

KERALA STATE ELECTRICITY BOARD LIMITED

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.

1. I desire to draw my EX-gratia pension /gratuity amount from the Electrical Division/ Electrical Circle.....O/o the Chief Engineer (HRM)

2. I hereby declare that I have neither 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 by the ARU Head

(ii) Three copies of recent passport size photographs of myself duly attested by the ARU Head

(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.....
.....

Place.....

Date.....

Signature :

* Strike out whichever is not necessary.

Designation :

Employee code :

Countersigned

Executive Engineer/Dy.CE/Chief Engineer