

FORM—5

(Referred to in Government Instruction below Article 284)

PARTICULARS TO BE OBTAINED BY THE HEAD OF OFFICE FROM THE RETIRING GOVERNMENT SERVANT BEFORE EIGHT MONTHS OF THE DATE OF HIS RETIREMENT

1. Name of the Government servant. _____
2. Date of birth/retirement. _____
3. Two specimen signatures duly attested
(to be furnished in a separate sheet). _____
4. Three copies of passport size joint photographs of
the Government servant with his/her wife/husband. _____
5. Present address. _____
6. Two slips showing the particulars of height and
personal identification marks duly attested. _____
7. Address after retirement. _____
8. Name of the Treasury/Bank Branch through which
the Government servant wants to draw his pension. _____
9. Details of the family in Form 3. _____

Place :

Signature :

Designation :

Dated :

Department/Office :

Two slips each bearing the left hand 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 the thumb and finger impressions of the right hand. Where a Government servant has lost both the hand, he may give his toe impressions. Impressions should be duly attested.

Where it is not possible for a Government servant to submit a photograph with his wife/her husband he/she may submit separate photographs. The photographs shall be attested by the Head of Office.

Any subsequent change of address should be notified to the Head of Office/Audit Officer.