

**FORM No.5**

(Form No.30 C.S.R.)

(See Rules 125,130 and 132)

**FORMAL APPLICATION FOR PENSION**

**From**

**To**

**Subject:-Application for sanction of pension**

Sir ,

I beg to say that 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 the pension and gratuity admissible to me being sanctioned by the date of  
my retirement. I desire to draw my pension from .....Treasury.

2. I hereby declare that I have neither applied for nor receive, any pension or gratuity 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 enclose herewith—

- i) Three specimen signature of mine ,duly attested ;
- ii) Four copies of single passport size photographs of self OR joint passport size  
photographs with spouse , duly attested.
- iii) Three slips each bearing my left thumb and finger impressions;\*
- iv) Two slips each showing particulars of my height and identification mark.

4. My present address is .....  
.....and my  
address after retirement will be.....

Dated.....

Signature of the Applicant with Designation

\* This is required only in the case of persons who are illiterate and cannot sign their name.

Accepted  
Head of Office  
Seal

Date:-

NOTE: Any subsequent changes of address should be notified to the Head of the Office.