

FORM 3

(See Rule 54 (12))

Details of Family

Name of the Government Servant:

Designation :

Date of birth :

Date of appointment :

Details of the members of my family as on _____ .

Sl. No.	Names of the members of family	Date of birth	Relationship with Officer	Initials of the of the Head of Office	Remarks
1	2	3	4	5	6

I hereby undertake to keep the above particulars up-to-date by notifying to the Accounts Officer/Head of Office any addition or alteration.

Signature of Government Servant

Place:

Dated:

FORM 5

(See Rule 59 (1) (c) and 61 (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 duly attested (to be furnished in separate sheets) 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 Office through which the pension is to be drawn.
9. Details of the family in Form 3.

Place:

Signature :

Dated: the

Designation :

Ministry/Deptt./Office.

Name : _____

Designation : _____

Department/Centre : _____

Identification Marks : _____

Height : _____

Weight : _____

Name : _____

Designation : _____

Department/Centre : _____

Identification Marks : _____

Height : _____

Weight : _____

TWO SPECIMEN SIGNATURES DULY ATTESTED

1. _____

2. _____

I am retiring from the Institute with effect from _____. It will take longer for me to submit no-dues because of re-employment. Hence please release 90% of my retirement benefits and the rest could be settled at a later date. The necessary undertaking is given below.

Name: _____

Desig.: _____

Deptt. _____

E.Code: _____

UNDERTAKING/SURETY

I undertake to clear any advances, bills and other outstanding amounts against _____ in case he does not clear them before leaving the Institute.

Name: _____

Desig.: _____

Deptt. _____

E.Code: _____