

FORM 5
[See Rules 59(1)(c) & 61 (1)]

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

1. Name :
2. (a) Date of Birth :
- (b) Date of Retirement :
3. Two specimen signature (to be furnished in a separate sheet) duly attested by a gazetted Govt. servant : As per 'Descriptive Roll' enclosed
4. Three copies of passport size joint photograph with wife or husband (duly attested on the back of the photograph by a gazetted Govt. servant) :
5. Two slips showing the particulars of height and personal identification marks duly attested by gazetted Govt. servant : As per 'Descriptive Roll' enclosed
6. Present address :
7. Address after retirement :
8. Name of the Treasury OR pay & Accounts Office OR the branch of Public Sector Bank (with SB Account No.) through which pension of desired to be drawn :
9. Details of the family in Form 3 :
10. Indicate whether family pension is admissible from any other source-Military of State Government and/or a public sector undertaking/autonomous body/Local Fund under the Central or a state Government :

Place :
Dated :

Signature
Designation
Ministry/Dept/Office

-
1. 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 impressions 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 Government servant.
 2. Two copies of passport size photograph of self only need be furnished if the Government servant is governed by Rule 54 of CCS(Pension) Rules, 1972 and is unmarried or a widower of widow.
 3. 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. The photographs shall be attested on the back.
 4. Specify a few conspicuous mark, not less than two, if possible
 5. Any subsequent change of address should be notified to the Head of Office
 6. **Please ensure/confirm with the Bank that this Account is valid for drawing Pension. (Joint A/c's, Non-resident A/c's, etc. are not valid)**