

From

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To

The PCDA(Pension)  
Allahabad (U.P.)

**Subject: APPLICATION FOR SANCTION OF PENSION**

Sir,

I beg to say that I am due to retire on superannuation from service with effect from \_\_\_\_\_ my date of birth being \_\_\_\_\_. It is, therefore, requested that steps may kindly be taken with a view to the pension and gratuity admissible to me and sanctioned by the date of my retirement. I desire to draw my pension from Bank/Treasury. Address of my bank with Account Number is as under:-

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2. I hereby declare that I have neither applied for, nor received any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and gratuity are claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed hereon.

3. I enclosed herewith:-

- (a) Three specimen signature of mine, duly attested;
- (b) Two copies of passport size photograph with my wife/husband duly attested
- (c) Two slips each bearing my left hand thumb and finger impressions, particulars of my height and identification marks, duly attested.

@ My present address is \_\_\_\_\_

and my address after retirement will be \_\_\_\_\_

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Place:

Dated:

Signature

Designation

@ Any subsequent change of address should be notified to the Audit Officer/ Head of Office.