

FORM - 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. Date of Birth -
3. Date of retirement -
4. Two slips containing two specimen signatures each duly attested by the Gazetted officer. -
5. Three copies of passport size joint photograph with wife / husband duly attested by head of office photograph of self only. In case the Govt. servant is unmarried or a widow or a widower. -
6. Two slips case showing particulars of height and personal identification marks duly attested by a Gazetted Govt. servant. -
7. Present Address -
8. Address after retirement (Any subsequent change of address should be notified to the Head of office.) -
9. Details of the family members as in Form No. 1A -
10. Name of Treasury / Bank / Bank Branch through which pension is to be drawn. -

Signature
Designation
Department/Office

- Two slips each bearing the left hand thumb finger impression duly attested may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability to unable to give left hand thumb and finger impression he may give thumb and finger impression of the right hand, where a Govt. servant has lost both the hands, he may give his toe impression. Impression should be duly attested by a Gazetted Govt. Servant.
- Specify a few conspicuous mark not less than two, if possible.