

**Directorate of Local Fund Audit, Odisha**  
**Treasury and Accounts Bhawan, Unit-III**  
**Kharavel Nagar, Bhubaneswar**  
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No. 15875 /DLFA Date 15/11/13  
DLFA-FE-307/2013

To

All District Audit Officer,  
Local Fund Audit.

Sub: - Submission of the Pension papers of the retired Govt. Employees.

Sir,

It reveals from the scrutiny of pension papers received from the District Audit Officers, that the same are not in order in many cases and not as per the procedure laid in O.C.S. Pension Rules. 1992. As a result, the retired employees face problems in settlement in their pensionary benefits.

You are therefore, directed to prepare and submit the pension papers, complete in all respect on duplicate in favour of the retired Government employees, for necessary sanction by the Director, LFA, Odisha, in following forms prescribed by the Finance Department, Odisha with seal and signature of the Head of Office.

1. O.C.S (Commutation of Pension) Form-1A,1,2 &4(Applicable as per Rule)
2. O.C.S(Pension) Form-3
3. O.C.S(Pension) Form-5
4. O.C.S(Pension) Form-5A
5. O.C.S(Commutation of Pension) Form-5
6. O.C.S(Pension) Form-6
7. O.C.S(Pension) Form-7
8. O.C.S(Pension) Form-8

P.T.O

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9. Last Pay Certificate.
  10. Declaration under Article 911/920 and 922 CSR
  11. Loanee/ Non-Loanee Certificate of HBA/MCA (Long Term Loans) (**Proforma enclosed**).
  12. Loanee/Non-Loanee certificate on special HBA (separately) (**Proforma enclosed**).
  13. Final & specific No Due Certificate. (**Proforma enclosed**).
  14. Descriptive Roll.
  15. Specimen Signature.
  16. Left Hand Thumb Impression.
  17. History of Service.
  18. Leave Memo (Leave taken during his tenure)
  19. Joint Passport size photograph in Triplicate duly attested.
  20. Original Service Book with up to date entries duly attested by Head of Office.

**Family Pensionary documents**

21. O.C.S(Pension) Form-12(All Legal Heirs).
22. O.C.S(Pension) Form-14
23. O.C.S(Pension) Form-15
24. Attested copy of Death Certificate deceased Govt. Servant from the competent authority.
25. Legal heir certificate duly attested from competent authority.
26. Attested single passport size photograph(All legal heirs in triplicate of each.)
27. Descriptive Roll.
28. Specimen Signature (All legal heirs.)
29. Left Hand Thumb Impression(All legal heirs)
30. Attested copy of Birth Certificate in support of Age of all legal heirs.

You should be meticulous, while preparing the pension papers of the retired employees so that the same may not returned from A.G.(A&E),Odisha with objections of one type **CV**

*other*

Yours faithfully,

  
Deputy Director 10/10/13

*Unre*

SPECIFIC NO DEMAND CERTIFICATE IN FAVOUR OF SRI

RETD,

O/O the -

Certified that no Government dues are outstanding against Sri/ Smt.

Retd.

of this office pertaining to the following

items.

1. Licence fee for Govt. accommodation
2. Motor Cycle/ Moped/ Advance/ other advance with interest
3. House Building Advance and Interest
4. Special House Building advance & Interest
5. Over payment of pay & allowances including leave salary
6. Audit Recoveries (in term of F.D.O.M. No.31740/F. dt. 22.8.91 read with O.M.No.8761/F. dt. 4.3.03).
7. Any other assessed dues and the nature thereof

SIGNATURE OF THE D. & D.O.

NON-LOANEE/ LOANEE CERTIFICATE RELATING TO  
SPECIAL HOUSE BUILDING ADVANCE (HUDCO)

i) In case of Non- Loanee

Certified that no Special House Building Advance (HUDCO) has been drawn in

favour of Sri/Smt. ....

Retired ..... of this Office.

ii) In case of Loanee

Certified that Special House Building Advance (HUDCO) of Rs .....

has been drawn in this Office vide TV No. .... Dated .....

in favour of Sri/ Smt. ....

Retd .....

a) Which has been fully recovered together with interest of Rs. ....

thereon and no amount is outstanding against him/ her.

b) Out of which Rs. .... towards principal & Rs. ....

towards interest are outstanding which may be recovered from his/ her DCRG.

Signature of the  
Pension Sanctioning Authority  
with designation

Signature of the  
Head of Office  
with designation



As per Finance Department Circular No. 49300/F Dated 12.12.1997

**PROFORMA**

i) In case of Non-Loanee

Certified that Sri/Smt .....  
Designation ..... Office of the .....  
..... had not drawn any **House Building Advance** or **Motor Car/  
Motor Cycle Advance** during the entire period of his/her service.

i) In case of Loanee

a) Certified that Sri/Smt.....  
Designation ..... Office of the .....  
has drawn Rupees ..... towards **H.B.A.** or **M.C.A.** in  
Voucher No. .... and date ..... and the total  
**principal** and **interest** has been fully recovered and no amount is outstanding  
against him/her.

b) Certified that Sri/ Smt.....  
Designation ..... Office of the .....  
..... has drawn Rupees .....  
towards **H.B.A.** in Voucher No. .... date .....  
or **M.C.A.** in Voucher No. .... and date ..... out of which  
Rs. .... towards **Principal** and Rs. .... towards **interest**  
are outstanding which may be **recovered** from his/her **D.C.R.G.**

**Signature of the Pension  
Sanctioning Authority  
with Seal**

**Signature of the Head of Office  
with Seal**

*N.B.:- Special HBA/ Super Cyclone Advance/ HUDCO Advance may not be  
included in this form but may be furnished in separate sheet.*