

**FORM 5**  
**[See Rules 59 (1) (c) and 61 (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. (a) Date of birth  
(b) Date of retirement
3. <sup>1</sup>Two specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government Servant.
4. <sup>2</sup>Three copies of passport size joint <sup>3</sup>photograph with wife or husband (To be attested by the Head of Office)
5. Two slips showing the particulars of height and <sup>4</sup>personal identification marks duly attested by a Gazetted Government Servant.
6. Present address.
7. <sup>5</sup>Address after retirement.
8. Name of the treasury or the branch of Public Sector Bank or the Pay and Accounts Office through which the pension is to be drawn.
9. Details of the family in Form 3.
10. Indicate whether family pension is admissible from any other source --- Military or State Government and / or a Public Sector Undertaking / Autonomous Body/ Local Fund under the Central or State Government.

Place.....  
Dated the.....

Signature  
Designation  
Ministry/Deptt./Office

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1. Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such a Govt. Servant on account of physical disability is unable to give left hand thumb and finger impression, he may give thumb and finger impression of right hand. Where a Govt. Servant has lost both the hands, he may give his Toe impressions. Impressions should be duly attested by a Gazetted Govt. Servant.
  2. Two copies of passport size photograph of self only need be furnished if the Govt. servant is governed by Rule 54 of CCS (Pension) Rules, 1972 and is unmarried or a widower or widow.
  3. Where it is not possible for a Govt. 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.
  4. Specify a few conspicuous marks, not less than two, if possible.
  5. Any subsequent change of address should be notified to the Head of Office.