**Note:** All **asterisk\*** fields are mandatory to fill

**Attachments:** 1. Xerox copy of employee’s ID Proof: Aadhar/DL/PAN/Passport/Voter/Birth Certificate any one showing Date of Birth

***(Date of Birth displaying in ID must be same with service book)***

2. Xerox copy of pension nominee’s ID proof: Aadhar/DL/PAN/Passport/Voter/Birth Certificate any one showing Date of Birth

## *PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Employee’s Name\*: |  | |
| 2. | Father’s Name\*: |  | **DDO CODE:** |
| 3. | Mother’s Name\*: |  |  |
|  | **PRESENT ADDRESS** |  | **PERMANENT ADDRESS same as Present Address** |

1. House No.\*:
2. Locality\*:
3. City/Town/Village\*:
4. District\*:
5. Police Station\*:
6. Post Office\*:
7. Pin code\*:
8. State\*:
9. Country\*:
10. House No.\*:
11. Locality\*:
12. City/Town/Village\*
13. District\*:
14. Police Station\*:
15. Post Office\*:
16. Pin code\*:
17. State\*:
18. Country\*:
19. Date of Birth (as per Service Book)\*: **(DoB proof xerox copy required to attach:** Aadhar/DL/PAN/ Passport/Voter/Birth Certificate/Service Book)
20. Blood Group\*:
21. Gender\*:
22. Marital Status\*:
23. Religion\*:
24. Nationality\*:
25. Caste\*:

7. Status of Employee\*:

Regular (State Service)

All India Service

1. Weight (in Kg):
2. Height (in cm):
3. Personal Identification Mark\*:
4. Mobile No.\*:
5. Emergency Contact No.\*:
6. Email ID:
7. Employee ID Proof\*: Aadhar / DL / PAN / Passport / Voter / Birth Certificate **(Xerox copy require to attach)**
8. ID Proof No.\*:
9. Is it Remote Location\*: Yes / No
10. Have you got 40% or Above Disability\*: Yes / No

## EMPLOYEE’S FAMILY DETAILS required for Pension (Form 3)

* + - **Pension Form 3** is required **only** for **Regular (State Service)** employees
    - ID Proof Name: **Aadhar/DL/PAN/Passport/Voter**/**Birth Certificate** any one showing Date of Birth to be attached with this form for each member

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Name of the members of the Family\* | Relationship with the Officer\*  (Annex A) | Date of Birth\* | Children of  (Annex B) | Condition of person\* (Annex C) | Occupation | Marital Status\* | ID proof Name\* **(xerox copy attach)** | ID proof No\* |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |

**PF DETAILS** [Required **only** for **Regular** (State Service)]

[GPF No. must contain last 4 digits numeric number]

**For example: (MZ)1234**

* 1. GPF / PPAN / PRAN\*:

***APPOINTMENT DETAILS** (Required for All)

## ENTRY INTO GOVERNMENT SERVICE

1. Date of Joining\*:

Forenoon Afternoon

* **CURRENT POSTING** (Required for All)

## (Instruction: Audit No. is require only for Group A & B- Gazetted officer)

1. Group\*:
2. Category\*: State Service Central Service
3. Audit No.:
4. District\*:
5. Department\*:
6. Name of Post\*:
7. Location\*:
8. Name of Office\*:
9. Office Address\*:
10. Name of Treasury Office of DDO\*

**PAY FIXATION** (Only Present Pay, required for All)

*6th PAY 7th PAY

## SIXTH PAY

1. Pay Band Name\*:
2. Pay Band\*:
3. Grade Pay\*:
4. Pay in Pay Band\*:
5. Basic Pay\*:
6. Effective Date of 6th Pay\*:

## SEVENTH PAY

1. Pay Level\*:
2. Basic Pay\*:
3. Cell No. of the Pay Matrix\*:
4. Effective Date of 7th Pay\*:

***EDUCATION** (Required for All)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | **Latest Qualification\*** (HSLC/HSSLC/Graduate/Post Graduate) | Name of Qualification\* | Year of Passing\* | Grade/ Percentage/  CGPA | Name of School/College/University\* |
| 1 |  |  |  |  |  |

***BANK DETAILS** (Required for All)

## (Account Holder Name must be same with Bank Passbook)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No | Account Holder Name\* | Bank Name\* | Branch Name\* | IFSC Code\* | MICR Code\* | Account No.\* |
| 1 |  |  |  |  |  |  |

xxxx

# Only for Regular (State Service) employees ANNEX A

Note:

(Employee’s Family details required for pension (Form 3)

# Relationship with the Officer as per CCS Pension Rules 51, 52, 53 & sub-rule 10(B)

* Brother (below 18 yrs)
* Children of a pre-deceased son
* Disabled Brother
* Disabled Sister
* Father
* Husband
* Illegitimate Son
* Illegitimate Daughter
* Mother
* Married Daughter
* Stepbrother (below 18 yrs)
* Unmarried Son(below 25 yrs)
* Unmarried Stepson(below 25 yrs)
* Unmarried Adopted Son(below 25 yrs)
* Unmarried Adopted Daughter
* Unmarried Daughter
* Unmarried Stepdaughter
* Unmarried Sister
* Unmarried Stepsister
* Widowed Adopted Daughter
* Widowed Daughter
* Widowed Stepdaughter
* Widowed Sister
* Wife
* Wives

1. If Relationship is **Husband/Wife/Wives**, **Part B**: **Children of** shall be **Nil**

## For any Government Servant:

* + If Relationship with the Officer is
    - Brother (below 18 yrs)
    - Disabled Brother
    - Disabled Sister
    - Father
    - Husband
    - Mother
    - Stepbrother (below 18 yrs)
    - Unmarried Sister
    - Unmarried Stepsister
    - Widowed Sister
    - Wife
    - Wives
    - Illegitimate Son
    - Illegitimate Daughter
    - Unmarried Adopted Son(below 25 yrs)
    - Unmarried Adopted Daughter
    - Widowed Adopted Daughter

**Children of** shall be Nil

## For Male Government Servant:

* + If Relationship with the Officer is
    - Pre-deceased son's son
    - Pre-deceased son's daughter
    - Married Daughter
    - Unmarried Son(below 25 yrs)
    - Unmarried Stepson(below 25 yrs)
      * Unmarried Daughter
      * Unmarried Stepdaughter
      * Widowed Daughter
      * Widowed Stepdaughter

**Children of** shall be 1st Wife/2nd Wife/3rd Wife

## For Female Government Servant:

* If Relationship with the Officer is
  + Pre-deceased son's son
  + Pre-deceased son's daughter
  + Married Daughter
  + Unmarried Son(below 25 yrs)
  + Unmarried Stepson(below 25 yrs)
  + Unmarried Daughter
  + Unmarried Stepdaughter
  + Widowed Daughter
  + Widowed Stepdaughter

**Children of** shall be Nil

**ANNEX B**

**For Male Government Servant (Children of)**

* 1st Wife
* 2nd Wife
* 3rd Wife

# For Female Government Servant (Children of)

Shall be **Nil**

**ANNEX C**

**(Condition of person)**

* + Normal
  + Disorder of mind
  + Disability of mind
  + Mentally retarded
  + Physically crippled
  + Physically disabled