

E-PENSION PROFORMA

S No	Name	<i>To be filled by Head of Office</i>
1. PERSONAL DETAILS		
1.1 EMPLOYEE'S INFORMATION		
1	Retirement/Pension Type	
2	GPF No./Employee Id*	
3	Employee's Name*	
4	Sex	
5	Employee's DOB*	
6	Employee's Date of Joining	
7	Date of Retirement	
8	Date of missing/ Date of Death	
9	Father's/Husband's Name*	
10	Spouse's Name	
11	Pension Nominee Name	

**Signature & Seal
(Head of the Office)**

**Signature & Seal
(DDO)**

1 Fields marked with Asterisk (*) are retrieved from Treasury Database depending upon the availability of information in the database.

1.2 PENSIONER'S INFORMATION		
12	Name	
13	DOB	
14	Sex	
15	ID Mark	
16	Height (<i>in centimeter</i>)	
17	Mobile Number	
18	E-mail ID	
19	Address	
1.3 BASIC SERVICE DETAILS		
20	Last Designation*	
21	Last Office Name/Address*	
22	Department Name*	
23	Category	

**Signature & Seal
(Head of the Office)**

**Signature & Seal
(DDO)**

2 | Fields marked with Asterisk (*) are retrieved from Treasury Database depending upon the availability of information in the database.

1.4 BASIC SALARY DETAILS		
24	Basic Pay* (<i>Last drawn, without grade pay</i>)	
25	Avg. Basic Pay (<i>Last 10 Months, with Grade Pay</i>)	
26	Pay Band*	
27	Grade Pay*	
28	DA *(<i>In %</i>)	
29	NPA *(<i>In case of Doctor</i>)	
30	Commutation (<i>In % . Not more than 40% in general and in case of Judicial not more than 50%</i>)	
31	D.A. Admissible* (<i>Yes/No</i>)	
32	Pay Commission*	
1.5 PENSIONER'S DETAILS REQUIRED FOR PAYMENT		
33	Treasury Name	
34	Treasury Code	
35	Bank Name	
36	Bank Account No.	
37	Bank Code	
38	Bank IFSC Code	
39	PAN No.*	

1.6 AUTHORITIES- Competent Officer for assessment of salary on basis of relevant G.O.		
40	Name	
41	Designation	
42	Office Address	
2. DEDUCTION & RECOVERIES		
2.1 DEDUCTIONS		
43	Provisional Commutation (Yes/No)	
44	Deduction in Pension (Yes/No, if Yes then mention Amount)	
45	Provisional Pension (Yes/No, if Yes then mention Amount)	
46	Provisional Gratuity (Yes/No, if Yes then mention Amount)	
47	Stopped Gratuity (Yes/No, if Yes then mention Amount)	
2.2 RECOVERIES		
48	Type of Recovery	
49	Account Head	
50	Amount	

Signature & Seal
(Head of the Office)

Signature & Seal
(DDO)

2.3 TOTAL RECOVERY		
51	One Time Recovery (Yes/No)	
52	Total Recovery Amount	
53	Installments From Date	
54	Installments Upto Date	
55	Installment Amount	
3. GRATUITY NOMINEE DETAILS		
56	Name	
57	DOB	
58	Relation	
59	Sex	
60	% Of Gratuity	
61	Bank Name	
62	Account No.	
63	IFSC Code	
64	Mobile No.	
65	Email Id	
66	Address	

**Signature & Seal
(Head of the Office)**

**Signature & Seal
(DDO)**

4. SERVICE DETAILS		
4.1 TOTAL SERVICE PERIOD		
67	Mention in Years-Months-Days	
4.2 NON-QUALIFYING SERVICE		
68	Boys Service (<i>if any, mention in Years-Months-Days</i>)	
69	Break In Service (<i>if any, mention in Years-Months-Days</i>)	
70	Suspension Period (<i>if any, mention in Years-Months-Days</i>)	
71	Any Other Non-Qualifying Service Period (<i>if any, mention in Years-Months-Days</i>)	
72	Total Non-Qualifying Service (<i>if any, mention in Years-Months-Days</i>)	
4.3 NET QUALIFYING SERVICE PERIOD		
73	Mention in Years-Months-Days	
4.4 QUALIFYING SIX MONTHLY		
74	Total Six Monthly	
75	Applicable For Pension	
76	Applicable For Gratuity	

**Signature & Seal
(Head of the Office)**

**Signature & Seal
(DDO)**

6 Fields marked with Asterisk (*) are retrieved from Treasury Database depending upon the availability of information in the database.

5. LTA NOMINEE DETAILS		
77	Name	
78	Relation	
79	% Of LTA	
80	Account No.	
81	IFSC Code	
82	Mobile No.	
83	Email Id	
6. FAMILY DETAILS		
84	Name	
85	DOB	
86	Relation	
87	Marital Status	
88	Disability (Yes/No)	
89	Type of Disability (<i>if Disable</i>)	
90	Percentage of Disability (<i>if Disable</i>)	
91	Address	

Signature & Seal
(Head of the Office)

Signature & Seal
(DDO)

7 | Fields marked with Asterisk (*) are retrieved from Treasury Database depending upon the availability of information in the database.