

FORM 5
[See Rule 59(1)(c) & 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. ¹Two specimen signatures (to be furnished in an separate sheet) duly attested by a Gazetted Government servant.
4. ²Three copies of passport size joint ³photograph with wife or husband (To be attested by the Head of Office).
5. Two slips showing the particulars of height and ⁴personal identification marks duly attested by a Gazetted Government servant.
6. Present address.
7. ⁵Address 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. ⁶Details of the family in Form 3.
10. Indicate whether family pension is 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.

Place.....

Signature

Dated the.....

Designation

Ministry/Department/Office

Footnote :

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 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. Two copies of passport size photograph of self only need be furnished if the Government servant is governed by Rule 54 of the Central Civil Services (Pension) Rules, 1972 and is unmarried of a widower or widow.
3. 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.
4. Specify a few conspicuous marks, not less than two, if possible.
5. Any subsequent change of address should be notified to the Head of Office.
6. Applicable only where Rule 54 of the Central Civil Services (Pension) Rules, 1972, applies to the Government servant.