

**ANNEXURE-1**

**APPLICATION FORM FOR PENSION**

Single passport Photo	Joint passport Photo (with spouse)
3.5 cm x 4.5 cm	5 cm x 5 cm

1. Name of the Govt. Servant\* :
2. Department\* :
3. Office in which presently working\* :
4. Designation\* :
5. PIMS number\* :
6. Aadhaar number :
7. Date of Birth\* :
8. Sex\* :
9. ID mark\* :
10. Father's name\* :
11. Religion and Nationality :
12. Contact number\* :
13. Class of Pension\* :
14. GPF Account No.\* :
15. Date of beginning of service\* :
16. Date of ending of service\* :
17. Length of Qualifying Service\* :
18. Length of Non- Qualifying Service (if any) :
19. Total period of military service for which Pension/Gratuity was sanctioned (if any) :
20. Family details.

Sl. No	Name of the family members	Date of Birth	Relationship with the official	Whether Handicapped Yes/No
1				
2				
3				
4				
5				
6				
7				
8				

21. Whether any family member is differently abled. :  
If yes, provide supporting documents issued by  
the competent authority.
22. Spouse name in the case of married Govt. servant :
23. DOB of spouse :
24. ID mark of spouse :
25. Present Address :
26. Address after retirement :
27. Permanent residential address showing :  
Village/Town, District and State
28. In the case divorced/death of spouse, :  
furnish supporting documents
29. Name of the Treasury/Sub-Treasury/State through :  
which pension/gratuity is desired to be drawn
30. I desire to commute.....% (upto 40%) of my :  
Pension in accordance with the provisions of the  
CCS (commutation of Pension) Rules, 1981.  
(If not desired, strike off)
31. Nomination for Gratuity and % to be paid :  
(Other than family pension)

Date:.....

Signature of the Government Servant

Place:.....

Designation:

Countersigned by  
Head of the Department

Head of Office

\* *Information sought in the questions marked in asterisk are to be filled up by the concerned Department in which the Government employee is working before handing the form over to the employee. In case of the form being filled up by the employees himself/herself, it must be ensured that the information are as per the Government's records.*

**SCHEDULE – D**

Nomination for Death-cum-Retirement-Gratuity

(When the member of the Service has a family and wishes to nominate member(s) thereof)

I hereby nominate the person mentioned below who is a member of my family and confer on him/her the right to receive any death-cum-retirement-gratuity that may be sanctioned by State Government in the event of my death while in service and the right to receive on my death, any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of the nominee	Relationship with the member of the Service	Age	Contingencies on the happening of which the nomination shall be paid	Name, address and relationship of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the member of the Service/the nominee dying after the death of the member of the Service but before receiving payment of the gratuity.	Amount or share of gratuity payable to each.
A	B	C	D	E	F

This nomination supersedes the nomination made by me earlier on.....which stands cancelled.

Dated this .....day of ..... at.....

Signature of the Government Servant

**SCHEDULE – F**

Nomination for Death-cum-Retirement-Gratuity

(When the member of the Service has no family and wishes to nominate one person)

I, having no family, hereby nominate the person mentioned below and confer on him the right to receive any death-cum-retirement-gratuity that may be sanctioned by State Government in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of the nominee	Relationship with the member of the Service	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the member of the Service but before receiving payment of the gratuity.	Amount or share of gratuity payable to each.
A	B	C	D	E	F

This nomination supersedes the nomination made by me earlier on.....which stands cancelled.

Dated this .....day of ..... at.....

Witnesses to affix signature:

1.....

2.....

Signature of the Government Servant

Specimen signature of Shri/Smti \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Descriptive roll of Shri/Smti \_\_\_\_\_

1. Height :

2. Colour of eyes :

3. Identification mark :

Left hand thumb/Right hand thumb and fingers of Shri/Smti \_\_\_\_\_

Thumb

Forefinger

Middle finger

Ring finger

Little finger

Attested by:

Signature

Designation

Specimen signature of Shri/Smti \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Descriptive roll of Shri/Smti \_\_\_\_\_

4. Height :

5. Colour of eyes :

6. Identification mark :

Left hand thumb/Right hand thumb and fingers of Shri/Smti \_\_\_\_\_

Thumb

Forefinger

Middle finger

Ring finger

Little finger

Attested by:

Signature

Designation