

Particulars to be obtained by the Head of Office from the retiring Government servant before eight months of the date of his retirement.

1. Name of the Government Servant :
2. Date of Birth/Retirement :
3. \*Two specimen signatures duly attested (to be furnished in a separate sheet). :
4. %Three copies of passport size Joint photographs of the Govt. servant with his/her wife/husband. :
5. Two slips showing the particulars of height and personal identification marks-duly attested. :
6. Present address :
7. @Address after retirement :
8. Name of the Treasury/Public Sector Bank Branch through which the Govt. servant wants to draw his pension :
9. @@Details of the family in Form 3 :

Place :

Signature

Dated the

Designation  
MINISTRY/DEPTT/OFFICE

\* Two slips each bearing the left hand thumb and finger impression duly attested, may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions, he may give the thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impression. Impressions should be duly attested.

Only two copies off pass port size photographs of self need be furnished.

- (i) if the Government servant is governed by rule 54 of the CCS (Pension) Rules, 1972 and is unmarried or a widower or widow;
- (ii) if the Government servant is governed by Rule 55 of the CCS (Pension) Rules, 1972.

% Where it is not possible for a Govt. servant to submit a photographs with his wife/her husband, he/she may submit separate photographs. The photographs shall be attested by the Head of Office.

@ Any subsequent change of address should be notified to the Head of Office/Audit Officer.

@@ Applicable only where rule 54 of the CCS (Pension) Rules to the Government Servant.