

**FORMAT - 4**  
**HIMACHAL PRADESH GRAMIN BANK**  
 Head Office: Jail Road, Mandi, Distt. Mandi, H.P.

(To be submitted by Incumbent Incharge)

Ref : \_\_\_\_\_

The Chief Manager  
 P & A Department  
 Himachal Pradesh Gramin Bank  
 Head Office, Jail Road, Mandi, H.P.

Date: \_\_\_\_\_

Dear Sir,

**Sub: Ten months (prior to death/retirement) average pay & allowances of Shri/Smt. \_\_\_\_\_ (EPF No \_\_\_\_\_)**

We are furnishing below the 10 months (prior to death/retirement) average pay & allowances of Shri/Smt. \_\_\_\_\_

Designation (Last) \_\_\_\_\_, EPF No \_\_\_\_\_  
 who retired / died on \_\_\_\_\_ for calculation of pension under  
 ..... Bank (Employees') Regulations, 2018.

1. Basic Pay	
2. Stagnation increment	
3. Pay and Allowances rank for DA	
a) (Mention nature of allowance)	
b)	
c)	
4. Period of Extra Ordinary Leave on Loss of Pay sanctioned by the Competent Authority and enjoyed during the Service Period	
5. Leave Without Pay during Service Period	

Yours faithfully,

Signature with Seal

..... Branch

**Note: 1. Delete which is not applicable 2. No columns should be left blank 3. Basic Pay & Stagnation Increment to be reported separately in the columns specified 4. For arriving at the ten months' average please refer to Regulation 36 (Chapter- VI) of Himachal Pradesh Gramin Bank (Employees') Pension Regulations, 2018**

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\_\_\_\_\_ **BRANCH / OFFICE**

(To be submitted by Incumbent Incharge)

**DETAILS OF LAST TEN MONTHS SALARY**

<b>MONTHWISE BREAK UP YEAR &amp; MONTH →</b>										
<b>1. Basic Pay</b>										
<b>2. Stagnation increment</b>										
<b>3. Pay and Allowances rank for DA</b>										
a) (Mention nature of allowance)										
b)										
c)										
d)										
<b>TOTAL</b>										
<b>AVERAGE</b>										

**Note: 1. Delete which is not applicable 2. No columns should be left blank 3. Basic Pay & Stagnation Increment to be reported separately in the columns specified 4. For arriving at the ten months' average please refer to Regulation 36 read with Regulations 2 (c) & 2 (t) of ..... Bank (Employees') Pension Regulations, 2018**

**Date** \_\_\_\_\_

**Signature with seal**