**FORM 1**

**OPTION TO AVAIL BENEFITS IN CASE OF DEATH OR DISCHARGE ON INVALIDATION OR DISABILITY OF GOVERNMENT SERVANT / SUBSCRIBER DURING SERVICE**

**(see rule 10)**

\* I, ..........................................................................................., hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or death during service, benefits under Central Civil Services (Pension) Rules, 2021 or Central Civil Services (Extraordinary Pension) Rules, 2023 as the case may be, may be paid to me or to my family.

OR

\* I, ..........................................................................................., hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or death during service, benefits may be paid to me or to my family, as the case may be, in accordance with the Pension Fund Regulatory and Development Authority (Operationalisation of Unified Pension Scheme under the National Pension System) Regulations, 2025.

Signature of government servant / subscriber

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

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

Office in which employed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date:

This option supersedes any other option made by me earlier.

Completely strike out the benefits for which option is not intended to be made.

**(To be filled in by the Head of Office or authorised Gazetted Officer)**

Received the option dated ……………., made by Shri/Smt./Kumari.............................................,

Designation..........................................

Office..........................................

Entry of receipt of option has been made in page ……………Volume…………. of Service Book.

Signature,

Name and Designation of Head of Office or authorized Gazetted Officer with seal

Date of receipt.........................................

Note: The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death/ discharge on invalidation or disablement.

**FORM 2**

**Details of Family**

**(see rule 10)**

**Important**

1. The original form submitted by the government servant / subscriber is to be retained. All additions or alterations are to be communicated by the government servant/retired government servant / subscriber alongwith the supporting documents and the changes shall be recorded in this form under the signature of Head of Office in column (7) of the table below. No new form will substitute the original form. However, the retiring subscriber shall submit the details of family afresh at the time of retirement.

2. The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

3. The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the ‘Remarks’ column of the table below. The fact regarding disability or change of marital status of a family member should also be indicated in the said ‘Remarks’ column.

4. Wife and husband shall include judicially separated wife and husband.

5. The retired government servant shall attach the details of change in family structure after retirement in the proforma prescribed under Department of Pension and Pensioners’ Welfare, O.M No. 1 (23)-P.&P. W/91-E, dated the 4th November, 1992.

6. Copies of birth certificates or any other relevant certificate as proof of date of birth/ age, if available, should be attached.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the government servant subscriber |  | Designation |  | Nationality |  |

**Details of family members:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Name**  **(Please see notes below before filling)** | **Date of birth (DD/MM/YYYY)** | **Aadhaar no.\* (optional)** | **Relationship with government servant/retired government servant / subscriber** | **Marital status** | **Remarks** | **Date and signature of Head of Office** |
|  | (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |

I hereby undertake to keep the above particulars up to date by informing to the Head of Office on any addition or alteration.

E-mail:(Optional) Place:

Mobile:(Optional)  Date (Signature)

*\*Providing Aadhaar No. is optional. However, if it is provided, consent to link it to Bank Account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*