EP-1
Pensioner's Personal Detail Form

(Please fill the form in CAPTIAL letters, leave blank where NO DATA is Available)
Please Use Separate form for each pensioner/PPO)
THIS FORM IS TO BE FILLED UP FOR ALL CURRENT LIVE PENSIONERS OF GENERAL/ AIS /JUDGES /CHAIRMAN /INFORMATION COMMISSIONERS /EX-MLA CATEGORY
FIELDS INDICATED AS * ARE MANDATORY

Photo of Pensioner and Family Pensioner

Signature of Current Pensioner

PPO*		UCP (If already allotted)*		Name of Current Pensioner*	

PENSIONER TYPE

1.	a) Select PPO(✓)*	OLD (Retirement before 01/01/2012)		NEW (Retirement on /after 01/01/2012) *(See Note 1)*				
	b) PPO Sanction No.			c) PPO Sanction Date (dd/mm/yyyy)		dd	mm	yyyy
	d) Type of Pension (✓)			e) Category of Pensioner (✓)				
	i) Super Annuation Pension		ii)Family Pension	General *(See Note 2)*		Ex-MLA		
	ii) Compulsory Retirement Pension			AIS	Judges	Chairperson		
	iii)Invalid Pension		iv) Voluntary Pension					
	f) In case of Retd. Govt Employee : Group (A/B/C/D)			g) Date of Non-Employment Certificate (in case of Group-A) (dd/mm/yyyy)		dd	mm	yyyy
	h) Guard File No. *(For Treasury Reference)*							

UCP Detail (In case UCP is not allotted pl. provide the following information)

2.	a) Name of the person to whom payment is to be made		
	b) Father's Name*		c)Mother's Name*
	d) Bank Name		
	e) Bank Branch Address		f) Bank Account No (*) *(See Note 3)*
	g) MICR Code *(See Note 4)*	h)IFSC Code of Bank Branch * *(See Note 5)*	i) PAN of the Person * *(See Note 6)*

DDO Details at the time of retirement *(See Note 7) for 3. (a) to (e)*

3.	a) Treasury		b) Sub-treasury		c)DDO Code	
	d) DDO Address		e) DDO Designation			

Current Pensioner Personal Details

4.	a) Sex (✓)	M	F	b) Date of Birth (dd/mm/yyyy)*		dd	mm	yyyy	
	c) Spouse Name	W/o,H/O				d) Fix Medical(Y/N) (✓)		Y	N
	e) Contact No*	Landline		Mobile		f) E-mail id			
	g) Address				h) City				
	i) Pension Start Date*(dd/mm/yyyy)				j) Life Certificate Date* (dd/mm/yyyy)				

5.	**Employment Details Of Government Employee at the time of retirement :--**								
	a) Date of Appointment (dd/mm/yyyy)			b) Date of Retirement (dd/mm/yyyy)			c)Department		
	d) Pension Pay Commission (✓)	5th	6th	e)Designation			f)Pay Scale		
	g)Qualifying Service	Years	Month	days	h)Non Qualifying Service		Years	Months	Days

Details of Next Family Pensioner

6.	a) Name of Next Family Pensioner as per PPO		b)Date of Birth of next family pensioner dd/mm/yyyyy)*				
	c) Relation with Govt. Employee(✓)	Wife	Husband	Son	Daughter	Childless widow	Parents	Widow daughter

This is certified that the Information is as per PPO available on record or as obtained from Pensioner if information is not available on PPO.

Verified to be correct

Signature of Dealing Official
Name:
Designation:
Date

Signature of Treasury Officer/ATO
Post/Designation:
Department:
DDO Code:

Notes:

1. In column 1, select Old PPO for pensioners who retired before Jan. 2012 and New PPO who retired after Jan. 2012.
2. General Means pensioners/family pensioners other than AIS/Chairman/Information Commissioners/Ex-MLA
3. Bank Account number as printed on cheque or bank pass book. A photocopy of same should be taken by TO from the person.
4. MICR code is 9 digit code available on the cheque. So a crossed bank cheque should be taken by TO from the person to verify the same.
5. IFSC code is also available on /cheque. It can also be ascertained by person from his bank branch. Information is available on RBI site www.rbi.org.in
6. PAN as provided by Income Tax Department is compulsory if payment of Rs. 10000 or more is to be made to the person. TO should get a photocopy of PAN card for verification.
7. In column 3 (a) to 3 (e), the fields would be updated automatically after entering UCP if the employee is registered in E-salary and transferred as Pensioner as third party with remarks as Pension.