Form No. 5

Formal Application of Pension

From :

To :

Subject : Application for Sanction of Pension.

Sir,

I beg to say that I am due to retire from service with effect from the ..... my date of birth being ..... .

I, therefore, request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from ..... Treasury/Bank.

2. I hereby declare that I have neither applied for nor received an pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/or gratuity is claimed herein nor shall I submit an application and the orders which may be passed thereon.

3. I enclose herewith :-

i) Four specimen signatures of mine, duly attested;

ii) Four copies of joint photograph of mine and my wife also duly attested;

iii) Two slips each showing particulars of my height and identification marks;

iv) Two slips each bearing my left hand thumb and finger impressions;

v) Application for drawal of pension through Bank in duplicate

4. My present address is …….

…….

and my address after will be ……...

…….

Dated :

Signature …….

Designation …….

Note : Any subsequent change of address should be notified to the head of office.
This is required only in the case of persons who are illiterate and cannot sign their names.