

<b>From :</b> Regional Office, ..... .....	<b>To:</b> The General Manager (P), Department of Personnel, Central Office
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REF. NO.

DATE :

**WORKSHEET FOR SANCTION OF PENSION**  
**PART A**

1. Name of the Employee : \_\_\_\_\_
2. P.F. No. : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of Joining : \_\_\_\_\_
5. Date of cessation of service : \_\_\_\_\_
6. Reason of cessation of service : **Superannuation / Voluntary Retirement/Death**  
(Copy of Relieving Order to be attached)
7. Designation at the time of Cessation of service : \_\_\_\_\_
8. Branch/Department last worked : \_\_\_\_\_
9. Qualifying Service : \_\_\_\_\_ Years
10. Whether departmental or judicial proceedings instituted / pending. : Yes / No  
If yes, give details.

