

EDN-H(13) B(10) 61/09
Directorate of Higher Education
Himachal Pradesh

Dated : Shimla-171001, the

05 Sep., 2011

To

1. The Branch Officer, College / Esstt-I/+2/ Physical/ Library Br. Directorate of Higher Education H.P.
2. All the Principal Govt. Colleges and Govt. Sanskrit Colleges in H.P./SCERT Solan/GCTE Dshala
3. All the Deputy Director of Higher Education in H.P. with the Direction to circulate the said revised Departmental Data Sheet to all DDO in your District.
4. The Group Commander, Gr. HQ Shimla-4
5. The Chief Librarian , Central State Library Solan H.P.
6. The PS to the Director of Higher Education H.P.
7. The Technical Officer, Directorate of Hr. Edu. (for uploading the information on departmental web site)
8. DDO, Directorate of Higher Education H.P.

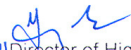
Subject:- Pensioner Verification by Patwaries.

Memo,

In continuation to this Directorate letter of even No. dated 5.8.2011 on the subject cited above, find enclosed herewith a revised Departmental Data Sheet received from Accountant General (A & E) Himachal Pradesh Shimla-3 vide his letter No. Pen-1/Pen. Data/ 2011-12/1246-1300 dated 22.07.2011. The said Departmental Data Sheet devised by AGHP Shimla for submission of the same with the pension papers, so that information will be included in the PPOs on receipt from the Pension Sanctioning Authority with the pension papers.

You are therefore, directed to send the Departmental Data Sheet invariably with the pension papers to the Accountant General (A & E) Himachal Pradesh Shimla-3. The filling up of columns of the Departmental Data Sheet and submission of the same with the pension papers may be made mandatory.

This information alongwith enclosed Departmental Data Sheet must also be communicated to all the officers and DDOs under your control in various field offices.


Director of Higher Education
Himachal Pradesh

Endst. No. EDN-H(13) B(10) 61/09 dated Shimla-1
Copy to:-

Sep., 2011

1. Principal Secretary (Edu) to the Govt. of Himachal Pradesh for information please
2. The Special Secretary (Finance)-cum-Director Treasuries Accounts & Lotteries to the Govt. of Himachal Pradesh Shimla-2 for information please.
3. The Accountant General (A &E) Himachal Pradesh Shimla-3 w.r. t. his letter No. Pen-1/ Pen. Data/2011-12//1246-1300 dated 22.07.2011 for information please

Sd/-
Director of Higher Education
Himachal Pradesh

DEPARTMENTAL

DATA SHEET

1	DDO CODE	EMPLOYEES CODE/IP NO.:-	CLASS OF PENSION:-
2	SURNAME	FIRST NAME	MIDDLE NAME
3	FATHER'S NAME	SH.	
	HUSBAND'S NAME	SH.	
	DESIGNATION	A	B C D
	GPF A/c NO.	GROUP	
4	ADDRESS BEFORE RETIREMENT		
	VILLAGE/TOWN:-	POST OFFICE	
	TEHSIL:-	PATWAR CIRCLE:-	
	DISTT.:-	PIN CODE:-	
	STATE:-	MOB/PH. NO.:-	
5	ADDRESS AFTER RETIREMENT		
	VILLAGE/TOWN:-	POST OFFICE	
	TEHSIL:-	PATWAR CIRCLE:-	
	DISTT.:-	PIN CODE:-	
	STATE:-	MOB/PH. NO.:-	
		DD	MM YYYY
6	DATE OF SUBMISSION OF PENSION PAPERS BY THE PENSIONER		
	DEPARTMENT		
	NAME OF OFFICE		
	T.O.FOR PENSION		
	T.O.FOR GRATUITY		
7	PAY BAND + GRADE PAY		
8	BANK DETAILS		
	a)BANK NAME		
	b)BANK BRANC & CODE NO.		
	c)BANK A/c NO.		
		DD	MM YYYY
9	DATE OF BIRTH	DATE OF APPOINTMENT	
	DATE OF COMMENCEMENT	DATE OF RETIREMENT	
	OF PENSIONALBE SERVICE	DATE OF DEATH	
		DD	MM YYYY
10	SPOUSE NAME SH./SMT. FOR FAMILY PENSION	DATE OF BIRTH OF FAMILY PENSIONER	
		DD	MM YYYY
11	DATE OF MEDICAL CERTIFICATE INVALIDATING GOVERNMENT SERVANT		
12	DATE OF LODGING FIR IN ABSCONDING CASES		
13	PERIOD OF FOREIGN SERVICE:-	DD	MM YYYY
	FROM:-		
	TO		
14	WHETHER CONTRIBUTION RECEIVED FOR THE ABOVE PERIOD:-	YES	NO
		DD	MM YYYY
15	LENGTH OF MILITARY SERVICE IF ANY	FROM TO YEARS	MONTH DAYS
16	GROSS SERVICE		
	NON QUALIFYING SERVICE		
	NET QUALIFYING SERVICE		
17	LAST PAY DRAWN:- DEARNNESS ALLOWANCE	GRADE PAY:- DP:-	NPA:- TOTAL:-

* IT IS MANDATORY TO FILL UP ALL COUMMNS OF DATA SHEET BY THE DEPARTMENT WHILE FORWARDING THE PENSION/
FAMILY PENSION CASE TO THIS OFFICE.

SIGNATURE OF THE COMPETENT AUTHORITY