**Retirement Gratuity and Pension Sanction Order Form**

**Organization Name:** Greenfield Public Service Department  
**Department:** Human Resources Division  
**Form Title:** *Retirement Gratuity and Pension Sanction Order*

1. **Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Mr. John A. Roberts | Employee ID | GF-10234 |
| Designation | Senior Accounts Officer | Department | Finance |
| Date of Birth | 10-Jan-1960 | Date of Joining | 15-Feb-1985 |
| Date of Retirement | 31-Jan-2025 | Total Service (Years) |  |

1. **Gratuity Calculation**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Drawn Basic Salary | 3,500 | Dearness Allowance (DA) | 700 |
| **Total Monthly Emoluments** | **4,200** | Eligible Service (in Years) | 40 |
| **Gratuity Payable** | **≈ 96,923** |  |  |

1. **Pension Calculation**

|  |  |  |  |
| --- | --- | --- | --- |
| Average Emoluments (Last 10 Months) | 4,000 | Pension Percentage (50% of average) | **2,000/month** |
| Commuted Portion (40%) | **800/month** | **Reduced Pension (Monthly)** | **1,200/month** |
| **Commuted Value (Lump Sum)** | **78,662** |  |  |

1. **Sanction Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Pension Type | Superannuation Pension | Mode of Payment | Bank Transfer |
| Bank Name | National Savings Bank | Account No. | 001234567890 |
| IFSC / SWIFT Code | NSB0000456 | Sanction Order No. | PS/HR/RET/2025/072 |
| Date of Sanction | 15-Feb-2025 | Effective Date of Pension | 01-Mar-2025 |

1. **Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| HR Officer | Sarah L. Adams |  | 15-Feb-2025 |
| Finance Officer | Michael Brown |  | 15-Feb-2025 |
| Head of Department | Laura Green |  | 16-Feb-2025 |
| Director (Final Approval) | Dr. Peter Williams |  | 16-Feb-2025 |

**6. Remarks**

“Gratuity and Pension benefits sanctioned as per departmental rules and payable from March 2025 onwards. Payment to be made through the National Savings Bank.”

1. **Summary Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Gratuity Payable | 96,923 | Commuted Pension (Lump Sum) | 78,662 |
| Monthly Pension (Reduced) | 1,200 | **Total Retirement Benefit** | **175,585** (excluding monthly pension) |