

**FORM 19**  
**DEPARTMENT DATA SHEET**

1.	Name of the Govt. Servant ( in block letter)	
2.	Designation	
3.	Department	
4.	Present Postal address with Pin Code	
5.	Father's name (and also husband's name) in case of female Govt. Servant)	
6.	Class of Pension	
7.	Date of Birth	
8.	Date of Appointment	
9.	Date of Death	
10.	Date of Retirement	
11.	Qualifying Service	
12.	Last Pay drawn	
13.	Average emoluments	
14.	Treasury	
15.	Sub – Treasury	
16.	Scale of pay	
17.	GPF A/c No. with a copy of statement	
18.	Recoveries :-	
	(i) Provisional Pension Paid	
	(ii) Provisional DCRG Paid	
	(iii) Outstanding HBA (P)	
	(iv) Outstanding MCA (P)	
	(v) Outstanding interest on HBA	
	(vi) Outstanding Interest on MC	
	(vii) Overdrawal of pay & Allowances if any	
	(viii) Other recoveries, if any.	

Signature of the Head of Office

Name :

Address : Personnel & AR (A) Department

Email address : personela-shil-meg@nic.in

Telephone No : PABX -

List of Family Members as per Rule 48 & 52 of MCS Pension Rules 1983

<b>Sl. No</b>	<b>Name</b>	<b>Date of Birth</b>	<b>Relationship with the Govt. Servant:</b>
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Signature of the Head of Office

Name :

Address : Personnel & AR (A) Department

Email Address: [personnela-shil-meg@nic.in](mailto:personnela-shil-meg@nic.in)

Telephone No: PABX –