

**Annexure -1**  
**APPLICATION FOR THE GRANT OF PENSION AND GRATUITY**  
**(TO BE SUBMITTED IN DUPLICATE BY THE EMPLOYEE/RETIREE)**

1.	Name of the Employee						
2.	Father's Name						
3.	(a) Date of Birth (b) Date of retirement						
4.	Name of Nominee (please attach nomination for Gratuity)						
5.	Two specimen signature duly attested (to be furnished in a separate sheet)						
6.	Three copies of passport size joint photographs of the employee with his/her wife/husband						
7.	Two slips showing the particulars of height and personal identification marks duly attested						
8.	Present address						
9.	Address after retirement						
10.	Aadhar Number(Attach Proof)						
11.	PAN Number(Attach Proof)						
12.	Details of Aadhar linked Public Sector bank Account through which the employee wants to draw his pension (Attach Cancelled Cheque as Proof)	Bank/Branch:					
		IFSC Code:					
		MICR Code:					
		Account Number:					
13.	Details of the members of the family as on _____ :-						
	<b>S.N.</b>	<b>Name of the members of family</b>	<b>Date of birth</b>	<b>Relationship with the retiree</b>	<b>Aadhaar No.</b>	<b>Personal Identification marks</b>	<b>Remarks</b>
	1						
	2						
	3						
	4						
	5						

I hereby declared that I have earlier neither applied for pension or gratuity nor received any part of pension or gratuity for any portion of qualifying service.

Dated \_\_\_\_\_

Signature:-  
 Designation:-  
 Institute :- Vaish Technical Institute, Rohtak

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**Annexure-3**

**Nomination for Death-cum-Retirement Gratuity(DCRG) if the Retiree has a family or has not a family at that time**

I, \_\_\_\_\_, working as \_\_\_\_\_ has a family the detail of which is as under :-

Sr. No.	Name of the members of family	Date of birth	Relationship with the retiree	Aadhaar Card No.	Remarks

I, hereby nominate the following person(s) who is/are member(s) of my family or who is/are not member(s) of my family, and confer on him/them the right to receive any gratuity the payment of which shall be sanctioned by Government in the event of my death while in service and the right to receive on my death to the extent specified below, any DCRG which having become admissible to me in case of death while in service or death after retirement before the receipt of DCRG :-

Original nominee(s)				Alternate nominee(s)	
Name and address of the nominee(s)	Relationship with the Government employee	Age	Amount or share of gratuity payable to each	Name, address and relationship, age of the person(s), if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Government employee or the nominee dying after the death of the Government employee but before receiving payment of gratuity	Amount or share of gratuity payable to each
1	2	3	4	5	6

- Number of persons (in words) as Original Nominee : \_\_\_\_\_
- Number of persons (in words) as Alternate Nominee : \_\_\_\_\_
- This nomination supersedes the nomination made by me earlier on \_\_\_\_\_ which stands cancelled.
- Strike out which is not applicable.
- The amount/share of the DCRG shown in column No. 4 and 6 shall cover the whole amount of DCRG.
- I undertake that any excess payment if any was paid to me on account of DCRG than I will refund the same.**

Dated: \_\_\_\_\_

Signature of Retiree

**Witnesses :**

Sr. No.	Name	Full Address	Signatures
1			
2			

Principal, VTI Rohtak

10/1/25 

**UNDERTAKING BY THE RETIREE**

I, \_\_\_\_\_ D.O/S/OShri \_\_\_\_\_  
retiring/retired as \_\_\_\_\_ on \_\_\_\_\_ from the services of  
Vaish Technical Institute, Rohtak do hereby solemnly declare that there is no/any judicial proceeding/  
Departmental enquiry is pending against me in any Court/Department at the time of my retirement &  
at present.

Dated:

Signature of Retiree

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10/1/25



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**SPECIMEN SIGNATURE/LEFT HAND THUMB & FINGER IMPRESSION OF RETIREE**

Name: \_\_\_\_\_

Designation \_\_\_\_\_

1. \_\_\_\_\_ (Signature)

2. \_\_\_\_\_ (Signature)

OR

Left hand thumb & finger impressions (In case the pensioner is illiterate):

Thumb

Index Finger

Middle Finger

Ring Finger

Little Finger

ATTESTED

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**SLIPS SHOWING PARTICULARS OF HIEGHT AND PERSONAL IDENTIFICATION  
MARKS DULY ATTESTED**

Name of the Retiree: \_\_\_\_\_

Designation: \_\_\_\_\_

Height: \_\_\_\_\_

Personal identification of Marks: \_\_\_\_\_

Signature of Retiree

ATTESTED

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10/1/25 SL

JOINT PHOTOGRAPH (03 COPIES) OF RETIREE & SPOUSE

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Institution: Vaish Technical Institute, Rohtak

Date of Verification: \_\_\_\_\_

ATTESTED

(Signature of Retiree)

ATTESTED

(Signature of Retiree)

ATTESTED

(Signature of Retiree)

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**SPECIMAN SIGNATURE/THUMB IMPRESSION OF SPOUSE**

Specimen signature & thumb impression of Sh./Smt, \_\_\_\_\_ spouse of

Retiree \_\_\_\_\_ Designation \_\_\_\_\_

Institution Vaish Technical Institute, Rohtak retiring/retired on \_\_\_\_\_

Specimen Signature/Thumb impression of spouse

Specimen Signature/Thumb impression of spouse

Signature/Thumb impression of Sh./Smt. \_\_\_\_\_ (Spouse) is attested.

Signature of the Retiree \_\_\_\_\_

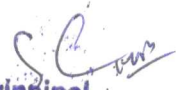

Attested

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VAISH TECHNICAL INSTITUTE ROHTAK

Single Attested photographs (3 Nos.) of Shri ..... retired on .....

  
Principal  
Vaish Technical Institute  
Rohtak  


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