

PENSION FORM – A

[See Executive Instruction Para 1(2)]

(Information on list of employees due to retire in the succeeding calendar year)

List of Govt./Aided/ULB servants employed in the office / Department _____ who are due to retire by the end of 31st December of the succeeding calendar year.

Sl. No	Name of the Employee	Designation	Date of Birth (dd/mm/yyyy)	Date of super-annuation (dd/mm/yyyy)	GPF Account Number	Whether action for processing of pension paper initiated in advance as per Rule.(Yes / No)
1	2	3	4	5	6	7

(The List is to be sent by 31st of July each year by the Head of Office to the Controller of Accounts ,Odisha, Bhubaneswar,/ Appointing Authority / Administrative Department concerned / Director of Treasuries & Inspection, Odisha, Bhubaneswar / Estate Officer (if the Govt./Aided/ULB servant is allotted a Government Accommodation).

Signature of the Head of Office