

FORM 5

[See rules 121(1)(c) and 123(1)]

Particulars to be obtained by the Head of Office from the retiring Government Servant eight months before the date of his/her retirement

1. Name of the Government servant:
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 Government Servant
4. ** Three copies of passport size joint + photograph with wife or husband (To be attested by the Head of Office).
5. Two slips showing the particulars of height and person + identification marks duly attested by a Gazetted Government Servant.
6. Present Address
7. § Address after retirement
8. Name of the Government Treasury or the branch of public Sector Bank through which the pension is to be drawn
9. @ Details of the family in Form 3.

Place:

Dated the ..

Signature
Designation
Department/Office

* Two slips each bearing the left thumb and finger impressions 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 is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of 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.

** Two copies of the passport size photograph of self only need be furnished.

- (i) if the Government servant is governed by rule 116 of Maharashtra Civil Services (Pension) Rules, 1982 and is unmarried or a widower or widow;
- (ii) if the Government servant is governed by rule 117 of Maharashtra Civil Services (Pension) Rules, 1982,

+ 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 to the Head of Office.

@ Applicable only where rule 116 of Maharashtra Civil Services (Pension) Rules, 1982 applies to the Government servant.