

Declaration form for Retired Employee

- 1 Name :
- 2 Office from Which Retired :
- 3 Designation on Retirement :
- 4 Date of Appointment :
- 5 Date of Retirement :
- 6 Whether Service Confirmed :
- 7 Period of Service from :
- 8 Last pay drawn :
- 9 Class of Staff :
- 10 Class of Pass entitled :
- 11 Whether confirmed, if not period of Officiating indication the date: :
- 12 Reason for leaving Service :
- 13 Number of privilege Passes taken prior to retirement: :
- 14 Date of vacation of Railway Quarter (True copy of vacation memo) :
- 15 Pass Account No: Index No:
- 16 Present address :

17 Family members:

Srl	Name	Relationship	Date of Birth
i.			
ii.			
iii.			
iv.			
v.			

(In case of Daughter, whether Married should be stated)
I hereby certify that the above entries are correct.

Date: _____

(Signature in full)

Specimen Signature of:

1. _____

2. _____

3. _____

Signature & Designation of Attesting Officer

NB: Enclose one attested copy of the original Service certificate.

SOUTH EASTERN RAILWAY

TO
GENERAL MANAGER /PASS/SOUTH EASTERN RAILWAY/KOLKATA

**APPLICATION FOR UPLOADING DATA FOR ON LINE RETIRED/WIDOW COMPLIMENTARY PASS THROUGH HRMS WHO HAVE RETIRED BEFORE 7TH CPC
(FILL IN BLOCK LETTER)**

1.	NAME OF EMPLOYEE RETIRED/WIDOW		2.	DIVISION/WORKSHOP/HQ FROM WHICH PASS HAS BEEN TAKEN	
3.	GENDER		4.	SERVICE MORE THAN 20 YEARS	YES/NO
5.	DATE OF BIRTH		6.	DATE OF APPOINTMENT	
7.	DATE OF RETIREMENT		8.	DATE OF DEATH, IN CASE OF WIDOW	
9.	OFFICER TYPE	(GAZ./NON-GAZ)	10.	EQUIVALENT PAY LEVEL OF 7 TH CPC	
11.	PPO NUMBER (14 DIGIT)		12.	PRESENT RESIDENTIAL ADDRESS	
13.	PAN NUMBER		14.	OLD PPO NUMBER, IF ANY	
15.	AADHAR NUMBER		16.	DEPARTMENT & STATION WHERE SERVED	
17.	POST HELD ON RETIREMENT		18.	SERVICE CESSATION DATE	
19.	SERVICE CESSATION REASON		20.	MOBILE NUMBER (10 digit)	

DEPENDENT AND FAMILY MEMBERS

SL NO	NAME	RELATION	DOB	GENDER	AADHAR NO.	DEPENDENT YES/NO	DEPENDENCY REASON	SUPPORTING DOCUMENTS	VALID UPTO	HANDICAPPED CATEGORY IF YES

ENCLOSURE:

- 1) PHOTO- SELF & FAMILY MEMBERS (Stamp Size)
- 2) COPY OF SERVICE CERTIFICATE & PPO
- 3) COPY OF FORM -6 (Family Declaration)
- 4) PREVIOUS PASS ISSUED (ORIGINAL)/SELF DECLARATION OF ENTITLED FAMILY MEMBERS
- 5) COPY OF PHOTO ID PROOF (SELF & FAMILY MEMBERS)
- 6) COPY OF RETIRED/WIDOW IDENTITY CARD
- 7) COLLEGE STUDENT CERTIFICATE, IF ANY

SIGNATURE OF THE APPLICANT

NAME:

CONTACT NO.

PASS ACCOUNT/ KARDEX NO.

REQUEST FORM FOR MOBILE NUMBER CHANGE (TO BE UPLOADED)

To,
Shri/Smt./Miss _____ (Pass Issuing Authority)
_____ Office,

Dear, Sir/Madam,

I hereby apply for change of my mobile number for PRCP/Widow Pass to
_____ (new number here)

My/ Pensioner's service particulars are as follows:-

1. Name of pensioner/family pensioner _____
2. Designation _____
3. Department _____
4. P.P.O no. _____
5. Date of appointment _____
6. Date of retirement _____
7. Date of death of pensioner (In case of family pensioner) _____
8. Details of family/dependent members:-

S.No.	Name	Relation	Date of Birth	Identification marks
1				
2				
3				
4				
5				

9. Address: _____
_____ Pin Code _____

UNDERTAKING-

I, the undersigned hereby certify that above information is correct as per my knowledge & any fake/misleading information may lead to suitable disciplinary action against me.

Your's Sincerely

Signature/thumb Impression _____

Name of applicant _____