

# Form No. 1

## For Application for Pension / DCR Gratuity (NPS) (Strike off whichever is not applicable)

From

..... (Name of the employee).  
.....

To,

The .....  
.....

### Sub : APPLICATION FOR SANCTION OF PENSION / D.C.R. GRATUITY (NPS)

Sir,

I beg to say that I am to retire from my service with effect from ..... my date of birth being..... I, therefore, request that steps may kindly be taken with a view to settle the Pension and Gratuity admissible to me.

1. I enclose herewith:

- (i) Two signature of mine duly attested
- (ii) Two copies of joint photograph of mine and my Wife/ Husband  
(only in case of officers governed by the Family Pension Scheme, 1964)
- (iii) Photo copy of Single Operated Bank Pass Book (containing A/c No., Branch Code, IFSC Code and photograph).
- (iv) Copy of PAN Card.
- (v) Contact No..... (if any)

2. My present address is .....  
..... and my address after retirement will be  
.....  
.....

*(Note: Any subsequent change of Address should be notified to the Head Office)*

3. I do hereby declare that, in the event of my death before drawing the Gratuity payment, the Gratuity amount may be distributed among the members of my family as indicated below: -

Sl	Name of members	Relationship	Date of Birth	% of Share
(i)				
(ii)				
(iii)				
(iv)				
(v)				
(vi)				
(vii)				

4. The details of the members of my families required under the Family Pension Scheme, 1964 are given below (only in case of Officers governed by the Family Pension Scheme, 1964).

SL	Name of members	Date of Birth (as per Birth Registration Certificate)	Relationship
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(vii)			

Date.....

Signature of the Applicant

**Form No. 2**  
**APPLICATION FOR PENSION AND**  
**DEAHT-CUM-RETIREMENT GRATUITY (NPS)**  
**Part – A (To be filled up by the employee / nominee)**

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1. Name of the Applicant :-

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2. Father’s name (and also husband’s name :-  
in the case of a married female employee)

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3. Religion and Nationality :-

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4. Permanent Residential Address :-  
show village / town and state

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5. Name of the Bank (Preferably SBI) :-

(i) Name of the Branch :-

(ii) Branch Code :-

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(iii) Account No :-

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(iv) IFSC Code :-

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(\* In case of Axis Bank / UBI)

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6. (a) Name of the person to whom family pension :-  
is to be sanctioned (Name of Wife / Ward)

(b) Occupation of (a) above, if any :-

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Date.....

Signature of the Applicant

**Part B (To be filled up by Heads of Office)**

1.	Present or last appointment including name of establishment	:-	
2.	Present or last substantive	:-	
3.	Date of Beginning of service	:-	
4.	Date of Ending service	:-	
5.	(a) Total period of Military service	:-	
	(b) Date of commence and of each period of military service	:-	
	(c) Amount and nature of any Pension/ Gratuity received for the military service	:-	
6.	Length of service with detail of interruptions and non-qualifying period	:-	
7.	Class of Pension & Gratuity applied for and cause of application	:-	Vol. Retirement/Superannuation/Death Etc...
8.	Last Pay	:-	
9.	Pension rules opted / eligible	:-	
10.	Date of applicant's birth by Christian Era	:-	
11.	Height	:-	
12.	Identification marks	:-	
13.	PRAN No.	:-	
14.	Nature of Company's dues, if any outstanding (Details in enclosed sheet.) against the applicant:-		
	1. No Demand Certificate.		
	2. Liability Certificate.		
	(i) House rent for occupation of Board's accommodation		
	(ii) Any other dues such as balance of HBA/ Scooter Adv. : & any other advance <i>over payment</i> of pay & allowances Leave salary and arrear income tax.		
	(iii) Liability towards Bank loan etc. ( <i>with Name of the organisation &amp; name of the branch from which loan was taken indicating Loan Account No. and Balance recoverable amount</i> ).		
	(iv) Others, if any.		

15. History of service (showing interruptions) of Shri / Smti / Kumari.....  
.....date of birth.....

Establishment	Appointment	Pay	Acting Allowances	Date of beginning	Date of ending	Period reckoned as service	Period not reckoned as service	Remarks	How verified	Remarks by the Audit Officer
1	2	3	4	5	6	7	8	9	10	11
				<b>Total Period of Service=</b>						

Certified that full and final settlement of this pension/DCRG claim in respect of ..... has been made based on the particulars recorded in his History of Service & Service Book (Showing interruption etc.)

Date.....

Signature of Head of Office  
(With seal)

**(A) Remarks by the Receiving Authority**

1. As to Character and past conduct of the applicant.....
2. Explanation of any suspension, degradation.....
3. Regarding any gratuity or pension already received.....
4. Any other remarks.....
5. Specified opinion of the Receiving Authority.....  
Whether the service claimed is establishment and.....  
should be admitted or not.....

Date: .....

Signature and Designation  
of the Receiving Authority