**Death-cum-Retirement Benefit Form (DCRB Form)**

**Section A: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Muhammad Ali | | |
| Employee ID | EMP-0721 | Designation | Senior Accounts Officer |
| Department | Finance | Date of Birth | 15-Jan-1965 |
| Date of Appointment | 01-Mar-1990 | Date of Retirement / Death | 30-Jun-2025 |
| Nature of Case | ☑ Retirement ☐ Death in Service | Service Period | 35 Years 4 Months |

**Section B: Pay and Service Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Basic Pay | $3,000 | Average Emoluments (Last 10 months) | $2,850 |
| Total Service (Years) | 35 | Qualifying Service (Years) | 33 |
| Pensionable Pay | $2,850 |  |  |

**Formula for Pension (example):**  
=Pensionable\_Pay \* Qualifying\_Service / 60  
**= $2,850 × 33 / 60 = $1,567.50 per month**

**Section C: Retirement / Death Benefits Calculation**

|  |  |  |
| --- | --- | --- |
| **Benefit Type** | **Calculation Example** | **Amount (USD)** |
| Gratuity | =Pensionable\_Pay × 16.5 | 47,025 |
| Pension (Monthly) | =Pensionable\_Pay × Qualifying\_Service / 60 | 1,567.50 |
| Commuted Pension (40%) | =Pension × 0.4 × 12 × 8.5 (for 60 yrs) | 63,330 |
| Balance Pension (60%) | =Pension × 0.6 | 940.50 |
| Provident Fund Balance | — | 25,000 |
| Leave Encashment | =Basic Pay × 300 / 30 | 30,000 |
| **Total Benefits Payable** |  | **166,922.50** |

**Section D: Nominee / Family Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Relationship** | **Date of Birth** | **Share (%)** | **Address** |
| Ayesha Ali | Spouse | 10-Jul-1970 | 100% | 45 Garden Town, Lahore |
|  |  |  |  |  |

*(Attach CNIC copy and bank details of nominee)*

**Section E: Bank / Payment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Name | National Bank of Pakistan | Branch | Garden Town Branch |
| Account Title | Muhammad Ali Pension Account | Account No. | 0012-456789-001 |
| IBAN | PK12NBPA000456789001 | Mode of Payment | ☑ Direct Bank Transfer ☐ Cheque |

**Section F: Office Verification and Certification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Verified By** | **Designation** | **Signature** | **Date** |
| Ahmed Raza | HR Manager | \_\_\_\_\_\_\_\_\_\_\_ | 02-Jul-2025 |
| Sara Khan | Accounts Officer | \_\_\_\_\_\_\_\_\_\_\_ | 02-Jul-2025 |

**Remarks:** All details verified as per service records. Eligible for pension and gratuity as calculated above.

**Section G: For Pension Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Pension Case No. | DCRB/2025/019 | Sanction Order No. | FIN/PEN/2025/104 |
| Date of Approval | 10-Jul-2025 | Authorized Officer |  |

**Section H: Acknowledgment of Payment**

I, **Ayesha Ali**, acknowledge receipt of all retirement and pension benefits as detailed above.

**Signature of Recipient:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_