

[See rule 53 (1) (c) and 6 (1)]

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

1. Name
2. (a) Date of birth  
(b) Date of retirement
3. \*Two specimen signatures (to be furnished in a separate sheet) duly attested by a gazetted Government 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 Government servant.
6. Present address
7. @Address after retirement
8. Name of the Treasury or the Branch of Public Sector Bank or the Pay and Accounts Officer through which the pension is to be drawn.
9. @@Details of the family in Form 3.

Place..... Signature.....  
 Dated..... Designation.....  
 Deptt./Office.....

\*Two slips each bearing the left hand thumb and finger impressions (duly attested) may be furnished by a person who is no 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 thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a gazetted Government servant.

†Two copies of the passport size photograph of self only need be furnished :—

- (i) if the Government 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 Government servant is governed by rule 55 of the Central Civil Services (Pension) Rules, 1972.

††Where it is not possible for a Government servant to submit a photograph with his wife or her husband he or she submit separate photographs. The photographs shall be attested by the Head of Office.

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

@And subsequent change of address should be notified to the Head of Office.

@@A applicable only where rule 54 of the Central Civil Services (Pension) Rules, 1972 applies to the Government servant.