

FORM 5

[See Rule 58 (1), 63(i) 66 and 83(1)]

Application for pension

From : Shri/Smti.

To : The Deputy Secretary to the Government of Meghalaya,
Personnel AR (A) Department, Shillong.

Sub : Application for pension.

Madam,

I beg to say that am due to retire from service with effect from the _____ . 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 Shillong South Treasury, Shillong.

2. I hereby declare that I have neither applied for, nor received, any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and gratuity are claimed herein nor shall I submit an application hereinafter without quoting a reference to this application and the orders which may be passed herein.

2-A. I am governed by Rule 54 of the Central Civil Services (pension) Rules, 1972 and that the details of my family already furnished by me in Form 3 are complete and up-to date.

3. I enclose herewith :-

(i) two specimen signature of mine, duly attested.

* (ii) three copies of a passport size joint photograph with my wife

\$ (iii) two slips each bearing my left hand thumb and finger impression, duly attested.

(iv) two slips showing the particulars of my height and identification marks,

duly attested.

**4. My present address in _____, shall be _____ after my retirement.

Place : Shillong

Signature :

Dated the 201

Designation :

* Only two copies of passport size photographs of self need be furnished :

- (i) If the Govt. servant is governed by Rule 54 of the Central Civil Services (Pension) Rules, 1972, and is unmarried or Widower;
- (ii) If the Govt. servant is governed by Rule 55 of the Central Civil Services (Pension) Rules, 1972;
- (iii) Where it is not possible for a Govt. servant to submit a photographs with his husband, he may submit separate photographs. A Gazetted Government servant shall have the photograph attested by the Head of office before sending the same to the Audit Office. In the case of non-Gazetted Government servant, the head of office shall attest the photograph before forwarding in Form 8 the pensions paper to the Audit Officer.

(GIMF Notification No.11(1)EV.(A)/73 dated 14/07/1975.

\$ This is required only in the case of person who is not literate enough to sign his name. If such a Government servant on account of physical disability is enable to give left hand thumb and finger impressions he may give the thumb and finger impression of the right hand. Where a Govt. servant has lost both the hands he may give his toe impressions. Impression should be only attested.

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

Check List of Documents to be submitted along with Form 5

SI No.	Description of documents to be enclosed	Whether enclosed
1	(a) Two specimen signatures (to be furnished in a separate sheet)	
	(b) Additional information (Only in case of an illiterate or disabled Government servant.) : Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot 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 thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant	
2.	Three copies of passport size joint photograph with wife or husband Where it is not possible for a Government 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 Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	
3.	Details of the family in Form 3.	
4.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organizations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5.	Written statement for counting of period of service under rule 59(1).(a), if any	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank/treasury	
7.	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form	
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	

