

FORM 5

[See rules 59 (1) (c) & 61(1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981]

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

1. Name
2. (a) Permanent Account Number for Income Tax (PAN)
(b) Aadhaar No., if available
3. Specify a few marks of identification, not less than two, if possible
 - (i)
 - (ii)
4. Height
5. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:
(Joint account, either or survivor, with the spouse)
(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).
7. Name of the Branch of Bank through which pension is to be drawn
 - (a) BSR code of the branch
 - (b) IFSC code of the branch
8. Indicate whether family pension is also admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government -
9. I desire to commute % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature:

Designation:

Place :

Ministry/Department/Office:

Mobile No.:

Date :

Email ID:

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

Check List of Documents to be submitted along with Form 5

S.No.	Description of documents to be enclosed	Whether enclosed
1. (a)	Two specimen signatures (to be furnished in a separate sheet)	
(b)	Additional information (Only in case of an illiterate or disabled Government servant.): Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot 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.	
2.	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	
3.	Details of the family in Form 3.	
4.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5.	Written statement for counting of period of service under rule 59(1) (a), if any	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form	
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	
9.	Form for submitting details under Anubhav (optional)	

FORM 3
[See rule 54 (12)]
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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

Signature of Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government. servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government. servant should submit the details of family afresh along with Form 5.

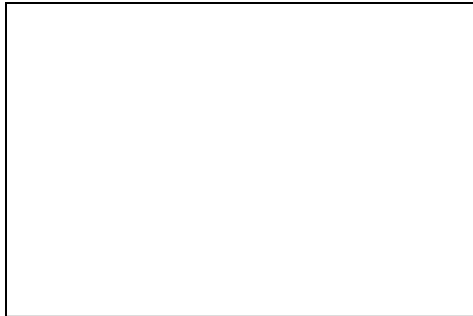
Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the ‘Remarks’ column. The fact regarding disability or change of marital status of a family member should also be indicated in the ‘Remarks’ column.

Note 4. - Wife and husband shall include judicially separated wife and husband.

Joint Photograph of Pensioner & Spouse / Photograph of Family Pensioner

[duly attested]



Specimen Signatures of Pensioner

[duly attested]

1.

2.

3.

Identification Marks of the Pensioner

1.

2.

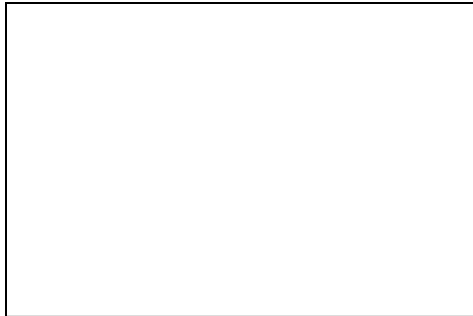
Height & Weight of the Pensioner

Height - *cms*

Weight - *kg*

Joint Photograph of Pensioner & Spouse / Photograph of Family Pensioner

[duly attested]



Specimen Signatures of Pensioner

[duly attested]

1.

2.

3.

Identification Marks of the Pensioner

1.

2.

Height & Weight of the Pensioner

Height - *cms*

Weight - *kg*

Form A**(Common Nomination Form for Arrears of Pension and Commutation of Pension)**

[See Rule 5 of Payment of Arrears of Pension (Nomination) Rules, 1983 and Rule 7 of Central Civil Services (Commutation of Pension) Rules, 1981]

I, (Name of the Pensioner in capital letters) hereby nominate the person / persons mentioned below and confer on him / her / them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i) Arrears of Pension
- ii) Commuted Value of Pension payable under Central Civil Services (Commutation of Pension) Rules, 1981

Name and Address of the nominee	Relationship with pensioner	Share to be paid to each	Date of birth	If nominee is minor , Name, DOB and Address of person who may receive the said pension during the nominee's minority	Name and Address of alternate nominee in case the nominee under Column (1) predeceases the pensioner and share to be paid	Relationship with pensioner	Share to be paid to each	Date of birth	If nominee is minor , Name, DOB and Address of person who may receive the pension during the other nominee's (in Col. (5)) minority	Contingency on happening of which nomination shall become invalid
1	2	2(a)	3	4	5	6	6(a)	7	8	9

These nominations supersede any nominations made by me earlier.

Place:

Signature of Pensioner:

Date:

Name & Address:

WITNESS:- Signature:

Name & Address:

E.Code:

Designation:

Note : 1. Completely strike out the benefit for which nomination is not intended to be made. Separate copies of this Nomination Form may be used for nominating different persons for benefits (i) and (ii) above.

2. The Government Servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he / she has signed. The nominee(s) / alternate nominee(s)' shares together should cover the whole amount.

UNDERTAKING FOR REFUND OF OVERPAYMENT

I the undersigned hereby agree and undertake to refund or make good any amount which may be paid to me / credited to my account in excess of the amount to which I am or would be entitled on payment of Pension, Pay / Pension Arrears, Gratuity, GPF, GSLIS and Leave Encashment to SCTIMST immediately either by adjustment against future pension / family pension due to me or otherwise.

2. I further hereby undertake and agree to bind myself and my heirs, successors, executors and administrators to indemnify SCTIMST from and against any loss, suffered or incurred by SCTIMST in paying my pension and to forthwith pay the same to SCTIMST and also irrevocably authorise SCTIMST to recover the amount due.

Signature:

Name:

Address:

.....

Date:

Post held:

Place:

E.Code:..... PPO No.

WITNESSES:

(1) Signature :

Name :

Address :

Date :

(2) Signature :

Name :

Address :

Date :