

FORM 11

(Referred to in Rule 110, Part III, K.S.R)

FORMAL APPLICATION FOR PENSION/COMMUTATION

From

To

Sub:- Application for sanction of pension and Commutation of Pension.

Sir,

I am due to retire from service with effect from the my date of birth being I therefore request that steps may kindly be taken with a view to sanction the pension and gratuity admissible to me being sanctioned by the date of retirement. I desire to commute per cent / Part of the pension that may be sanctioned to me from time to time. I desire to draw my pension/gratuity/commutation amount from the District Treasury/Sub Treasury by Postal order.

- (2) I hereby declare that I have neither applied for nor received any pension gratuity or commuted value in respect of any portion of the service qualifying for this pension and in respect of which pension

and/or gratuity is claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

- (3) I certify that no judicial or departmental proceeding has been instituted against me or is continuing now.
- (4) I attach herewith
 - (i) two specimen signature of mine, duly attested.
 - (ii) *three copies of recent passport size joint photographs of wife/ husband and mine also duly attested.
 - (iii) **two slips each bearing my left hand thumb and finger impression.
 - (iv) two slips each showing particulars of my height and identification marks.
 - (v) my present address isand my postal address after retirement will be.....
 - (vi) A statement in Form 5A giving details of my

Date.....

Signature
Designation

*In respect of an applicant not governed by the Contributory Family Pension Scheme two copies of recent passport size joint photographs of the applicant and his/her/wife/husband should be attached with the application. Where it is

not possible for a Government employee to submit photograph with his/her wife/husband, he/she may submit separate photographs. A gazetted Government employee shall have the photograph attested by the Head of Office before sending the same to the Audit Officer. In the case of non-gazetted Government employee the Head of Office shall attest the photograph before forwarding in Form 2 the pension papers- to the Audit Officer.

****This is required only in the case of persons who are illiterate and sign their names.**