

Form 5

[See Rules 59 [1] [e] and 61 [1]

Particulars to be Obtained By the Head of Office from The Retiring Servant Eight Months Before the Date of His Retirement.

1. Name _____
2. (a) Date of birth _____
(b) Date retirement _____
3. *Two specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Govt. Servant.
4. Three copies of passport size joint photograph with wife or husband (to be attested by the Head of Office).
5. Two slips showing the particulars of height and personal identification marks duly attested by a gazetted Govt. servant.
6. Present address _____

7. Address after retirement
.....

8. Name Treasury or the Branch _____
of the Public Sector Bank or
the Pay and Accounts Office through
which the pension is to be drawn,

9. Details of the family in Form 3.

Signature

Place

Designation.....

Dated the

Department/Office.....

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

* Two copies of the passport size photograph of staff only need be furnished:-

(i) the of Govt. servant is governed by Rule 54 of the Central civil Services (Pension) Rules, 1972 and is unmarried or a widower or widow:

(ii) if the govt. servant is governed by a 55 of the Central Civil services (Pension) Rules 1972.

• Where it is not possible for a Govt. servant to submit a photograph with his wife or her husband, he or she may submit separate photographs shall be attested by the head of Office.

• Specify a few conspicuous marks, not less than two, if possible.

@ Any subsequent change of address should not be notified to the Head office/Audi office.

@@ Applicable only where Rule 54 of the Central Civil Service (Pension Rules 1972 applies to the Government Servant.

