

FORM-5

[See Rule 59(1) and Rule 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 [to be furnished in a separate sheet, duly attested by a Gazetted Govt. servant]	:	
4.	# Four copies of passport size joint ## photograph with wife or husband [to be attested by the Head of Office]	:	
5.	Two slips showing the particulars: viz. (i) height and (ii) personal marks of identification [duly attested by a Gazetted Govt. Servant]	:	
6.	Present Address	:	
7.	@Address after retirement	:	
8.	Name of 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	:	
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	:	

SIGNATURE**Designation:****Section :****Tel. No. :****Place :****Date :**

* Two slips each bearing the left hand thumb and finger impression duly attested may be furnished by a person who is not literate enough 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 Government Servant has lost both hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government Servant.

Passportsize photograph of self only need to be furnished:-

(i) If the Government Servant is governed by 54 of the Central Civil Service (Pension) Rules, 1972 is unmarried or a widower or widow.

(ii) If the Government Servant is governed by Rule 55 of the Central Civil Services (Pension) Rules, 1972.

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.

Specify a few conspicuous marks, not less than two, if possible.

@ Any subsequent change of address should be notified on to Head of Office.

@@ Applicable only where Rule 54 of the Central Civil Services (Pension) Rules, 1972 applies to the Government Servant.

FORM-1

[See Rule 53 (1)]

NOMINATION FOR RETIREMENT GRATUITY/DEATH GRATUITY

When the Government Servant has a family and wishes to nominate one member or more than one member thereof :

I, _____, hereby nominate the person/persons mentioned below who is/are member(s) of my family, and confer on him/them the right to receive, to the extent specified below, any gratuity the payment of which may be sanctioned by the Central Government in the event of my death while in service and the right to receive on my death to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

ORIGINAL NOMINEE(S)				ALTERNATE NOMINEE(S)	
Name and address of nominee/nominees	Relationship with the government servant	Age	Amount or share of gratuity payable	Name, address, relationship & age of the person or persons if any, to whom the right conferred on the nominee pass in the event of the nominee predeceasing the Government Servant or the nominee dying after the death before receiving payment of gratuity	Amount of share or gratuity payable to each
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on _____
which stands cancelled.

NOTE

1. The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.
2. Strike out which is not applicable.

DATED this _____ day of _____ 2011 at _____

WITNESS TO SIGNATURE:

- 1.
- 2.

Signature of Government Servant

Nomination by _____

Designation _____

Office _____

Signature of Head of Office

FORM-3

[See Rule 54 (12)]

DETAILS OF FAMILY

Name of the Government Servant :

Designation :

Date of Birth :

* Details of the Members of Family as on _____

Sl. No.	Name of the Member of Family*	Date of Birth	Relationship with the officer	Initials of the Head of Office	Remarks

I hereby undertake to keep the above particulars up-to-date by notifying to the Audit Officer any addition or alteration.

Signature of the Government Servant

Place :

Dated :

* Family for this purpose means:-

- (a) wife, in the case of a male Government Servant;
- (b) husband, in the case of a female Government Servant;
- (c). sons and unmarried daughters below twenty five years of age, including son or daughter legally adopted before retirement.

Note:- Wife and husband shall include respectively judicially separated wife and husband.

SPECIMEN SIGNATURES OF SHRI _____

1.

2.

3.

ATTESTED

Other particulars of Shri/Smt./Km. _____

1. Height :
2. Marks of Identification :
3. Name of his wife/her husband :
4. Date of his/her birth :

Signature of the Government Servant

Signatures attested

- 1.
- 2.
- 3.

ATTESTED

PART-II
(ACKNOWLEDGEMENT)

Received from Shri/Smt./Km. _____ application in Part-I of Form I-A for commutation of fraction of pension without medical examination.

Signature
Head of Office

Place :

Date :

Note:- If the application has been received by the Head of Office before the date of retirement on superannuation, this acknowledgement should be detached from the Form and handed over to the applicant. If the form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover to the applicant. In case it is received after the specified date, it should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.

PART-III

Forwarded to the Pay and Accounts Officer (P&M), Ministry of Home Affairs, Jam Nagar House, New Delhi with the remarks that:-

- (i) the particulars furnished by the applicant in Part-I have been verified and are correct;
- (ii) the applicant is eligible to get a fraction of his pension commuted without medical examination;
- (iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs. _____; and
- (iv) the amount of residuary pension after commutation will be Rs. _____.

2. The pension papers of the applicant completed in all respects were forwarded under this Ministry's letter No. _____ dated _____. It is requested that the amount of commuted value of pension may be authorized through the Pension Payment Order, which may be issued one month before the retirement of the applicant.

3. The receipt of Part-1 of this Form has been acknowledged in Part-II which has been forwarded separately to the applicant on _____.

4. The commuted value of pension is debitable to Head of Account – 2071 – Pension and other retirement benefits (1) 01 Civil (Central).

Signature
Head of Office

Place :

Date :

FORM-I.A
[See Rules 5(2), 12, 13(3), 14(1) & 15(3)]

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER

(To be submitted in duplicate at least three months before the date of retirement)

PART-I

To

The Under Secretary (Admn.),
Ministry of Home Affairs,
New Delhi

Sub: Commutation of pension without medical examination

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below:-

1.	Name in block letters	:	
2.	Father's Name (and also Husband's name in the case of female government servant)	:	
3.	Designation	:	
4.	Name of Office/Department/ Ministry in which employed	:	
5.	Date of birth (in Christian era)	:	
6.	Date of retirement on super- Annuation or on the expiry of extension in service granted under FR 56 (d)	:	
7.	@Fraction of superannuation pension proposed to be commuted	:	

8.	#Disbursing authority from which pension is to be drawn after retirement	:	
	(a) Treasury/sub-Treasury (name & complete address of the Treasury/sub-Treasury to be indicated)	:	
	(b) (i) Branch of the nominated nationalized bank with complete postal address & BSR Code	:	
	(b) (ii) Bank Account Number to which monthly pension is to be credited each month	:	
	(c) Account Office of the Ministry/Department/Office	:	Pay & Accounts Officer (P&M), M/o Home Affairs, Jamnagar House, New Delhi

Signatures_____

Place:

Dated:

Present Postal Address

Postal Address after retirement

Note:-

@ The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of one-third thereof) which he/she desires to commute and not the amount in rupees.

Score out which is not applicable.