



BHAVISHYA



Pension Sanction & Payment Tracking System

An Initiative of Department of Pension & Pensioner's Welfare

INSTRUCTIONS FOR RETIREE



TABLE OF CONTENTS

| Sl no. | CONTENT | PAGE |
|---------------|---|--------------|
| 1 | About 'Bhavishya' | 1 |
| 2 | Step by Step Process for Retiree in 'Bhavishya' | 2 |
| 3 | Stakeholders | 3 |
| 4 | Objective & Special Feature | 4 |
| 5 | How to access Bhavishya | 5 |
| 6 | Home Page of Bhavishya | 6 |
| 7 | Bhavishya: Login Window | 6-8 |
| 8 | Retiree Role | 9 |
| 9 | Bhavishya: Retiree Dashboard | 10-11 |
| 10 | Information to be filled by retiree | 12-46 |
| 10.1 | Personal Details | 13-15 |
| 10.2 | Submit NDC | 16 |
| 10.3 | Commutation & FMA | 17-19 |
| 10.4 | Family Details | 20-22 |
| 10.5 | Nomination Form 1 | 23-32 |
| 10.6 | Nomination Form A | 33-39 |
| 10.7 | Bank Details | 40-43 |
| 10.8 | Check List | 44 |
| 10.9 | Preview/Print Forms | 45-46 |

About 'BHAVISHYA'

Department of Pension & Pensioners' Welfare is working with a vision of ensuring active and dignified life for pensioners. The goal is to ensure payment of all retirement dues and delivery of Pension Payment Order (PPO) to retiring employees on the day of retirement itself. Towards this goal, the department has launched an online Pension Sanction & Payment Tracking System called 'BHAVISHYA'.

The system provides for on-line tracking of pension sanction and payment process by the individual as well as the administrative authorities. The system captures the pensioners personal and service particulars. The forms for processing of pension can be submitted online. It keeps retiring employees informed of the progress of pension sanction process through SMS/E-Mail. The system obviates delays in payment of pension by ensuring complete transparency.

Step by Step Process for Retiree in 'BHAVISHYA'

Registration Process for Retiree

1. Credentials will be sent to retiree on the mobile number and email id available in salary package
2. Retiree can log in using this Login & password.

Action by Retiree

1. Retiree will login into the software using the login id and password which was sent as indicated in para II above.
2. A confirmation Email and SMS will be sent to retiree, giving status of each action
3. Retiree has to submit NDC request online.
4. Retiree will fill up details required through the menu option – “Information to be filled by Retiree”.
5. Based on this information; Pension Forms (Form1, Form A, Form3, Form5, FMA, Commutation Form and Undertaking Form) will be auto generated by the software.
6. Individual will then submit the auto generated forms to the HOO by pressing the submit button at the bottom of each form.
7. Once forms have been submitted online to HOO, no editing can be done by retiree.
8. Individual will take printout of forms one at a time. Signed copy of each form is to be handed over to HOO.

STAKEHOLDERS

- Individual (Retiree & Pensioner)
- Drawing & Disbursing Officer (DDO)
- Head of Office (HOO)
- Head of Department (HOD)
- Pay & Accounts Office (PAO)
- Directorate of Estates (DoE)
- Central Pension Accounting Office (CPAO)
- Pension Disbursing Banks

OBJECTIVE

- Timely and accurate payment of retirement dues and timely disbursement of first & subsequent pensions
- Tracking of each step of the process by the retiree.
- Monitoring by the administration

SPECIAL FEATURE

- Exchange data with various packages like Comp DDO, e-Awas, COMPACT, PARAS etc.
- The system sends SMS/E-mail alerts to concerned stakeholders for every action due & performed.
- Retirees can track the retirement process online.
- Retirees can fill and print all the Pension related forms online.
- HOO can perform various activities online like sending forms to DoE.
- Auto Generation of Form 7, Form 8 & Calculation sheet.

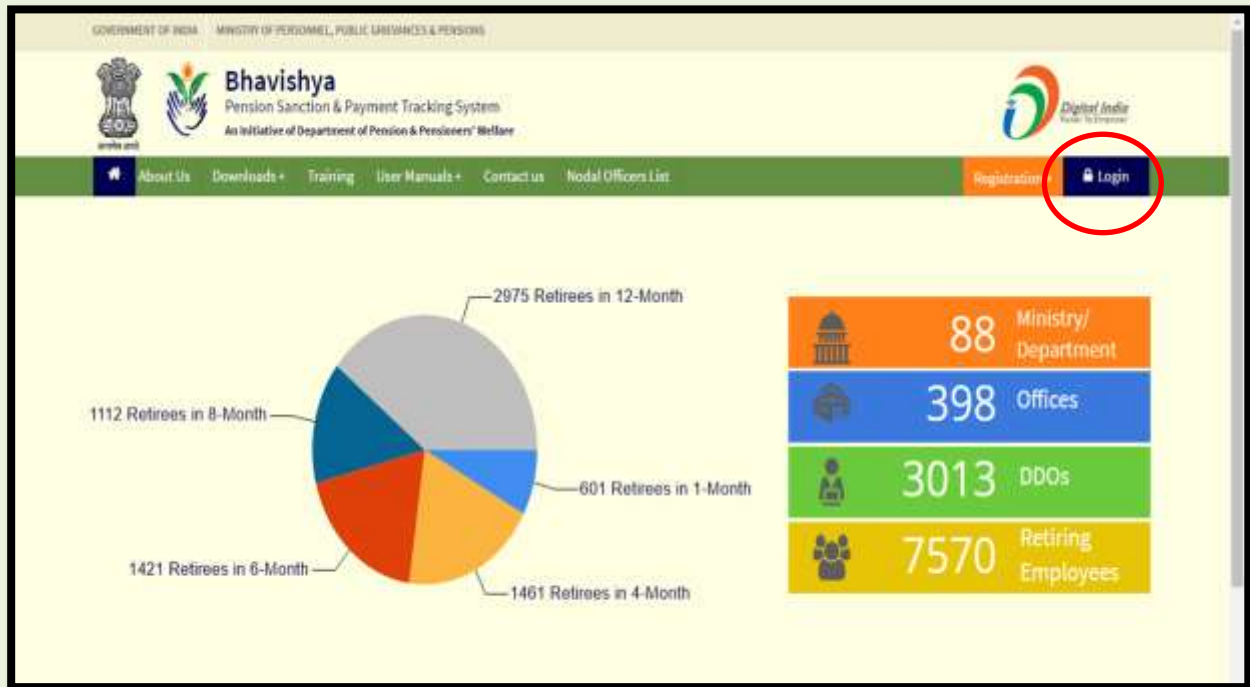
How to Access 'BHAVISHYA'

- URL: - <https://bhavishya.nic.in>

OR

- Go To Pensioners Portal
<http://pensionersportal.gov.in>
- Click on Bhavishya

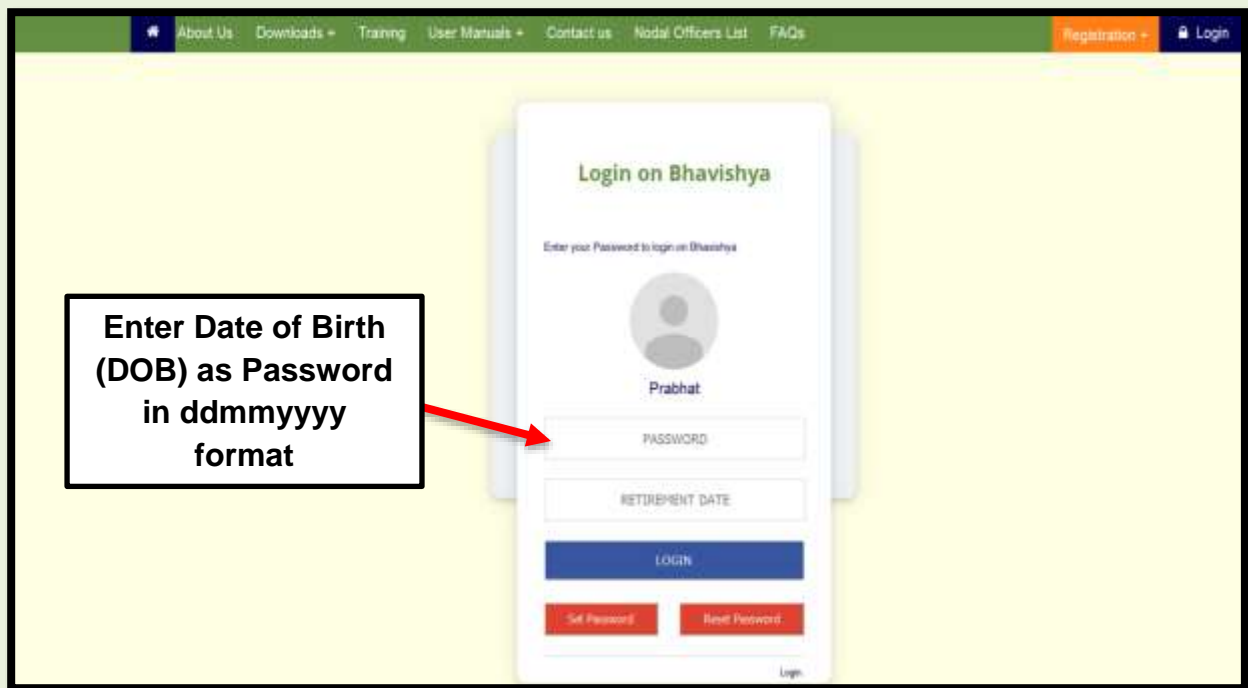
Home Page of 'BHAVISHYA'



- Click on Login

Bhavishya: Login Window

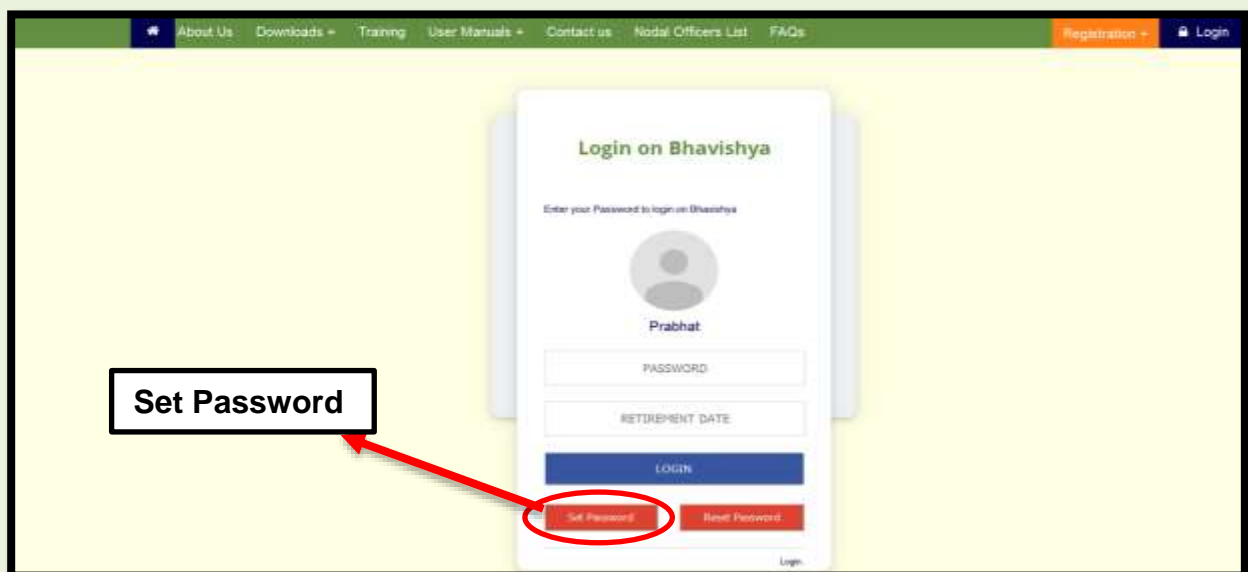




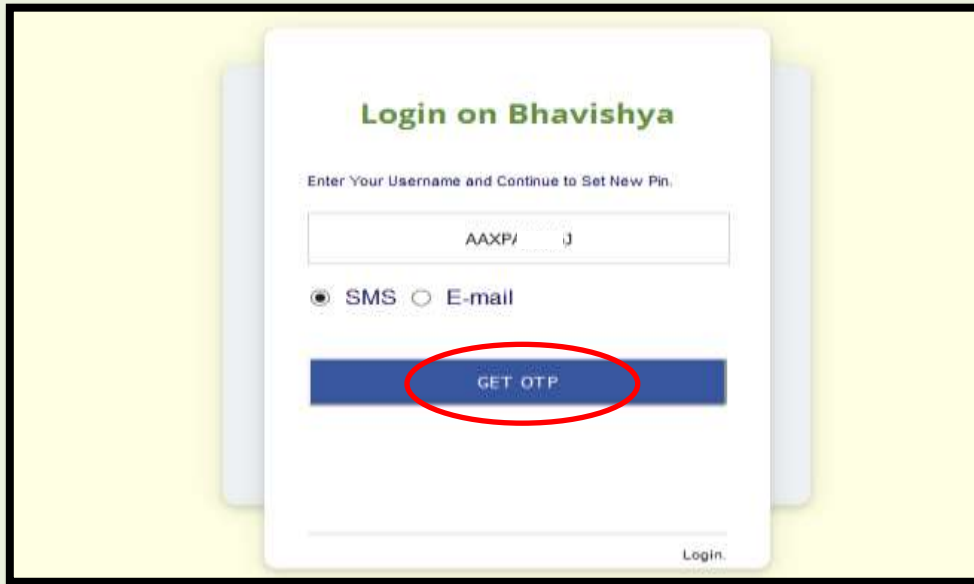
- Username and Password of the Retiree will be **PAN number** and **date of birth** in format DDMMYYYY respectively. For example, if date of birth is 01/03/1955 his password will be 01031955.

Set Password

- If retiree wish to change his password then he can click on 'Set Password' button



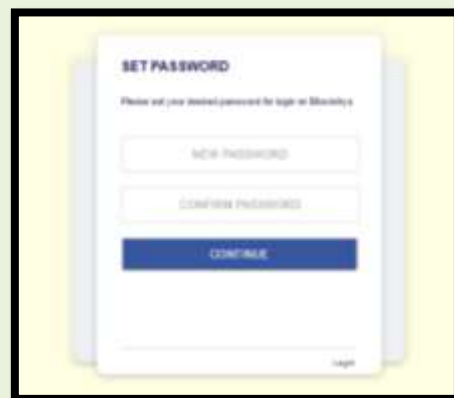
- Select the option SMS or Email on which you wish to get the OTP to set password



- Enter OTP received on email or through SMS and click on 'Verify'



- Enter New Password



Retiree Role

- Login in 'BHAVISHYA' using Login-id and password sent on registered mobile/e-mail.
- Submit 'No Demand Request forms' (if applicable).
- Fill all the pension forms *Form-1, Form A, Form-3, Form-5, FMA, Commutation Form (if applicable) and Bank Undertaking Form*. Forms will be auto-generated by the software.
- Email and SMS alerts will be sent to retiree on the completion of every action, including the credit of first pension.

Bhavishya: Retiree Dashboard

Bhavishya
Employee/Pensioner Status Information

Report Date : 27/09/2016 12:01 PM

Name : Mr. Umesh Kumar
Designation : Supdt.

Date of Retirement : 13/10/2016
Organisation : Department of Home

Print

| Target Months BDR | Action | Task Completed | Due Date | Action Taken | Remarks |
|-------------------|--|----------------|------------|--------------|---------|
| 12 | Retiree List Sent to PAO | ✓ | 31/10/2016 | 07/07/2016 | |
| 12 | NDC Request Sent to Directorate of Estates | | 31/10/2016 | | |
| 12 | Service Book Verified | | 31/10/2016 | | |
| 10 | NDC/Demand received from Directorate of Estates | | 31/12/2016 | | |
| 8 | Forms sent to Retiree | ✓ | 29/02/2016 | 07/07/2016 | |
| 6 | Forms Filled & Send to HDO | | 30/04/2016 | | |
| 6 | Filled Forms Received from Retiree | | 30/04/2016 | | |
| 4 | Verification of Forms by HDO | | 30/06/2016 | | |
| 4 | Forms, Calculation Sheet & Service Book sent to PAO | | 30/06/2016 | | |
| 1 | PPG generated | | 30/06/2016 | | |
| 0 | Special Seal Authority (SSA) issued to Bank with a copy to Retiree | | 24/10/2016 | | |

Print

| Encashment | Retirement Details | Bill Number | Issue Date | Settlement Date |
|---|--------------------|-------------|------------|-----------------|
| Encashment | | | | |
| Continued status of Pension | | | | |
| Central Provident Fund | | | | |
| Gratuity | | | | |
| Central Government Employees Group Insurance Scheme | | | | |

This is the Retiree Dashboard consisting of Sanction and Payment Details.

- 1. Sanction Details:** Here retiree/pensioner can keep a track on actions taken by stakeholders.

Bhavishya
Employee/Pensioner Status Information

Report Date : 27/09/2016 10:53 AM

Name : Mr. Umesh Kumar
Designation : Supdt.

Date of Retirement : 11/10/2016
Organisation : Department of Home

Print

| Target Months BDR | Action | Task Completed | Due Date | Action Taken | Remarks |
|-------------------|--|----------------|------------|--------------|---------|
| 12 | Retiree List Sent to PAO | ✓ | 31/10/2015 | 07/07/2016 | |
| 12 | NDC Request Sent to Directorate of Estates | | 31/10/2015 | | |
| 12 | Service Book Verified | | 31/10/2015 | | |
| 10 | NDC/Demand received from Directorate of Estates | | 31/12/2015 | | |
| 8 | Forms sent to Retiree | ✓ | 29/02/2016 | 07/07/2016 | |
| 6 | Forms Filled & Send to HDO | | 30/04/2016 | | |
| 6 | Filled Forms Received from Retiree | | 30/04/2016 | | |
| 4 | Verification of Forms by HDO | | 30/06/2016 | | |
| 4 | Forms, Calculation Sheet & Service Book sent to PAO | | 30/06/2016 | | |
| 1 | PPG generated | | 30/06/2016 | | |
| 0 | Special Seal Authority (SSA) issued to Bank with a copy to Retiree | | 24/10/2016 | | |

2. **Payment Details:** Here retiree/pensioner can track the date of credit of pension.

| Payment Details | | | | |
|---|---|---------------------------|--|--|
| Retirement Benefits | Bill Number | Issue Date | Settlement Date | |
| EL Encashment | -- | -- | -- | |
| Commuted value of Pension | 47/CM | 29/04/2016 | 02/05/2016 | |
| General Provident Fund | -- | -- | -- | |
| Gratuity | 46/GR | 29/04/2016 | -- | |
| Group Insurance Scheme | -- | -- | -- | |
| Date of Retirement | SSA Dispatched Date | First Pension Credit Date | | |
| 30/04/2018 | 29/04/2016 | 26/05/2016 | | |
| Date of credit of monthly Pension/Arears | | | | |
| Month & year | | Date of credit | | |
| Pensioner's Details PPO Number 004761600028 Name Mr. UMESH KLIMAR Address NO. 178, KHATHA NO.29/41/38, HALEHALLI, BIDREHALLI, ,K.R.PURAM, BANGALORE, KARNATAKA., KARNATAKA Date of First Credit 26/05/2016 | | | | |
| No Pendency in CPAO List of SSAs issued so far | | | | |
| SSA_No | Date of Dispatch | Regd. No. | CPPC Name | Paying Branch |
| 1016628 (6-CPC) | 29/04/2016 3796 PO Tracking NO. (EQ533001585IN) | 3796 | STATE BANK OF INDIA Centralised Pension Processing Centre 2nd Flr SBI Hebbal Br 12/13 Lakshmalaya LayoutGangaNagar(N) BANGALORE KARNATAKA 560024 | STATE BANK OF INDIA DOMLUR BRANCH,,535, GURUMUKH SINGH COMMERCIAL BLDG, OUTER RING ROAD,, BANGALORE, KARNATAKA |

Information to be filled by Retiree

Retiree/Pensioner will get Nomination Form 1, Nomination Form A, Form 5 (Personal Details), Form 3 (Family Details), FMA and Commutation form in 'Information to be filled by Retiree' tab.

Recommendation: It is recommended to keep scanned copy of single photograph, joint photograph with spouse, individual signature and signature of spouse handy before filing the forms. Also, keep details of bank account handy such as BSR code, IFSC code and Account number.

INFORMATION TO BE FILLED BY RETIREE

FORM TABS

PERSONAL DETAILS

Send Correction to HDO for pre-filled information

| | | | |
|---|--------------------|---------------------------------------|--------------------------|
| 1. Name | Mr. Umesh Kumar | 2. Designation at time of Retirement* | Supdt. |
| 3. PAN | ACDP41334F | 4. Ministry | Ministry of Home Affairs |
| 5. Department | Department of Home | 6. Office | |
| 7. Division | | 8. Section | |
| | | Emp. Code / IRLA / Force No. | |
| 9. Date of Birth | 10/10/1956 | 10. Date of Appointment | 01/01/1977 |
| 11. Gender* | Male | 12. Date of Superannuation | 31/10/2016 |
| 13. Date of Birthment | 31/10/2006 | 14)1. Father's/Hubband's Name* | Ashraj |
| 15. Mother's Name | | 16. Email | |
| 17. Aadhaar Number | | 18. Mobile Number* | 980540340 |
| 19. Alternate Email | | 20. Do you have family* | Yes |
| 21. Height* (in cm.) | 158 | Blood Group* | O- |
| 21. Present Address* | Delhi | 22. Address After Retirement* | Delhi |
| Country* | INDIA | Country* | INDIA |
| State* | DELHI | State* | DELHI |
| District* | Central Delhi | District* | Central Delhi |
| City* | New Delhi | City* | New Delhi |
| Pin code | 110003 | Pin code | 110003 |
| 23. Personal Identification Mark* | | | |
| 24. Indicate whether the family pension is admissible from any other source | No | | |
| 25. Upload scanned image of photograph | | | |
| 26. Upload scanned image of signature | | | |
| 27. Upload scanned image of joint photograph | | | |

PERSONAL DETAILS

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | Nomination Form A | Bank Details | Check List | Preview/ Print Forms | * Required Fields

PERSONAL DETAILS

Send Correction to HOD for pre-filled information

| | | | |
|---|--------------------|---------------------------------------|--------------------------|
| 1. Name | Mr. Umesh Kumar | 2. Designation at time of Retirement* | Supdt. |
| 3. PAN | ACDPK1234F | 4. Ministry | Ministry of Home Affairs |
| 5. Department | Department of Home | 6. Office | |
| 7. Division | | 8. Section | |
| | | Emp. Code / IRLA / Force No. | |
| 9. Date of Birth | 18/10/1956 | 10. Date of Appointment | 01/07/1977 |
| 11. Gender* | Male | 12. Date of Superannuation | 31/10/2016 |
| 13. Date of Retirement | 31/10/2016 | 14(i). Father's/Husband's Name* | shivaji |
| 14(ii) Mother's Name | | | |
| 15. Aadhaar Number | | 16. Email | |
| 17. Alternate Email | | 18. Mobile Number* | 9869546340 |
| 19. Height* [in cm.] | 156 | Blood Group* | O- |
| 20. Do you have family* | | Yes | |
| 21. Present Address* | Delhi | 22. Address After Retirement* | Delhi |
| Country* | INDIA | Country* | INDIA |
| State* | DELHI | State* | DELHI |
| District* | CentralDelhi | District* | CentralDelhi |
| City* | new delhi | City* | new delhi |
| Pin code | 110003 | Pin code | 110003 |
| 23. Personal Identification Marks:* | | | |
| 1- mole | | 2- | |
| 24. Indicate whether the family pension is admissible from any other source | | No | |

Personal Details captured from the salary package are pre-filled in the form. Retiree has to enter the remaining details and upload the photographs & sign.

- Some information of retiree is pre-filled in personal details form i.e. Form 3 like Name, PAN no., Ministry, Department, Office, Date of Birth, Date of Appointment, Date of Superannuation, Date of Retirement etc.

- If retiree find any error in the pre-filled information, he/she can contact concerned Head of Office (HOO) or send correction to HOO by clicking on 'Send Correction to HOO for pre-filled information' at the top right in personal details tab .

PERSONAL DETAILS

| | | | |
|------------------------|--------------------|---------------------------------|--------------------------|
| 1. Name | Mr. Umesh Kumar | 4. Ministry | Supd. |
| 3. PAN | ACDPK1234F | 5. Office | Ministry of Home Affairs |
| 6. Department | Department of Home | 8. Section | |
| 7. Division | | Emp. Code / IRLA / Force No. | |
| 9. Date of Birth | 16/10/1956 | 10. Date of Appointment | 01/07/1977 |
| 11. Gender* | Male | 12. Date of Superannuation | 31/10/2016 |
| 13. Date of Retirement | 31/10/2016 | 14(i). Father's/Husband's Name* | shivaji |
| 14(ii) Mother's Name | | 16. Email | |
| 15. Aadhaar Number | | 18. Mobile Number* | 9869546340 |
| 17. Alternate Email | | 20. Do you have family* | Yes |
| 19. Height* (in cm.) | 156 | Blood Group* | O- |

Form for sending request for Correction in Form to HOO

HOO E-Mail abc@gmail.com, admin1@nic.in, Role.hoo1@nic.in, Role.hoo2@nic.in, Role.hoo3@nic.in

Subject*

Email Message* Regards,
Mr. Umesh Kumar
9869546340

Send

Important Note: You can send the correction request for details like Date of Birth, Date of Appointment, Date of Retirement, Date of Superannuation etc.

- A pop up window will appear. Write the Subject and correction details and click on 'Send' button.

Fill Personal Details

PERSONAL DETAILS

Send Correction to HOD for pre-filled information

| | | | |
|-------------------------------------|--------------------|---|--------------------------|
| 1. Name | Mr. Umesh Kumar | 2. Designation at time of Retirement* | Supdt. |
| 3. PAN | ACDPK1234F | 4. Ministry | Ministry of Home Affairs |
| 5. Department | Department of Home | 6. Office | |
| 7. Division | | 8. Section | |
| | | Emp. Code / IRLA / Force No. | |
| 9. Date of Birth | 18/10/1956 | 10. Date of Appointment | 01/07/1977 |
| 11. Gender* | Male | 12. Date of Superannuation | 31/10/2016 |
| 13. Date of Retirement | 31/10/2016 | 14(i). Father's/H | shivoji |
| 14(ii) Mother's Name | | 16. Email | |
| 15. Aadhaar Number | | 18. Mobile Num | 9869546340 |
| 17. Alternate Email | | 20. Do you have family* | Yes |
| 19. Height* (in cm.) | 156 | Blood Group* | O- |
| 21. Present Address* | Delhi | 22. Address After Retirement* | Delhi |
| Country* | INDIA | Country* | INDIA |
| State* | DELHI | State* | DELHI |
| District* | CentralDelhi | District* | CentralDelhi |
| City* | new delhi | City* | new delhi |
| Pin code | 110003 | Pin code | 110003 |
| 23. Personal Identification Marks:* | | 24. Indicate whether the family pension is admissible from any other source | No |
| 1- male | | 2- | |

Select Yes if you have a family


Please fill personal identification marks


Check if present and after retirement address is same

| | | | |
|--|--------------|---|--------------|
| 21. Present Address* | Delhi | 22. Address After Retirement* | Delhi |
| Country* | INDIA | Country* | INDIA |
| State* | DELHI | State* | DELHI |
| District* | CentralDelhi | District* | CentralDelhi |
| City* | new delhi | City* | new delhi |
| Pin code | 110003 | Pin code | 110003 |
| 23. Personal Identification Marks:* | | 24. Indicate whether the family pension is admissible from any other source | No |
| 1- male | | 2- | |
| 25. Upload scanned image of photograph: | | 26. Upload scanned image of signature: | |
| 27. Upload scanned image of joint photographs: | | | |

No file chosen
 No file chosen
 No file chosen

Remove

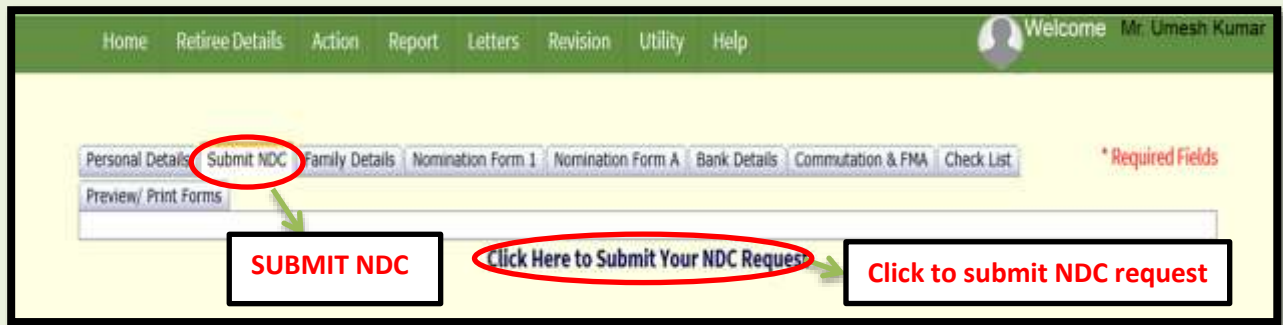




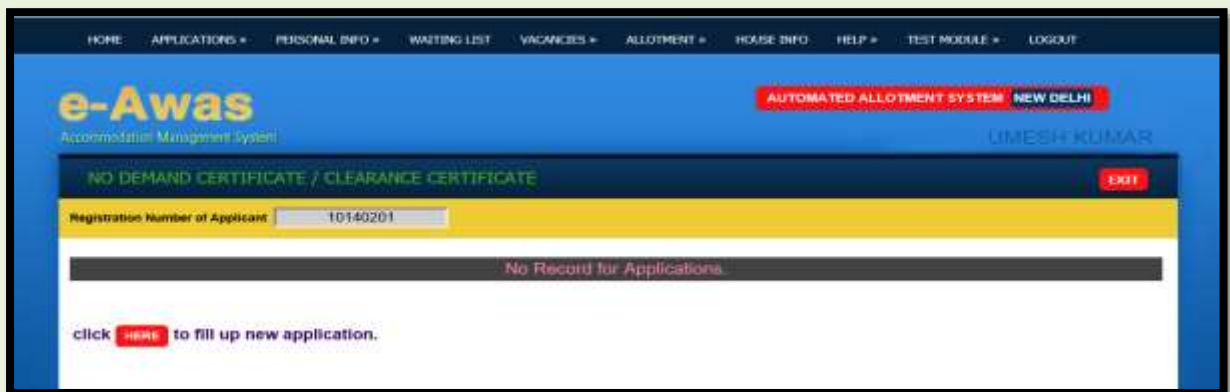
Upload Single Photograph, Joint Photograph & Signature

Fill all the mandatory details and click update to save

NDC REQUEST



- If accommodation has been allotted to retiree/pensioner by Directorate of Estates (DoE) at any point of time during his/her service, he/she needs to submit the NDC request at e-awas site.
- However, retiree can find the link to e-awas site under 'Submit NDC' tab in Bhavishya login.
- After selecting 'Submit NDC' tab click on 'Click here to Submit Your NDC Request', you will be directed to your e-awas login.



Note: After clicking the link Retiree will be directed to e-awas-login only if his/her Allottee Allotment number (AAN) is fed in Bhavishya by concerned office Drawing and Disbursing Officer (DDO).

'Submit NDC tab/ link' will be available only in those retiree logins to whom accommodation is/was allotted by Directorate of Estates (DoE).

COMMUTATION & FIXED MEDICAL ALLOWANCE (FMA) DETAILS

COMMUTATION

- Retiree can commute for a lump sum payment of an amount not exceeding 40 percent of his/her pension.
- If retiree does not want to commute, then write '0 (zero)' in the space provided.

FIXED MEDICAL ALLOWANCE (FMA)

The screenshot shows the 'COMMUTATION & FMA' section of a web portal. The navigation bar includes 'Home', 'Submit NDC Request', 'Information to be filled by Retiree', 'Preview/ Print Forms', 'Download Forms', and 'Notification'. The user is identified as 'Mr. Umesh Kumar'. The main menu has 'Personal Details', 'Submit NDC', 'Commutation & FMA', 'Family Details', 'Nomination Form 1', 'Nomination Form A', 'Bank Details', 'Check List', and 'Preview/ Print Forms'. The 'Commutation & FMA' tab is selected and circled in red. Below the title 'COMMUTATION & FIXED MEDICAL ALLOWANCE DETAILS', there is a form with the following fields: 'Percentage of superannuation pension desired to be commuted (upto 40%)*' with a text input containing '40'; 'Whether your residence address after retirement is as an' with two radio button options: 'CGHS covered area' (which is selected and circled in red) and 'Non-CGHS area'; and an 'Update' button. A callout box with a red border and text says: 'If residence address after retirement comes under CGHS covered area, select 'CGHS covered area' as option'. A link 'List of CGHS Covered Cities' is visible on the right side of the form. A note at the bottom states: 'Note: Pension forms will be generated automatically on filling the above information.'

- If residential address of employee after retirement comes under **Central Government Health Scheme (CGHS) covered area**, he/she needs to select 'CGHS covered area' as option.
- To know if your area/city come under the CGHS covered area, click on link '**List of CGHS Covered Cities**'.

This screenshot is similar to the one above, showing the 'COMMUTATION & FMA' form. The 'CGHS covered area' radio button is selected. A callout box with a red border and text says: 'List of CGHS covered cities'. A green arrow points from this callout box to the 'List of CGHS Covered Cities' link, which is circled in red. The rest of the form and navigation elements are identical to the previous screenshot.

- If residential address of employee after retirement does not come under the CGHS covered area, select 'Non-CGHS area' as option.
- As soon as 'Non-CGHS area' is selected 'Fixed allowance options' are displayed. Select any one option whichever is applicable.

Personal Details **Commutation & FMA** Family Details Nomination Form 1 Nomination Form A Bank Details Check List Preview/ Print Forms * Required Fields

COMMUTATION & FIXED MEDICAL ALLOWANCE DETAILS

Percentage of superannuation pension desired to be commuted (upto 40%)*
* Note: enter 0% for no commutation

Whether your residence address after retirement is as an * CGHS covered area Non-CGHS area [List of CGHS Covered Cities](#)

Fixed Medical Allowance Options*

- Avail of Medical facilities under CGHS (or other similar Health Scheme of their respective Ministry/Department) for both IPD and OPD
- Avail Fixed Medical allowance of Rs.500/-p.m. for OPD without IPD facility.
- Avail CGHS pensioners card for IPD treatment only and draw Rs.500/-p.m. as Fixed Medical Allowance for OPD treatment.
- Avail Medical facilities available to spouse/family members who is an employee/ pensioner of Government/PSU/Autonomous Body
- Avail Medical facility of previous Organisation

Save as Draft

Note: Pension forms will be generated automatically on filling the above information.

FAMILY DETAILS

FAMILY DETAILS (FORM 3)

Family Details **Definition of Family**

Name of Family Member: First Name*, Middle Name, Surname

Date of Birth* Relation with Govt. Servant* Marital Status*

Remarks (If any) Suffering from Disability* No

Family member photograph: Browse... No file selected.

Aadhaar No. Address Country

State District

City Pin code

Add Family Member Cancel

FAMILY MEMBER DETAILS

Note: Pension forms will be generated automatically on filling the above information.

- Fill family details according to the 'Definition of Family'.
- Click on 'Definition of Family' link to check which all relations can be filled in 'Relation with Govt. Servant'.

| X | | | |
|---|-----------------|----------------|--------|
| Family Details for the purpose of Form 3 | Wife | Husband | Son |
| | Daughter | Father | Mother |
| | Disable Brother | Disable Sister | |

Personal Details | Submit NDC | Commutation & FMA | **Family Details** | Nomination Form 1 | Nomination Form A | Bank Details | Check List | Preview | Print Forms

FAMILY DETAILS (FORM 3)

Definition of family

Name of Family Member: First Name* -Select Title - Middle Name Surname

Date of Birth* Relation with Govt. Servant* ---Select Relation--- Marital Status* ---Select---

Remarks(if any) Suffering from Disability* No

Family member photograph: Browse... No file selected.

Aadhaar No.

Address: Delhi Country: INDIA

State: DELHI District: CentralDelhi

City: new delhi Pin code: 110003

Add Family Member Cancel

FAMILY MEMBER DETAILS

No Family Member Added

Note: Pension forms will be generated automatically on filling the above information.

- Fill all the details Name of Family member, Date of Birth, Relation with Govt. Servant (according to definition of family), Marital Status, Suffering from Disability, address etc.
- After filling all the details of family member, click on 'Add Family Member'.
- Similarly add all the family members.

Personal Details | Submit NDC | Commutation & FMA | **Family Details** | Nomination Form 1 | Nomination Form A | Bank Details | Check List | Preview | Print Forms

FAMILY DETAILS (FORM 3)

Definition of family

Name of Family Member: First Name* -Select Title - Middle Name Surname

Date of Birth* Relation with Govt. Servant* ---Select Relation--- Marital Status* ---Select---

Remarks(if any) Suffering from Disability* No

Family member photograph: Browse... No file selected.

Aadhaar No.

Address: Delhi Country: INDIA

State: DELHI District: CentralDelhi

City: new delhi Pin code: 110003

Add Family Member Cancel

FAMILY MEMBER DETAILS

Member Added Successfully.

| S.No. | Name of the member of family | Date of birth | Relationship with the officer | Marital status | Remarks | Certificate | edit |
|-------|------------------------------|---------------|-------------------------------|----------------|---------|-------------|------|
| 1 | Ms. Rami | 03/02/1960 | Wife | Married | | | |
| 2 | Ms. Sunita | 11/08/1986 | Daughter | Married | | | |
| 3 | Ms. Pooja | 01/02/1995 | Daughter | Unmarried | | | |
| 4 | Mr. Sohail Kumar | 01/12/1989 | Son | Unmarried | | | |
| 5 | Mr. Mohan | 20/09/2016 | Son | Unmarried | | | |

Note: Pension forms will be generated automatically on filling the above information.

- If 'Suffering from Disability' is selected as 'Yes' then fill Type of Disability, Nature of Disability and attach certificate (not mandatory).

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form I | Nomination Form A | Bank Details | Check List | Preview/Print Forms

FAMILY DETAILS (FORM 3) Definition of family

Member Added Successfully...

Name of Family Member: First Name* Ms. Sunita, Middle Name, Surname

Date of Birth* 11/08/1986, Relation with Govt. Servant* Daughter, Marital Status* Married

Remarks (If any)

Suffering from Disability* Yes

Type of Disability* **Select**, Nature of Disability* **Permanent**, Attach Certificate **Browse...** No file selected.

Family member photograph: Browse... No file selected.

Aadhaar No., Address: Delhi, State: DELHI, City: new delhi, Country: INDIA, District: Delhi, Pin code

Add Family Member **Cancel**

Attach Disability Certificate

FAMILY MEMBER DETAILS

| S.No. | Name of the member of family | Date of birth | Relationship with the officer | Marital status | Remarks | View Certificate | Edit |
|-------|------------------------------|---------------|-------------------------------|----------------|---------|------------------|------|
| 1 | Ms. Rani | 03/02/1960 | Wife | Married | | | |

Note: Pension forms will be generated automatically on filling the above information.

NOMINATION FORM 1

- Nomination Form 1 is a common nomination for Gratuity, CGEGIS and GPF.
- Fill Nomination form 1 according to the ‘Definition of Family’
- Click on ‘Definition of Family’ link to check which all relations can be nominated for ‘Nomination Form 1’.

| Family Details for the purpose of Form 1 (Gratuity) | | | |
|---|-----------------------------|------------------------------|--|
| Wife | Husband | Son | |
| StepSon | Daughter | StepDaughter(Unmarried) | |
| StepDaughter(Widow) | Son of pre-deceased Son | Daughter of pre-deceased Son | |
| Father | Mother | Brother | |
| StepBrother | Sister(Unmarried) | Sister(Widow) | |
| StepSister(Unmarried) | StepSister(Widow) | | |
| Family Details for the purpose of Form 1 (CGEGIS) | | | |
| Wife | Husband | Son | |
| Daughter | Son of pre-deceased Son | Daughter of pre-deceased Son | |
| Father | Mother | Brother | |
| Sister(Unmarried) | Deceased Son's Widow(Widow) | Paternal Grand Father | |
| Paternal Grand Mother | | | |
| Family Details for the purpose of Form 1 (GPF) | | | |
| Wife | Husband | Son | |
| Daughter | Son of pre-deceased Son | Daughter of pre-deceased Son | |
| Father | Mother | Brother | |
| Sister(Unmarried) | Deceased Son's Widow(Widow) | Paternal Grand Father | |
| Paternal Grand Mother | | | |

Note: ‘Definition of Family’ in Family details and Nomination Form 1 are different, therefore **it is suggested to check ‘Definition of Family’ before filling the forms.**

How to Add Nominee and Alternate Nominee details?

If only one nominee and alternate nominee is to be added

STEP-1

The screenshot shows the 'COMMON NOMINATION FORM FOR GRATUITY (CGEGIS, GPF(FORM 1))'. A dropdown menu for 'Select Nominee' is open, displaying a list of names: Ms. Rani, Ms. Pooja, Ms. Sunita, Mr. Sahal Kumar, and OTHER. A red box highlights the dropdown menu, and a red arrow points to the 'OTHER' option. Another red box highlights the text 'Select the name of the nominee from dropdown'.

- The names of family members which are added in Family details appear in 'Select Nominee' dropdown.
- Select the name of the nominee
- If you want to nominate person other than your family members click on 'OTHER'.

The screenshot shows the same nomination form. The 'Select Nominee' dropdown menu is open, and the 'OTHER' option is highlighted with a red box. A red arrow points to the 'OTHER' option, and a red box highlights the text 'Select 'Other' if you want to nominate person other than your family member'.

The screenshot shows the 'Add/Update Nominee Details' form. The form includes fields for First Name, Date of Birth, Address, District, Remarks, Middle Name, Relationship with Govt. Servant, Country, City, Pin Code, Surname, Marital Status, and State. A red box highlights the 'Submit' button at the bottom of the form.

- Select 'Relationship with Government Servant' according to the 'Definition of Family' given in Nomination Form 1.

STEP-2

Personal Details | Submit NDC | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/ Print Forms

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF (FORM 1)

Nominee Details
Select Nominee: Ms. Rani
View/Edit Address: B 26, Delhi, East Delhi, DELHI, 110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------|-----------------------------|---|--------|
| | Select | | | Add |

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

- Then select Nomination for i.e All (Gratuity, CGEGIS, GPF), Gratuity, CGEGIS and GPF.

STEP-3

Personal Details | Submit NDC | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/ Print Forms

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF (FORM 1)

Nominee Details
Select Nominee: Ms. Rani
View/Edit Address: B 26, Delhi, East Delhi, DELHI, 110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|-----------------------------|-----------------------------|---|--------|
| | All (Gratuity, CGEGIS, GPF) | 100 | Insanity | Add |

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

- Write the percentage share to be paid (in case of single nominee percentage share to be paid will be 100) and contingencies on happening of which nomination shall become invalid such as insanity, death etc.

STEP-4

Personal Details | Submit NDC | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/ Print Forms

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1)

Select Nominee: Ms. Rani

View/Edit Address: B 26, Delhi, EastDelhi, DELHI, 110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------------------|-----------------------------|---|--------|
| | All(Gratuity, CGEGIS, GPF) | 100 | insanity | Add |

Nomination Details
No Records Found

Note: Pension forms will be generated automatically on filling the above information.

- Click on View/Edit Address to change, verify or fill nominee address.

Add/Update Nominee Address

Address* B 26 Country* INDIA State* DELHI
District* EastDelhi City* Delhi Pin Code 110091

Submit

Click on Submit after filling the address details

STEP-5

Personal Details | Submit NDC | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/ Print Forms

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1)

Select Nominee: Ms. Rani

View/Edit Address: B 26, Delhi, EastDelhi, DELHI, 110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------------------|-----------------------------|---|--------|
| | All(Gratuity, CGEGIS, GPF) | 100 | insanity | Add |

Nomination Details
No Records Found

Note: Pension forms will be generated automatically on filling the above information.

- After filling all the details of nominee click on 'Add' button.

Personal Details | Submit NDC | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/Print Forms * Required Fields

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1) Definition of family

Nominee Details View/Edit Address
 Select Nominee: Ms. Rani B 26,Delhi,EastDelhi,

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|------------------|-----------------------------|---|--|
| 1 | Gratuity | 100 | insanity | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| 2 | CGEGIS | 100 | insanity | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| 3 | GPF | 100 | insanity | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | -----Select----- | | | Add <input type="checkbox"/> |

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

Edit button

Delete button

STEP-6

ADDING ALTERNATE NOMINEE

Personal Details | Submit NDC | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/Print Forms * Required Fields

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1) Definition of family

Nominee Details View/Edit Address
 Select Nominee: Ms. Rani B 26,Delhi,EastDelhi,DELHI,110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|------------------|-----------------------------|---|--|
| 1 | Gratuity | 100 | insanity | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| 2 | CGEGIS | 100 | insanity | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| 3 | GPF | 100 | insanity | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | -----Select----- | | | Add <input type="checkbox"/> |

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

Add Alternate Nominee

- Click on 'Add Alternate Nominee' to add an alternate nominee against main nominee.

Personal Details | Submit NDC | Commutation & PMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/ Print Forms

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1)

Nominee Details
Select Nominee: Ms. Rani

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------|-----------------------------|---|---|
| 1 | Gratuity | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 2 | CGEGIS | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 3 | GPF | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| Add | | | | |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | Percentage share to be paid | Address | Action |
|------------------------|-------------------------|-----------------------------|-------------------|---|
| Ms. Pooja | All(Gratuity, CGEGIS, C | 100 | View/Edit Address | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| Add | | | | |

Cancel

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

- Add the name of alternate nominee from the drop down or according to the 'Definition of Family'.
- Then select Nomination for i.e All (Gratuity, CGEGIS, GPF), Gratuity, CGEGIS and GPF.
- Write the percentage share to be paid.
- Click on View/Edit Address to change, update/change nominee address as in **STEP-4**.
- Click on Add button to add the alternate nominee.

STEP-7

Personal Details | Submit NDC | Commutation & PMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview/ Print Forms

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1)

Nominee Details
Select Nominee: Ms. Rani

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------|-----------------------------|---|---|
| 1 | Gratuity | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 2 | CGEGIS | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 3 | GPF | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| Add | | | | |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | Percentage share to be paid | Address | Action |
|------------------------|----------------|-----------------------------|-------------------|---|
| Ms. Pooja | Gratuity | 100 | View/Edit Address | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| | CGEGIS | 100 | View/Edit Address | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| | GPF | 100 | View/Edit Address | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| Add | | | | |

Cancel

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

If only one nominee and multiple alternate nominees are to be added

- Repeat **STEP 1** to **STEP-5** to add main nominee

ADDING MULTIPLE ALTERNATE NOMINEE

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1)

Nominee Details
 Select Nominee: Ms. Rani
 View/Edit Address: B 26,Delhi,EastDelhi,DELHI,110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------|-----------------------------|---|---|
| 1 | Gratuity | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 2 | CGEGIS | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 3 | GPF | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| Add | | | | |

Add Alternate Nominee (highlighted)

Save Nomination | Cancel

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

Case 1: By dividing the percentage share to be paid

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1)

Nominee Details
 Select Nominee: Ms. Rani
 View/Edit Address: B 26,Delhi,EastDelhi,DELHI,110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------|-----------------------------|---|---|
| 1 | Gratuity | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 2 | CGEGIS | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 3 | GPF | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| Add | | | | |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | Percentage share to be paid | Address | Action |
|------------------------|---------------------------|-----------------------------|-------------------|---|
| Ms. Pooja | All/Gratuity, CGEGIS, GPF | 50 | View/Edit Address | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |

Add first Alternate Nominee (highlighted)

Percentage share to be paid (highlighted)

ADD (highlighted)

Cancel

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

- For adding multiple alternate nominees against one main nominee, percentage share to be paid should be divided (For e.g. If main nominee is paid 100 % for All Gratuity, CGEGIS and GPF and you want to add 2 alternate nominees for that nominee then you need to divide the percentage like 50-50, 40-60 etc. as per your wish).

Personal Details | Submit NDC | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview | Print Forms * Required Fields

Definition of family

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF (FORM 1) ?

Fill the details of second alternate nominee with same procedure as first alternate nominee

Add after filling all the details of second alternate nominee

Nominee Details

Select Nominee: Ms. Rani B 26, Delhi, East Delhi, DELHI, 110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------|-----------------------------|---|--|
| 1 | Gratuity | 100 | insanity | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 2 | CGEGIS | 100 | insanity | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 3 | GPF | 100 | insanity | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Add | | | | |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | Percentage share to be paid | Address | Action |
|------------------------|--------------------------|-----------------------------|-------------------|--|
| Ms. Pooja | Gratuity CGEGIS | 50 50 | View/Edit Address | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Ms. Sunita | All (Gratuity, CGEGIS, C | 50 | View/Edit Address | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Add | | | | |

Save Nomination

Save nomination

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & FMA | Family Details | **Nomination Form 1** | Nomination Form A | Bank Details | Check List | Preview | Print Forms * Required Fields

Definition of family

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF (FORM 1) ?

NOMINEE ADDED SUCCESSFULLY.

Nominee Details

Select Nominee: -----Select-----

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|------------------|------------------|-----------------------------|---|--------|
| -----Select----- | -----Select----- | | | Add |

Nomination Details

| S.No. | Nominee Name | Nomination For | %age share to be paid | Alternate Nominee (if any) | Contingencies on happening of which nomination shall become invalid | Edit/Delete |
|-------|--------------|----------------|-----------------------|--------------------------------------|---|--|
| 1 | Ms. Rani | Gratuity | 100 | Ms. Pooja --- 50% Ms. Sunita --- 50% | insanity | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| | | CGEGIS | 100 | Ms. Pooja --- 50% Ms. Sunita --- 50% | insanity | |
| | | GPF | 100 | Ms. Pooja --- 50% Ms. Sunita --- 50% | insanity | |

Note: Pension forms will be generated automatically on filling the above information.

Case 2: By separately making alternate nomination for Gratuity, CGEGIS & GPF

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1)

Nominee Details
Select Nominee: Ms. Rani
View/Edit Address: B 26,Delhi,EastDelhi,DELHI,110091

| S.No. | Nomination For | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|----------------|-----------------------------|---|--|
| 1 | Gratuity | 100 | insanity | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 2 | CGEGIS | 100 | insanity | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 3 | GPF | 100 | insanity | <input type="checkbox"/> <input checked="" type="checkbox"/> |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | Percentage share to be paid | Address | Action |
|------------------------|----------------|-----------------------------|-------------------|--|
| Ms. Pooja | Gratuity | 100 | View/Edit Address | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Ms. Sunita | CGEGIS | 100 | View/Edit Address | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Ms. Sunita | GPF | 100 | View/Edit Address | <input type="checkbox"/> <input checked="" type="checkbox"/> |

Buttons: Save Nomination, Cancel

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

- (For e.g.in the above image Ms Pooja has been nominated for Gratuity and CGEGIS and Ms. Sunita has been nominated for GPF.)
- Similarly, more alternate nominees can be added.
- It is not mandatory to add alternate nominee.

Note: Multiple main nominees can also be added similarly as alternate nominees can be added.

If minor is added as a nominee

COMMON NOMINATION FORM FOR GRATUITY, CGEGIS, GPF(FORM 1)

Nominee Details
Select Nominee: Select

| S.No. | Nominee Name | Percentage share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|--------------|-----------------------------|---|--------|
| | Select | | | Add |

Dropdown menu options: Ms. Rani, Ms. Sunita, Ms. Pooja, Mr. Sohel Kumar, Mr. Akash, OTHER

Red box text: Select the name of the minor nominee from dropdown

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

- If nominee selected is a minor then a new pop-up appears.

The screenshot shows a web form titled "Add/Update Nominee Details" with a close button in the top right corner. The form contains several fields: "First Name*" (Mr., Akash), "Date of Birth*" (20/09/2016), "Address*" (Delhi), "District*" (CentralDelhi), "City*" (new delhi), "Country*" (INDIA), "Pin Code" (110003), "Middle Name", "Relationship with Govt. Servant*" (Son), "Surname", "Marital Status*" (Unmarried), and "State*" (DELHI). There is also a "Remarks (If any)" field. Below these are three fields for guardian information: "Guardian Name*", "Guardian Address*", and "Guardian Date of Birth*", each with a calendar icon. A red callout box with a black border points to these three fields and contains the text: "Mention Guardian's Name, address & Date of birth". An orange "Submit" button is located below the guardian fields. At the bottom of the form, there is a section labeled "OTHER MEMBER DETAILS".

- After filling the Guardian details click on Submit.
- All the process of adding the nominee remains same,

NOMINATION FORM A

Home | Submit NDC Request | Information to be filled by Retiree | Preview/ Print Forms | Download Forms | Notification | Welcome: Mr. Umesh Kumar

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form A | Nomination Form A | Bank Details | Check List | Preview/ Print Forms | * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A)

Nominee Details
Select Nominee: -----Select-----

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|------------------|-----------------------|---|--------|
| | -----Select----- | | | Add |

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

- ‘Nomination Form A’ is a common nomination for arrears of pension and commutation of pension.
- ‘Nomination Form A’ does not have ‘Definition of Family’ i.e. any person or institution/organisation can be nominated.

How to Add Nominee and Alternate Nominee details?

- Procedure of adding main nominees and alternate nominees are same as ‘Nomination Form 1’.
- However, **only one alternate nominee can be added against one main nominee.**
- Multiple main nominees can be added by dividing the percentage share to be paid.
- Nomination for commutation should be made only if retiree has applied for commutation.

How to fill Nomination form A in images

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Fill percentage share to be paid

Select the name of the Nominee

Nominee Details
 Select Nominee: Ms. Pooja

| S.No. | Nominee | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|-----------------|-----------------------|---|--------|
| | Ms. Rani | | | Add |
| | Ms. Pooja | | | Add |
| | Ms. Sunita | | | Add |
| | Mr. Sohel Kumar | | | Add |
| | OTHER | | | Add |

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Select Nomination For. If retiree does not commute then he/she should fill nomination only for arrears of pension

Nominee Details
 Select Nominee: Ms. Pooja

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|--|-----------------------|---|--------|
| | All(Commutated Value of Pension, Arrears of Pension) | | | Add |
| | Commutated Value of Pension | | | Add |
| | Arrears of Pension | | | Add |

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Nominee Details
 Select Nominee: Ms. Pooja

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|------------------------------------|-----------------------|---|--------|
| | All/Commutated Value of Pension, A | 100 | | Add |

Nomination Details
No Records Found.....

Note: Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & PMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Write the Contingencies on happening of which nomination shall become invalid

Nominee Details: Select Nominee Ms. Pooja View/Edit Address d 25,chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|------------------------------------|-----------------------|---|--------|
| | All(Commutated Value of Pension, A | 100 | insanity) | Add |

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & PMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Click on View/Edit Address to fill, change the address

Nominee Details: Select Nominee Ms. Pooja View/Edit Address d 25,chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|------------------------------------|-----------------------|---|--------|
| | All(Commutated Value of Pension, A | 100 | insanity) | Add |

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

Add/Update Nominee Address

Address* d 25 Country* INDIA State* ASSAM
District* Chirang City* chirang Pin Code 230089

Submit

Add the address details and click on Submit

Personal Details | Submit NDC | Commutation & PMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Click on Add button

Nominee Details: Select Nominee Ms. Pooja View/Edit Address d 25,chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|------------------------------------|-----------------------|---|--------|
| | All(Commutated Value of Pension, A | 100 | insanity) | Add |

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & FNA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Nominee Details
 Select Nominee: Ms. Pooja View/Edit Address: d 25,chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|-----------------------------|-----------------------|---|---|
| 1 | Commutated Value of Pension | 100 | insanity | <input type="checkbox"/> <input type="checkbox"/> |
| 2 | Arrears of Pension | 100 | insanity | <input type="checkbox"/> <input type="checkbox"/> |
| | Select | | | Add |

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

Add alternate nominee name

Click on Add alternate nominee if you want to add alternate nominee against the main nominee

Personal Details | Submit NDC | Commutation & FNA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Nominee Details
 Select Nominee: Ms. Pooja View/Edit Address: d 25,chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|-----------------------------|-----------------------|---|---|
| 1 | Commutated Value of Pension | 100 | insanity | <input type="checkbox"/> <input type="checkbox"/> |
| 2 | Arrears of Pension | 100 | insanity | <input type="checkbox"/> <input type="checkbox"/> |
| | Select | | | Add |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | %age share to be paid | Address | Action |
|------------------------|----------------|-----------------------|-------------------|--------|
| Select | Select | | View/Edit Address | Add |
| Select | | | | |
| Ms. Rani | | | | |
| Ms. Sunita | | | | |
| Mr. Sohel Kumar | | | | |
| OTHER | | | | |

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & FNA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Nominee Details
 Select Nominee: Ms. Pooja View/Edit Address: d 25,chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|-----------------------------|-----------------------|---|---|
| 1 | Commutated Value of Pension | 100 | insanity | <input type="checkbox"/> <input type="checkbox"/> |
| 2 | Arrears of Pension | 100 | insanity | <input type="checkbox"/> <input type="checkbox"/> |
| | Select | | | Add |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | %age share to be paid | Address | Action |
|------------------------|--|-----------------------|-------------------|--------|
| Ms. Rani | Select | | View/Edit Address | Add |
| | Select | | | |
| | All(Commutated Value of Pension, Arrears of Pension) | | | |
| | Commutated Value of Pension | | | |
| | Arrears of Pension | | | |

Select Nomination For

Note:Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

% share to be paid field is disabled and will be filled automatically after adding the nominee

Nominee Details
 Select Nominee: Ms. Pooja View/Edit Address: d 25,chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|---------------------------|-----------------------|---|---|
| 1 | Commuted Value of Pension | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 2 | Arrears of Pension | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| | -----Select----- | | | Add |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | %age share to be paid | Address | Action |
|------------------------|-----------------------|-----------------------|-------------------|--------|
| Ms. Rani | All(Commuted Value of | | View/Edit Address | Add |

Nomination Details
 No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

- Main nominee and alternate nominee are filled in 1:1 ratio. Percentage share to be paid cannot be divided.

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Click on View/Edit Address to ADD/UPDATE address

Nominee Details
 Select Nominee: Ms. Pooja View/Edit Address: d 25,chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|---------------------------|-----------------------|---|---|
| 1 | Commuted Value of Pension | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| 2 | Arrears of Pension | 100 | insanity | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| | -----Select----- | | | Add |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | %age share to be paid | Address | Action |
|------------------------|-----------------------|-----------------------|-------------------|--------|
| Ms. Rani | All(Commuted Value of | | View/Edit Address | Add |

Nomination Details
 No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

ADD/UPDATE ALTERNATE NOMINEE ADDRESS

| | | |
|------------------------|-------------------|--------------------|
| Address* B 26 | Country* INDIA | State* DELHI |
| District* EastDelhi | City* Delhi | Pin Code 110091 |

Click on Submit after filling the address

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Click on ADD button after filling all the details

Nominee Details
 Select Nominee: Ms. Pooja View/Edit Address
d 25,Chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|---------------------------|-----------------------|---|--------|
| 1 | Commuted Value of Pension | 100 | insanity | ✎ ✕ |
| 2 | Arrears of Pension | 100 | insanity | ✎ ✕ |
| | -----Select----- | | | Add |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | %age share to be paid | Address | Action |
|------------------------|-----------------------|-----------------------|-------------------|--------|
| Ms. Rani | All(Commuted Value of | | View/Edit Address | Add |

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | Nomination Form A | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

Nominee Details
 Select Nominee: Ms. Pooja View/Edit Address
d 25,Chirang,Chirang,ASSAM,230089

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|---------------------------|-----------------------|---|--------|
| 1 | Commuted Value of Pension | 100 | insanity | ✎ ✕ |
| 2 | Arrears of Pension | 100 | insanity | ✎ ✕ |
| | -----Select----- | | | Add |

Alternate Nominee for above Nomination

| Alternate Nominee Name | Nomination For | %age share to be paid | Address | Action |
|------------------------|---------------------------|-----------------------|-------------------|--------|
| Ms. Rani | Commuted Value of Pension | 100 | View/Edit Address | ✎ ✕ |
| | Arrears of Pension | 100 | View/Edit Address | ✎ ✕ |
| | -----Select----- | | View/Edit Address | Add |

Save Nomination after filling all the details

Remove button

Nomination Details
No Records Found.....

Note:Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | **Nomination Form A** | Bank Details | Check List | Preview/ Print Forms * Required Fields

COMMON NOMINATION FORM FOR ARREARS OF PENSION AND COMMUTATION OF PENSION(FORM A) ?

'Nomination Form A' after final save. However, still it can be edited or updated till forms are send to HOO

Nominee Details
 Select Nominee: -----Select-----

| S.No. | Nomination For | %age share to be paid | Contingencies on happening of which nomination shall become invalid | Action |
|-------|------------------|-----------------------|---|--------|
| | -----Select----- | | | Add |

Nomination Details

| S.No. | Nominee Name | Nomination For | %age share to be paid | Alternate Nominee (if any) | Contingencies on happening of which nomination shall become invalid | Edit/Delete |
|-------|--------------|---------------------------|-----------------------|----------------------------|---|-------------|
| 1 | Ms. Pooja | Commuted Value of Pension | 100 | Ms. Rani | INSANITY | ✎ ✕ |
| | | Arrears of Pension | 100 | Ms. Rani | INSANITY | |

Note:Pension forms will be generated automatically on filling the above information.

BANK DETAILS

The screenshot shows a web form titled "BANK DETAILS" with a navigation bar at the top containing links: Personal Details, Submit NDC, Commutation & PMA, Family Details, Nomination Form I, Nomination Form A, Bank Details (circled in red), Check List, and Preview/ Print Forms. The form is divided into two main sections: "A. DETAIL OF ACCOUNT HOLDER :-" and "B. BANK ACCOUNT DETAILS".

Section A: DETAIL OF ACCOUNT HOLDER :-

| | | | | | |
|------------------------|---|-------|--|---------------|------------|
| Name of Account Holder | Mr. Umesh Kumar | Email | | Mobile Number | 9869546340 |
| Contact Address | Delhi, new delhi , CentralDelhi, DELHI 110003 | | | Telephone No. | |

Section B: BANK ACCOUNT DETAILS

| | | | | | |
|---------------------------------------|---|------|-----------------------|--|--|
| BSR Code* | 0000125 | Help | Branch Name* | STATE BANK OF INDIA | |
| Branch Name with Location | STATE BANK OF INDIA, PROTHI MARAL MARG LUCKNOW MAIN BRANCH LUCKNOW LUCKNOW UTTAR PRADESH 226001 | | | | |
| Branch IFSC Code * | SBIN0000125 | | | | |
| Complete Bank Account Number(Latest)* | 125400098767 | | Type of Bank Account* | Joint account, either or survivor, with the sj | |

Spouse Information:

| Name of the Spouse | Spouse Identification Mark | Spouse Signature |
|--------------------|----------------------------|-----------------------------|
| Ms. Rani | * mole on left hand thumb | * Browse... No file selecte |

Buttons: Update

Note: Pension forms will be generated automatically on filling the above information.

Annotations: A red box labeled "Fill BSR code" points to the BSR Code field. A red box labeled "Bank Details" points to the "Bank Details" link in the navigation bar.

- Details of the bank account such as BSR code, IFSC Code, Account No. should be filled for the disbursement of pension and retirement benefits.
- If you don't know BSR code then contact concerned bank or click on 'Help'.

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form A | Nomination Form B | **Bank Details** | Check List | Preview/ Print Forms

Click on 'Help' button if you don't know BSR

A. DETAIL OF ACCOUNT HOLDER :-

| | | | | | |
|------------------------|---|-------|--|---------------|------------|
| Name of Account Holder | Mr. Umesh Kumar | Email | | Mobile Number | 9869546340 |
| Contact Address | Delhi, new delhi , CentralDelhi, DELHI 110007 | | | Telephone No. | |

B. BANK ACCOUNT DETAILS :-

| | | | | | |
|---------------------------------------|---|-----------------------|--|---------------------|--|
| BSR Code* | 0000125 | Help | Branch Name* | STATE BANK OF INDIA | |
| Branch Name with Location* | STATE BANK OF INDIA ,MOTI MAHAL MARG LUCKNOW MAIN BRANCH LUCKNOW LUCKNOW UTTAR PRADESH 226001 | | | | |
| Branch IFSC Code * | SBIN0000125 | | | | |
| Complete Bank Account Number(Latest)* | 125400098767 | Type of Bank Account* | Joint account, either or survivor, with the sp | | |

*Note:Spouse Signature Size should not exceed 10 KB! Only .JPG, PNG, GIF file is allowed

| | | |
|--------------------|----------------------------|---------------------------|
| Name of the Spouse | Spouse Identification Mark | Spouse Signature |
| Ms. Rani | *mole on left hand thumb | Browse... No file selecte |

Update

Note:Pension forms will be generated automatically on filling the above information.

Help:Get BSR Code

Bank-Name.* ---Select---

- Select---
- PUNJAB & SINDH BANK
- STATE BANK OF INDIA
- UNION BANK OF INDIA**
- STATE BANK OF HYDERABAD
- INDIAN OVERSEAS BANK
- VIJAYA BANK
- PUNJAB NATIONAL BANK
- STATE BANK OF MYSORE
- IDBI BANK
- ANDHRA BANK
- BANK OF MAHARASHTRA
- ALLAHABAD BANK
- CANARA BANK
- CORPORATION BANK
- BANK OF INDIA
- HDFC BANK
- INDIAN EMBASSY
- STATE BANK OF PATIALA
- ICICI BANK

City/Area.*

Select Bank Name

Help:Get BSR Code

Bank-Name.* STATE BANK OF INDIA

City/Area.* lucknow

Click on Search after filling all the details

Search

Fill City/Area

Help: Get BSR Code

Select your bank

STATE BANK OF INDIA - City/Area: lucknow

Search

| S.No. | BSR Code | Bank Name | Pay Add1 + Pay Add2 |
|-------|----------|---------------------|--|
| 1. | 0000125 | STATE BANK OF INDIA | LUCKNOW MAIN BRANCH MOTI MAHAL MARG |
| 2. | 0001089 | STATE BANK OF INDIA | CHARBAGH LUCKNOW |
| 3. | 0001100 | STATE BANK OF INDIA | CHOWK LUCKNOW |
| 4. | 0001132 | STATE BANK OF INDIA | CANTONMENT LUCKNOW |
| 5. | 0001149 | STATE BANK OF INDIA | SUMBA BAGHLUCKNOW ROAD SANDILA |
| 6. | 0001475 | STATE BANK OF INDIA | GOSAINGANJ GOSAIGANJ |
| 7. | 0001526 | STATE BANK OF INDIA | AMINABAD LUCKNOW |
| 8. | 0001898 | STATE BANK OF INDIA | GANESHGANJ LUCKNOW |
| 9. | 0002504 | STATE BANK OF INDIA | S.S.I. AISHBAGH, STATE BANK OF INDIA AISHBAGH BRANCH |

- Select your bank from the list. If you do not find your bank then send an email on 'bhavishya@nic.in' with bank details such as BSR code, Bank name, Bank address and IFSC code.
- As soon as you choose the BSR code 'Branch Name' and 'Branch with Location' are automatically filled.
- After filling BSR code fill IFSC code and Account number details.

Personal Details | Submit NDC | Constitution & FMA | Family Details | Nomination Form I | Registration Form A | **Bank Details** | Check List | Preview/Print Forms

BANK DETAILS

A. DETAIL OF ACCOUNT HOLDER :-

Name of Account Holder: Mr. Umesh Kumar Email: Mobile Number: 9869546340

Contact Address: Delhi, new delhi, CentralDelhi, DELHI 110003 Telephone No.:

B. BANK ACCOUNT DETAILS :-

BSR Code* 0000125 Branch Name* STATE BANK OF INDIA

Branch Name with Location* STATE BANK OF INDIA, MOTI MAHAL MARG, LUCKNOW LUCKNOW UT TAR PRADESH 226001

Branch IFSC Code* SBIN0000125 **Fill Branch IFSC code**

Complete Bank Account Number(Latest)* 125400098767 Type of Bank Account* Select Account Type

Fill Account Number

Update

Note: In filling the above information.

- Select type of bank account i.e. joint account or single account.

Personal Details | Submit NDC | Computation & FMA | Family Details | Nomination Form I | Nomination Form A | **Bank Details** | Check List | Preview/ Print Forms

* Required Fields

BANK DETAILS

A. DETAIL OF ACCOUNT HOLDER :-

| | | | | | |
|------------------------|---|-------|--|---------------|------------|
| Name of Account Holder | Mr. Umesh Kumar | Email | | Mobile Number | 9869546340 |
| Contact Address | Delhi, new delhi , CentralDelhi, DELHI 110003 | | | Telephone No. | |

B. BANK ACCOUNT DETAILS :-

| | | | | |
|---------------------------------------|--|-----------------------|---------------------|---------------------|
| BSR Code* | 0000125 | Help | Branch Name* | STATE BANK OF INDIA |
| Branch Name with Location* | STATE BANK OF INDIA ,MOTI MAHAL MARG LUCKNOW MAIN BR | | | 226001 |
| Branch IFSC Code * | SBIN0000125 | | | |
| Complete Bank Account Number(Latest)* | 125400098767 | Type of Bank Account* | Select Account Type | |

Select Account Type

- Select Account Type
- Joint account, either or survivor, with the spouse
- Single

Note:Pension forms will be generated automatically on filling the above information.

If Type of Bank Account is joint account

Personal Details | Submit NDC | Computation & FMA | Family Details | Nomination Form I | Nomination Form A | **Bank Details** | Check List | Preview/ Print Forms

* Required Fields

BANK DETAILS

A. DETAIL OF ACCOUNT HOLDER :-

| | | | | | |
|------------------------|---|-------|--|---------------|------------|
| Name of Account Holder | Mr. Umesh Kumar | Email | | Mobile Number | 9869546340 |
| Contact Address | Delhi, new delhi , CentralDelhi, DELHI 110003 | | | Telephone No. | |

B. BANK ACCOUNT DETAILS :-

| | | | | |
|---------------------------------------|---|-----------------------|--|---------------------|
| BSR Code* | 0000125 | Help | Branch Name* | STATE BANK OF INDIA |
| Branch Name with Location* | STATE BANK OF INDIA ,MOTI MAHAL MARG LUCKNOW MAIN BRANCH LUCKNOW LUCKNOW UTTAR PRADESH 226001 | | | |
| Branch IFSC Code * | SBIN0000125 | | | |
| Complete Bank Account Number(Latest)* | 125400098767 | Type of Bank Account* | Joint account, either or survivor, with the spouse | |

*Note:Spouse Signature should not exceed 10x8(10cm x 8cm) size. It is advised to use blue ink.

| | | | |
|--------------------|----------|----------------------------|----------------------------|
| Name of the Spouse | Ms. Rani | Spouse Identification Mark | Spouse Signature |
| | | mole on left hand thumb | Browse... No file selected |

Note:Pension forms will be generated automatically on filling the above information.

- Mention spouse identification mark and spouse signature if bank account is selected as joint account.

If Type of Bank Account is Single account

Personal Details | Submit NDC | Consultation & FMA | Family Details | Nomination Form 1 | Nomination Form A | **Bank Details** | Check List | Preview/ Print Forms * Required Fields

BANK DETAILS

Select remarks for why you are choosing single account type

A. DETAIL OF ACCOUNT HOLDER :-

| | | | | | |
|-------------------------------|---|--------------|--|----------------------|------------|
| Name of Account Holder | Mr. Umesh Kumar | Email | | Mobile Number | 9869546340 |
| Contact Address | Delhi, new delhi , CentralDelhi, DELHI 110003 | | | Telephone No. | |

B. BANK ACCOUNT DETAILS :-

| | | | | | |
|--|---|------------------------------|---|--|--|
| BSR Code* | 0000125 <small>Help</small> | Branch Name* | STATE BANK OF INDIA | | |
| Branch Name with Location* | STATE BANK OF INDIA ,MOTI MAHAL MARG LUCKNOW MAIN BRANCH LUCKNOW LUCKNOW UTTAR PRADESH 226001 | | | | |
| Branch IFSC Code * | SBIN0000125 | Type of Bank Account* | Single | | |
| Complete Bank Account Number(Latest)* | 125400098767 | Remarks* | <div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;"> Select Remarks </div> | | |

Note: Pension forms will be generated automatically on filling the above information.

Personal Details | Submit NDC | Consultation & FMA | Family Details | Nomination Form 1 | Nomination Form A | **Bank Details** | Check List | Preview/ Print Forms * Required Fields

BANK DETAILS

A. DETAIL OF ACCOUNT HOLDER :-

| | | | | | |
|-------------------------------|---|--------------|--|----------------------|------------|
| Name of Account Holder | Mr. Umesh Kumar | Email | | Mobile Number | 9869546340 |
| Contact Address | Delhi, new delhi , CentralDelhi, DELHI 110003 | | | Telephone No. | |

B. BANK ACCOUNT DETAILS :-

| | | | | | |
|--|---|-----------------------------------|--|--|--|
| BSR Code* | 0000125 <small>Help</small> | Branch Name* | STATE BANK OF INDIA | | |
| Branch Name with Location* | STATE BANK OF INDIA ,MOTI MAHAL MARG LUCKNOW MAIN BRANCH LUCKNOW LUCKNOW UTTAR PRADESH 226001 | | | | |
| Branch IFSC Code * | SBIN0000125 | Type of Bank Account* | Joint account, either or survivor, with the sp = | | |
| Complete Bank Account Number(Latest)* | 125400098767 | Spouse Identification Mark | * mole on left hand thumb | | |
| | | Spouse Signature | * Browse... No file selecte | | |

Update after filling all the bank details

Note: Pension forms will be generated automatically on filling the above information.

CHECK LIST

Personal Details | Submit NDC | Commutation & FNA | Family Details | Nomination Form 1 | Nomination Form A | Bank Details | **Check List** | Review/ Print Forms * Required Fields

CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH FORM 5

| S.No. | Description of documents to be enclosed | Whether enclosed |
|-------|---|------------------|
| 1(a) | Two specimen signatures (to be furnished in a separate sheet) | --Select-- |
| (b) | Additional information (Only in case of an illiterate or disabled Government servant.): Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant. | N.A. |
| 2. | Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office) | --Select-- |
| 3. | Details of the family in Form 3. | --Select-- |
| 4. | Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972 | N.A. |
| 5. | Written statement for counting of period of service under rule 59(1) (a), if any | N.A. |
| 6. | Undertaking for refunding any excess payment made by the pension disbursing Bank | --Select-- |
| 7. | Nomination for gratuity, CGEGIS and GPF in Common Nomination Form | --Select-- |
| 8. | Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form | --Select-- |
| 9. | Form for submitting details under Anubhav (optional) | Yes |

[Submit](#)

Note: Pension forms will be generated automatically on filling the above information.

- List of forms and documents to be enclosed.

PREVIEW/PRINT FORMS

Personal Details | Submit NDC | Commutation & FMA | Family Details | Nomination Form 1 | Nomination Form A | Bank Details | Check List | **Preview/ Print Forms** | * Required Fields

Preview/Print Forms – Retiree can check all the details filled by him/her

PREVIEW/ PRINT FORMS

Pl. Verify the below given information and send to HGO by clicking on the button **Print**

PERSONAL DETAILS

| | | | |
|---|--------------------|--------------------------------------|--------------------------|
| 1. Name | Mr. Umesh Kumar | 2. Designation at time of Retirement | Supdt. |
| 3. PAN | ACDPK1234F | 4. Ministry | Ministry of Home Affairs |
| 5. Department | Department of Home | 6. Office | |
| 7. Division | | 8. Section | |
| 9. Date of Birth | 18/10/1956 | 10. Date of Appointment | 01/07/1977 |
| 11. Date of Retirement | 31/10/2016 | 12. Date of Superannuation | 31/10/2016 |
| 13. Gender | Male | | |
| 14. Father's/Husband's Name | shivaji | | |
| 15. Aadhaar Number | | 16. Email | |
| 17. Alternate Email | | 18. Mobile Number | 9809546340 |
| 19. Height | 156cm | 20. Do you have family | Yes |
| 21. Present Address | Delhi | 22. Address After Retirement | Delhi |
| State | DELHI | State | DELHI |
| District | CentralDelhi | District | CentralDelhi |
| City | new delhi | City | new delhi |
| Pin code | 110003 | Pin code | 110003 |
| 23. Personal Identification Mark: 1- mole | | | |
| 24. Indicate whether the family pension is admissible from any other source | | | |
| 25. Photograph | | 26. Signature | |
| | | | |
| 27. Joint Photograph | | | |
| | | | |

FAMILY MEMBER DETAILS

| S.No. | Name of the member of family | Date of Birth | Relationship with the officer | Marital Status | Remarks |
|-------|------------------------------|---------------|-------------------------------|----------------|---------|
| 1 | Ms. Rani | 03/02/1960 | Wife | Married | |
| 2 | Ms. Sunita | 11/08/1980 | Daughter | Married | |
| 3 | Ms. Pooja | 01/02/1995 | Daughter | Unmarried | |
| 4 | Mr. Sahel Kumar | 01/12/1989 | Son | Unmarried | |

Continued.....

NOMINATION FORM 1

| S.No. | Nominee Name | Nomination Type | %age share to be paid | Alternate Nominee(if any) | Contingencies on happening of which nomination shall become invalid |
|-------|--------------|-----------------|-----------------------|---------------------------|---|
| 1 | Ms. Rani | Gratuity | 100 | Ms. Pooja --- 100% | insanity |
| | | CGEGIS | 100 | Ms. Pooja --- 100% | insanity |
| | | GPF | 100 | Ms. Pooja --- 100% | insanity |

NOMINATION FORM A

| S.No. | Nominee Name | Nomination Type | %age share to be paid | Alternate Nominee(if any) | Contingencies on happening of which nomination shall become invalid |
|-------|--------------|------------------------------|-----------------------|---------------------------|---|
| 1 | Ms. Pooja | Commutation Value of Pension | 100 | Ms. Rani | INSANITY |
| | | Arrears of Pension | 100 | Ms. Rani | INSANITY |

BANK ACCOUNT DETAILS

| | | | |
|----------------------------|---|----------------------|--|
| BSR Code | 0000125 | Branch Name | STATE BANK OF INDIA |
| Branch Name with Location | STATE BANK OF INDIA, MOTI MAHAL MARG LUCKNOW MAIN BRANCH LUCKNOW LUCKNOW UTTAR PRADESH 226001 | | |
| Branch IFSC Code | SBIN0000125 | | |
| Bank Account Number | 125400098767 | Type of Bank Account | Joint account, either or survivor, with the spouse |
| Spouse Identification Mark | mole on left hand thumb | Spouse Signature | |

COMMUTATION & FMA

Percentage of superannuation pension desired to commuted (upto 40%) 40%

whether your residence address after retirement is as an CGHS covered area/Non-CGHS area CGHS covered area

Continued.....

| S.No. | Description of documents to be enclosed | Whether enclosed |
|---|--|------------------|
| 1.(a) | Two specimen signatures (to be furnished in a separate sheet) | Yes |
| (b) | Additional information (Only in case of an illiterate or disabled Government servant):- | Yes |
| Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not illiterate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant. | | |
| 2. | Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office) | Yes |
| 3. | Details of the family in Form 3. | Yes |
| 4. | Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972 | Yes |
| 5. | Written statement for counting of period of service under rule 59(1) (a), if any | Yes |
| 6. | Undertaking for refunding any excess payment made by the pension disbursing Bank | Yes |
| 7. | Nomination for gratuity, CGEGIS and GPF in Common Nomination Form | Yes |
| 8. | Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form | Yes |
| 9. | Form for submitting details under Anubhav (optional) | No |

PRINT FORMS
Nomination Form 1
Nomination Form A
Form 3
Form 5
Undertaking
FMA

Take print out of all the forms sign them and submit hard copy to HOO

Retiree needs to submit the forms online too. After submitting the forms to HOO no changes can be made

Submit To HOO

- Print out of forms should be taken after submitting to HOO online.
- Forms will be in draft mode before submitting to HOO. After submission draft mode will be removed.

BEFORE SUBMITTING THE FORMS TO HOO

Form 6

Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

Head of Office,
Department of Home Central Transaction Bureau, 322, H-10/88 Phase, Patparganj (New Delhi-110085)

I, **UJESH KUMAR**, Subd. hereby nominate the person/persons mentioned below and confer on him/them the right to receive in the event of my death, in the event specified below, amount as under of the following:-

I am fully/fully or partly in receipt of the amount of my pension under rule 59(1) (a) of the CCS (Pension) Rules, 1972.

I am fully/partly in receipt of my gratuity under the General Provident Fund.

I am fully/partly in receipt of my gratuity under the Central Government Employees' Group Insurance Scheme, 1982.

| Name, date of birth (DOB) and residential address of the nominee | Share to be paid to each beneficiary/ nominee | | Share to be paid to alternate nominee (1) | | Share to be paid to alternate nominee (2) | | Share to be paid to alternate nominee (3) if the amount of alternate nominee is not sufficient to pay a share | Percentage of total nomination share to be received by the nominee |
|--|---|----------------------|---|--------------------------|---|----|---|--|
| | as beneficiary/ nominee | as alternate nominee | as alternate nominee (1) | as alternate nominee (2) | as alternate nominee (3) | | | |
| 1. UJESH KUMAR , Subd. H-10/88 Phase, Patparganj, New Delhi-110085 | 100% | 0% | 0% | 0% | 0% | 0% | 100% | |

These nominations supersede any nominations made by me before.

Date: **18/02/2019**

Signature of Government servant/Pensioner: **UJESH KUMAR**

Signature of Head of Office: **UJESH KUMAR**

Received the nomination, dated _____ under the following Rules:-
1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. Central Provident Fund (General) Rules, 1982
3. Central Government Employees' Group Insurance Scheme, 1982

Made by: **UJESH KUMAR**
Designation: **Subd.**
Office: **Department of Home**
Department of Home Central Transaction Bureau, 322, H-10/88 Phase, Patparganj (New Delhi-110085)

State and whole nomination is not received.

Entry of receipt of nomination(s) has been made in page _____ volume _____ of Service Book.

Name: _____
Signature: _____
Designation of Head of Office: _____
Authorized/Deputed Officer with seal (Date of receipt): _____

AFTER SUBMITTING THE FORMS TO HOO

Form 6

Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

Head of Office,
Department of Home Central Transaction Bureau, 322, H-10/88 Phase, Patparganj (New Delhi-110085)

I, **UJESH KUMAR**, Subd. hereby nominate the person/persons mentioned below and confer on him/them the right to receive in the event of my death, in the event specified below, amount as under of the following:-

I am fully/fully or partly in receipt of the amount of my pension under rule 59(1) (a) of the CCS (Pension) Rules, 1972.

I am fully/partly in receipt of my gratuity under the General Provident Fund.

I am fully/partly in receipt of my gratuity under the Central Government Employees' Group Insurance Scheme, 1982.

| Name, date of birth (DOB) and residential address of the nominee | Share to be paid to each beneficiary/ nominee | | Share to be paid to alternate nominee (1) | | Share to be paid to alternate nominee (2) | | Share to be paid to alternate nominee (3) if the amount of alternate nominee is not sufficient to pay a share | Percentage of total nomination share to be received by the nominee |
|--|---|----------------------|---|--------------------------|---|----|---|--|
| | as beneficiary/ nominee | as alternate nominee | as alternate nominee (1) | as alternate nominee (2) | as alternate nominee (3) | | | |
| 1. UJESH KUMAR , Subd. H-10/88 Phase, Patparganj, New Delhi-110085 | 100% | 0% | 0% | 0% | 0% | 0% | 100% | |

These nominations supersede any nominations made by me before.

Date: **18/02/2019**

Signature of Government servant/Pensioner: **UJESH KUMAR**

Signature of Head of Office: **UJESH KUMAR**

Received the nomination, dated _____ under the following Rules:-
1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. Central Provident Fund (General) Rules, 1982
3. Central Government Employees' Group Insurance Scheme, 1982

Made by: **UJESH KUMAR**
Designation: **Subd.**
Office: **Department of Home**
Department of Home Central Transaction Bureau, 322, H-10/88 Phase, Patparganj (New Delhi-110085)

(Date and whole nomination is not received)

Entry of receipt of nomination(s) has been made in page _____ volume _____ of Service Book.

Name: _____
Signature: _____
Designation of Head of Office: _____
Authorized/Deputed Officer with seal (Date of receipt): _____