

## FORM NO. 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. Date of Birth
3. Date of retirement
4. Two \* slips containing two specimen signatures each duly attested by a Gazetted Officer
5. Three copies of passport size joint photograph with wife/husband duly attested by Head of office (Photograph, of self only, in case the Government servant is un-married or a widow or a widower
6. Two \*\* slips each showing particulars of height and personal identification mark duly attested by a Gazetted Government servant
7. Present Address
8. Address after retirement (any subsequent change of address should be notified to the Head of Office)
9. Details of the family members as in Form No. 1A
10. Name of the Treasury/Bank/Bank Branch through which pension is to be drawn

Signature  
Designation  
Department/Office

Note :

\* Two slips each bearing the left hand thumb and fingers 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 impression he may give thumb and finger impression of the right hand where a Government servant has lost both the hands he may give his toe impression. Impression should be duly attested by a Gazetted Government servant.

\*\* Specify a few conspicuous marks, not less than two if possible.