

Instructions to follow while filling up the required documents.

- **Statutory form set**

it is required for all the employees to submit the statutory forms mandatorily in lieu with the compliance requirement from the government. To ensure that you comply by the requirements of the government, please follow the below instructions to fill the forms

- For ease filling of these documents, we've attached a sample filled document for each of the forms (except Personal Accident Form – only basic information is required) for your reference.
- Ensure you mention your employee number on all the forms in the required area without fail.
- You are also required to attach a copy of Aadhaar Card along with all the forms. In case, **if you do not have an Aadhaar card at the moment, you are expected to submit a declaration form (attached in this e-mail) and ensure that you submit the copy of Aadhaar Card as soon as possible.**
- Present/Temporary/permanent address same as your permanent address.
- All the attached forms are mandatory to fill,
- The Part B (EPS) (Para 18) widow/children pension form also to be filled if applicable, if it's not applicable **please mention it as NA but you need to sign the form.**
- Witnesses can be your **Friend/Colleague.**
- Mentioning the Bank Account and PAN number is NOT mandatory.
- Write Date as DOJ and place as your permanent address place.