occurs after the date of retirement but before drawing the Service Pension.
- ❖ Name of Family pension beneficiary, his/her date of birth and relationship with retiring Government Servant.
- ❖ Names of family members as per Service Book, their age, relationship with him/her, their marital status and employment status.
- ❖ Whether retiring Government Servant is willing to commute pension, if so the percentage of commutation not exceeding 40%.
- ❖ Designation and address of the Drawing and Disbursing Officer/ Pension Sanctioning Authority.
- ❖ Pension authorizing authority whether **PAG (A&E) or State Audit Department.**
- ❖ District and office last served.
- ❖ Name of the Pension Disbursing Authority (DTO and STO or Pension Payment Office).
- ❖ Details of clearance certificates not received from AG against the Long Term Advances (HBA, MCA etc).
- ❖ Offices worked during the last 3 years prior to the date of retirement of retiring Government Servant – Name of office, address, from date and to date and designation.
- ❖ Names of Nominees and Alternative Nominees of retiring Government Servant , their age, relationship, percentage of share, their address and contingency on which nomination becomes invalid.
- ❖ GPF Account Number with Suffix allotted by AG.

- ❖ Passport size photograph of self in digital format (Digital Photos must be in JPEG/PNG/BMP/GIF file format and size less than 60kb).
- ❖ Joint photograph of retiring Government Servant with FP beneficiary/ Guardian with minor or handicapped child in digital format (Digital Photos must be in JPEG/PNG/BMP/GIF file format and size less than 60kb).
- ❖ Scanned specimen signatures (3) of self (put 3 signatures of self on a paper and scan the signatures using a scanner and keep the image file ready to upload).
- ❖ Scanned specimen signatures (3) of FP beneficiary (put 3 signatures of FP beneficiary on a paper and scan the signatures using a scanner and keep the image file ready to upload).
- ❖ Personal identification marks of self and FP beneficiary.
- ❖ Personal mobile number, landline number and e-mail address.

### **III. Additional information in case of Family Pension**

- ❖ Date of death of Government Servant.
- ❖ Name of applicant and his/her relationship with the Government Servant.

### **In case of Service Pension/Family Pension**

- ❖ Pension Sanctioning Authority - whether he is the Head of the Office or next Gazetted Officer.
- ❖ Name of the department and name of Forwarding Office.
- ❖ Drawing and Disbursing Officers Identity number provided by the DTA.
- ❖ Official mobile number, office land line number and email address of the DDO.
- ❖ Pension Rules, relevant rule under Revised Pension Rules, 1980 and Pay Scales applicable to the retiring Government Servant.
- ❖ Last Pay drawn of the retiring Government Servant.
- ❖ Information whether retiring Government Servant' promotion within the last two months of retirement was against a regular vacancy.
- ❖ In case the promotion was not against regular vacancy, particulars of last ten months emoluments and 10 months average emoluments (excluding EOL periods, if any).

- ❖ Details of pay fixation – old pay , new pay, pay scale, reason of pay fixation, page number of service book where the entry of pay fixation was recorded.
- ❖ Particulars of Non-qualifying service – from date, to date and type of non-qualifying service.
- ❖ Add weightage to the net qualifying service if admissible.
- ❖ Amounts of calculated Service Pension, Enhanced Family pension, Normal Family Pension, Gratuity, Commuted value of Pension and their effective dates.
- ❖ Government dues owed by retiring Government Servant – Type of Government due, Principal amount, interest etc.,
- ❖ Last fund deduction month/year, subscription amount, recovery if any, voucher number, and DTO, STO in respect of GPF.
- ❖ GPF withdrawals, temporary advance drawn in last 12 months from the date of retirement – amount, month/year, DTO, STO, DDO

### **Annexure - II**

In the web based Pension proposals additional columns were added with an objective to review and finalize the pension cases quickly and to communicate effectively with the department and the pensioner.

List of additional columns in the Pension proposals are furnished herewith:

1. Personal Mobile Number / Land line phone number / e-mail of the employee.
2. Official Mobile Number / Land line phone number / e-mail of the PSA.
3. All Pay fixation details during the service in the following format.

Old Pay	New Pay	Time scale	Pay scale	Reasons for fixation – due to Revised scales / promotion / Automatic Advancement Scheme / Others	Service Book reference Volume Number & page number.

4. Details of all non-qualifying service as per Service Book.

From date	To date	Category of non qualifying service	Service Register reference Volume Number & page number

5. Regarding promotion within last 2 months of retirement – whether against a regular vacancy as required under GO Ms No.87 Fin & Plg (FW Pen.I) Dept., dated.25.05.1998.

- a. Certificate by the DDO that the promotion is against a regular vacancy

**OR**

- b. If the promotion is not against a regular vacancy, the details of emoluments of the last 10 months before retirement to calculate the average emoluments.

From date	To date	Basic pay	Personal Pay (as per executive instruction IV unde Rule 31 of APRPRs 1980).	Total