Annexure I – Departmental Data Sheet

10 digit DDO Code [＿＿＿＿＿＿] Class of Pension [＿＿＿＿＿＿]

Surname	First name	Middle name
[＿＿＿]	[＿＿＿]	[＿＿＿]

	A	B	C	D

Designation [＿＿＿＿＿＿＿＿＿] Group/Class [＿][＿][＿][＿]

GPF Account No. [＿＿＿＿＿] Email ID [＿＿＿＿＿]

a) Address Before Retirement   b) Address After Retirement

[＿＿＿＿＿＿＿＿]   [＿＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿]   [＿＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿]   [＿＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿]   [＿＿＿＿＿＿＿＿]

Tel No [＿＿＿] Mobile No [＿＿＿]   Tel No [＿＿＿] Mobile No [＿＿＿]

DD   MMM   YYYY

Date of submission of pension papers by the pensioner [＿][＿][＿]

Department [＿＿＿＿＿＿＿＿＿＿]

Place/District of Retirement [＿＿＿＿＿＿＿]

DDO Retired from [＿＿＿＿＿＿＿]

T. O. for Pension [＿＿＿＿]   T. O. for DCRG [＿＿＿＿]

Bank Details
a) Bank Name [＿＿＿＿＿＿＿＿]
b) Bank Branch [＿＿＿＿＿＿＿＿]
c) Bank A/c No. [＿＿＿＿＿＿＿＿]

	DD	MMM	YYYY			DD	MMM	YYYY
Date of Birth	[＿]	[＿]	[＿]	Date of Appointment		[＿]	[＿]	[＿]
Date of commencement of Pensionable Service	[＿]	[＿]	[＿]	Date of Retirement/Death		[＿]	[＿]	[＿]

DD   MMM   YYYY

Date of Medical Certificate invalidating Government Servant [＿][＿][＿]

Date of lodging FIR in absconding cases [＿][＿][＿]

DD MMM YYYY   DD MMM YYYY

Period of Foreign Service: From [＿][＿][＿]   To [＿][＿][＿]

Yes / No

Whether contributions received for the above period: Yes / No [＿]

DD MMM YYYY   DD MMM YYYY

Length of Military Service, if any: From [＿][＿][＿] To [＿][＿][＿]

	Year	Months	Days
Gross Service	[＿]	[＿]	[＿]
Non-Qualifying Service	[＿]	[＿]	[＿]
Weightage	[＿]	[＿]	[＿]
Net Qualifying Service	[＿]	[＿]	[＿]

Average Emoluments	[＿]	Last Pay drawn	[＿]
Non-Practicing Allowance	[＿]	DA/DP	[＿]
Other Allowances	[＿]	Total of Pay & other allow.	[＿]

Submitted   Signature of the Competent Authority