

Form 5**[See rules 59 (1) (c) & 61 (1)]****[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981]****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) Permanent Account Number for Income Tax (PAN)
(b) Aadhaar No., if available
3. Specify a few marks of identification, not less than two, if possible
(i)
(ii)
4. Height
5. Address after retirement / permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:
(Joint account, either or survivor, with the spouse)
(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his / her control, this requirement may be relaxed).
7. Name of the Branch of Bank through which pension is to be drawn
(a) BSR code of the branch
(b) IFSC code of the branch
8. Indicate whether family pension is also admissible from any other source – Military or State Government and / or a Public Sector Undertaking / Autonomous body / Local Fund under the Central or a State Government -
9. I desire to commute _____% (up to 40%) of my superannuation pension in accordance with provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner / family pensioner shall be an implied condition for every grant of pension / family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature:

Designation:

Place:

Ministry / Department / Office:

Mobile No:

Date:

Email ID:

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Service (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.