



Metro Railway 33/1, J. L. Nehru Road Kolkata-700071

MRTS/E.345/0/FS/NPS/UPS

Date: 21.04.2025

ALL CONCERNED

Sub: Implementation of UPS in Metro Railway/ Kolkata.

Ref: 1. Railway Board's RBE No. 22/2025. 2. Railway Board's RBE No. 25/2025.

Unified Pension Scheme (UPS) has been introduced as an option under National Pension System (NPS) w.e.f. 01.04.2025 vide Railway Board's letter <u>RBE No. 22/2025</u> along with its enclosure i.e. Gazette Notification no. FX-1/3/2024-PR dated 24.01.2025 and Railway Board's letter <u>RBE No. 25/2025</u> containing Gazette Notification no. PFRDA-12/01/0001/2003-LEGAL dated 19.03.2025 issued by Pension Fund Regulatory and Development Authority (PFRDA). The option to avail benefits under UPS shall be available to the following categories:-

A. Existing Central Government employees in service as on 01.04.2025, who are covered under NPS.

All employees who wish to migrate to Unified Pension Scheme (UPS) must follow the below mentioned procedures and submit migration request latest by 30.06.2025:

- Online: Employees can initiate migration request on their own through eNPS portal using https://enps.nsdl.com/eNPS/UPSOnlineMigration.html
- 2. Offline: Employees can submit duly filled in Form A2 to Personnel Department. The forms can be downloaded from https://www.npscra.nsdl.co.in/ups.php

Therefore, all Controlling Officers are requested to give wide publicity of these instructions amongst all employees including subordinate offices through letters, SMS and other means of communication to ensure all concerned employees are made aware of this opportunity.

B. Central Government employees covered under NPS who have superannuated or voluntarily retired or retired under Fundamental Rules 56(j) on or before 31.03.2025.

All superannuated or retired employees who wish to migrate to Unified Pension Scheme (UPS) must follow the below mentioned procedures and submit migration request latest by 30.06.2025:

उप मुख्य कार्षिक अधिकारी Dy. Chief Personnel Officer-u Contd. to next page मेट्रो रेलवे, कोलकाता

Metro Railway, Kolkata

- 1. Online: Superannuated or retired employees can initiate migration request on their own through eNPS portal using https://enps.nsdl.com/eNPS/UPSOnlineWithdrawal.html
- Offline: Superannuated or retired employees can submit duly filled in Form B2 to Personnel Department. Forms can be downloaded from https://www.npscra.nsdl.co.in/ups.php
- C. Legally wedded spouse in case of an employee who has superannuated or retired and has demised prior to exercising option of UPS.

All legally wedded spouses of superannuated or retired employees who wish to migrate to Unified Pension Scheme (UPS) must follow the below mentioned procedures and submit migration request latest by 30.06.2025:

Offline: Legally wedded spouses of superannuated or retired employees can submit duly filled in Form B4 in case deceased employee has availed benefits under UPS or Form B6 in case deceased employee has not exercised option of UPS, as applicable, to Personnel Department. Forms can be downloaded from https://www.npscra.nsdl.co.in/ups.php

Option to migrate to UPS must be initiated online or offline by filling up of the respective forms which are to be submitted online/ sent offline to the Personnel Department (NPS section) latest by 30.06.2025.

The options once exercised shall be final and irrevocable.

The letter along with all important enclosures as referred above and relevant forms are enclosed herewith **for wide publicity please**.

Enclo .: As above.

Dy. Chief Personnel Officer-II for GM (Personnel) Metro Railway/ Kolkata उप मुख्य कार्मिक अधिकारी Dy. Chief Personnel Officer- w मेट्रो रेलवे, कोलकाता Metro Railway, Kolkata

Copy forwarded for kind information to:

- 1. PCME/ Metro Railway/ Kolkata.
- APO/ Metro Railway/ Kolkata.
- 3. All Ch.OS, OS, CS&WI/ Metro Railway/ Kolkata

Dy. Chief Personnel Officer-II for GM (Personnel) Metro Railway/ Kolkata उप मुख्य कार्मिक अधिकारी Dy. Chief Personnel Officer - u

मेट्रो रेलवे, कोलकाता Metro Railway, Kolkata Ver 1.0 Mar.2025 **FORM A2**

UNIFIED PENSION SCHEME (UPS) - SUBSCRIBER MIGRATION FORM - Government Sector

[See Regulation 4]

Exercise of Option by an eligible Central Government employee presently subscribed to National Pension System (NPS) For being covered under Unified Pension Scheme (UPS)

Protean eGov Technologies Limited (formerly NSDL e- Governance Infrastructure Ltd.)

I, Son/ I	being a		
subscriber of NPS as on 01/04/2025 with permane	ent retirement a	account number (PRAN),
having read and fully understood the provisions	of Unified Pe	nsion Scheme (U	UPS) as notified by Central Government vide
notification F.No. FX-1/3/2024-PR dated 24/01	/2025 and PF	RDA (Operation	nalisation of Unified Pension Scheme under
National Pension System) Regulations, 2025 as			
Scheme, do hereby exercise the option to be cov	rered under O	nified Pension S	cheme (UPS).
Further, I hereby acknowledge that this option e	xercised by m	ne shall be final	and irrevocable.
I authorize the CRA, NPS Trust or any other en	tity connected	l with UPS to co	llect and share data / details of my necessary
personal information for the purpose of the said	scheme regul	ated under the P	FRDA Act, 2013 and the relevant regulations
notified thereunder.			,
		(*LTI	Signature / Thumb Impression* of Applicant in case of males and RTI in case of females to be provided. Toe impression in case no hands)
Place :	Date	D D M	M Y Y Y Y
(To be filled and co	ertified by the	DDO based on S	ervice records)
		me of exercise of	
Employee Code/ID			_
Date of commencement of qualifying service (Qualifying Service as defined in Regulation 2(k) read with Regulation13)	D D M	M Y Y Y	У
Current Month Basic Pay			
Non-Practicing Allowance (NPA), if applicable			
Schedule date for next increment	D D M	M Y Y Y	Y
Signature & Name of DDO			Signature & Name of PAO
DDO Reg. No.		PAO Reg. No.	
Date: Place:		Date :	Place :
Date: Place:		Date:	Place :

Note/Instruction:

- The duly signed copy of this Form shall be kept DDO in employee's service record and a copy of the same shall be provided to the employee for his record.
- DDO shall input the Head of Office verified data in the Central Record Keeping System and in case of physical submission of form by the subscriber, the DDO shall upload a copy of this duly signed option form. PAO shall authorise and approve the option exercised by the subscriber in the CRA system through their login.

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	Form B2 [See Regulation 4,19 and 20] Claim and Payout Form: Unified Pension Scheme (UPS) Subscriber who Superannuated/Retired on or before 31/03/2025																																
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Signature / Thumb Impression* of Applicant (*LTI in case of males and RTI in case of females to be provided. Toe impression in case no hands)

			PART	- B (Details as reco	rded in the C	RA Syste	em)								
1.	1. Details of Partial Withdrawal: S. N. Date of Partial Amount Withdrawal Withdrawal														
	S. N.	Date of Partial Withdrawal	Amount Withdrawn			Date of	(no. of un		er default pattern, as						
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	2														
	3														
		Total													
2.	Details of	of Voluntary Contri	ibution:												
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3.	Details for Calculation of UPS benefits payable to Subscriber:														
	I. Individual Corpus (IC): Value of Corpus as on Date of Superannuation/Retirement.														
	II.	of Partial Withdraw	s (BC): Value of IC as vals amount at the time Contribution on Date of	of Superannuation as	per Default F										
	value of Voluntary Contribution on Date of Superannuation/Retirement. III. Final Withdrawal (FW in %).														
	IV. Representative Annuity Rate (as on Date of Superannuation, as published by PFRDA).														
	V.	Representative An (12*100) where {IC	nuity Amount = $(IC) \times (IC) \times$	(1-FW%) *(Represent	tative Annuity	Rate) /									
			PART -	C (to be filled by the	DDO in the	CRA Sys	tem)								
1.	Employ	ment Details as pe		,			,								
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		ee Code / ID													
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3. Salary Details of last month	n bef	fore	Sup	eraı	nnu	atio	n/ I	Reti	iren	nen	nt u	nde	er F	R 5	6	(j):																					
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UPS Payout Order (UPO) No:	: 🔲																																				
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2. Details of Legally Wedded	Spoi	use	on ti	ne C	ate	of S	Sup	era	annı	uat	ion	/R	Reti	rem	ner	nt:																					
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Signature & Name of PAO :								
PAO Name	PAO Registration No.							
Date: Place:								
Authorising the release	of benefits upon receipt of UPS payout Order after due Verification							
Authorised Signatory NPS Trust								
Date:	Place:							

Instructions to fill the form

- 1. All fields are mandatory, unless marked with Asterisks.
- 2. Please fill the details of the subscriber as per the service records.
- 3. Please give details of DDO, PAO, Department/Ministry of the office from where you retired.
- 4. Any one of the 5 KYC documents may be provided. In case of online filling of the form Aadhar Number or CKYC ID may be provided.
- 5. The current address shall be as per the KYC document provided. In case there is change in the current address, the concerned KYC documents is to be updated first.
- 6. The mobile number and e-mail id of the claimant shall be verified separately by sending an OTP or a link as may be applicable.
- 7. The field of date of joining in Central Govt regular service shall be captured from the CRA system, however, in case of any change, it shall be editable by the subscriber and duly verified by DDO.
- 8. In case, Aadhaar number is being given for legally wedded spouse, only the last four digits of the Aadhaar number may be provided.

List of Documents to be attached with this form

By Claimant:

- i. Photocopy of the first page of Pass Book/Bank Statement or cancelled cheque of the Bank Account or any other bank document showing the name and account details of Account Holder, in which the payout is to be credited.
- ii. Copy of PAN Card of claimant.
- iii. KYC documents of claimant.
- iv. One joint photograph.
- v. Specimen signature of claimant.

By DDO:

- i. Copy of the document containing employment details verified by HOO.
- ii. Copy of the signed Form by subscriber (in case the form submitted by subscriber in physical mode).

Form B4

[See Regulation 19, 20 and 23]

Claim and Payout Form: Spouse of the Deceased Unified Pension Scheme (UPS) Subscriber who Superannuated/Retired

on or before 31/03/2025 and eligible for UPS Benefits and Subscriber had already availed Benefits under UPS Before filling the form, please read the INSTRUCTIONS carefully given at the end of the form Photograph of Protean eGov Technologies Limited (formerly NSDL e- Governance Infrastructure Ltd.) Spouse 3.5 cm × 2.5 cm size / passport size (Do not sign across / stapple / clip) PART - A (to be filled by the Spouse of Deceased Subscriber) 1. Details of Deceased Subscriber: Name PRAN Date of Death (as per Death Certificate) 2. Details of Legally Wedded Spouse on the Date of Superannuation: DOB Male Gender Female Transgender 3. KYC Details: **Document** Validity **Identification Number Document Type** (in case of Passport and Driving License) (one of the documents) Aadhaar*/ Driving License / Passport / Voter ID / CKYC ID / Letter issued by NPR 4. Current Address: Flat/House No./Bldg. Name Street / Locality Village & Post Office / Block City / District State Country 5. Contact Details: Telephone No. (If any) E-Mail ID 6. Details of Bank A/C of Spouse for credit of UPS Benefits : Type of Bank A/C Saving A/C Current A/C Bank A/C No. Bank Name **IFSC** Declaration: spouse of late have fully read and understood the provisions of Unified Pension Scheme (UPS) as notified by GoI vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time. I hereby declare that I am eligible to avail benefits under UPS in terms of the aforesaid notification and Regulations. I certify that the information given above is true and correct. I hereby authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data/ details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder. Place: Name: Date: d d m m y y y y Signature / Thumb Impression* of Applicant (*LTI in case of males and RTI in case of females to be provided. Toe impression in case no hands) PART - B (Details as recorded in the CRA System) 1. Details of UPS benefits that were being paid for Deceased Subscriber: Monthly Top-Up Payout to Deceased Subscriber as on the Date of Demise I. 11. DR amount on Admissible Payout on the Date of Demise of Subscriber

	PART - C (to be filled by the DDO in the CRA System)															
Employment Details as per Service record:																
File No:																\Box
Employee Code / ID			1	11	11				T		T	Ť			\top	Ħ
Date of Start of Eligibility of Family Payout	to Spouse (on de	emise of su	bscribei	r)		d d i	m m	У	у у	У						
														_		
Certified that the details provided by spouse of de retirement, date of death of subscriber which has		y HOO ar	nd the e	entry ha	as bee	n mad	e as p	er su				the d	ate of	supe	erannı	uation
Signature & Name of DDO :																
DDO Name			D	DO Re	nistra	tion N	0									
Date:				lace:	9.00.0		-									
Form B4 Photograph of																
(Part D) Photograph of Spouse														r		
UPS Payout Order (UPO) issued by PAO 3.5 cm													2.5 cr	n		
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										ot sigr		ss/				
To, National Pension System Trust																
Tower B, B-302, Third Floor, World Trade Cer	nter Nauroji Na	gar, New	Delhi-	110029	9											
File No:									Da	ite of	Issue:	d	d m	m y	/ y	уу
UPS Payout Order (UPO) No:																
1. Details of Deceased Subscriber:																
Name																
PRAN																
Date of Death (as per Death Certificate)	d d m m y	у у у	0													
2. Details of Legally Wedded Spouse on the	Date of Super	annuatio	n :													
Name																
DOB ddmm	у у у у					PAN	1									
Gender Male	Female	Transge	nder													
<u>s</u>	Sanction of Adn	nissible l	JPS Be	nefits	Payal	ole to	Spou	se								
3. UPS Benefits Payable to Spouse:																
Date of Family Payout to Spouse (on demise	e of subscriber)	d	d m	m v	VV	V										
Monthly Family Pay-Out (60% of top-up amou	-	hscriber)	0 1111		J J	<i>y</i>										
DR amount (60% of admissible payout to subscriber) Adjustment of excess Monthly top-up Paid for Subscriber																
upto the Date of Commencement of Family F	Payout, if any															
Signature & Name of PAO :																
PAO Name					gistra	tion N	0.									
Date:			PI	lace:												

Authorised Signatory

NPS Trust

Date: Place:

Instructions to fill the form

Authorising the release of benefits upon receipt of UPS payout Order after due Verification

- 1. All fields are mandatory, unless marked with Asterisks.
- 2. Please fill the details of the subscriber as per the service records.
- 3. Please give details of DDO, PAO, Department/Ministry of the office from where you retired.
- 4. Any one of the 5 KYC documents may be provided. In case of online filling of the form Aadhar Number or CKYC ID may be provided.
- 5. The current address shall be as per the KYC document provided. In case there is change in the current address, the concerned KYC documents is to be updated first.
- 6. The mobile number and e-mail id of the claimant shall be verified separately by sending an OTP or a link as may be applicable.
- 7. In case, Aadhaar number is being given for legally wedded spouse, only the last four digits of the Aadhaar number may be provided.

List of Documents to be attached with this form

By Claimant:

- i. Photocopy of the first page of Pass Book/Bank Statement or cancelled cheque of the Bank Account or any other bank document showing the name and account details of Account Holder, in which the payout is to be credited.
- ii. Copy of Death certificate of deceased Government Subscriber
- iii. Copy of PAN Card of claimant.
- iv. KYC documents of claimant.
- v. One photograph.
- vi. Specimen signature of claimant.

By DDO:

- i. Copy of the document containing employment details verified by HOO.
- ii. Copy of the signed Form by claimant.

Form B6

[See Regulation 4,19 and 20]

Claim and Payout Form: Spouse of the Deceased Unified Pension Scheme (UPS) Subscriber who Superannuated/Retired

on or before 31/03/2025 and eligible for UPS Benefits and Subscriber had not availed Benefits under UPS Before filling the form, please read the INSTRUCTIONS carefully given at the end of the form Photograph of Protean eGov Technologies Limited (formerly NSDL e- Governance Infrastructure Ltd.) Spouse 3.5 cm × 2.5 cm size / passport size (Do not sign across / stapple / clip) PART - A (to be filled by the Spouse of Deceased Subscriber) 1. Detail of Deceased Subscribers: Name PRAN Date of Death (as per Death Certificate) Date of Superannuation / Retirement under FR 56(j) / Retirement Male Female Transgender Date of Joining Service PAN 2. Details of Legally Wedded Spouse on the Date of Superannuation: Name DOB Gender Transgender Male Female 3. KYC Details: **Document** Validity **Document Type Identification Number** (in case of Passport and Driving License) (one of the documents) Aadhaar* / Driving License / Passport / Voter ID / CKYC ID / Letter issued by NPR 4. Current Address: Flat/House No./Bldg. Name Street / Locality Village & Post Office / Block City / District State Country 5. Contact Details: Telephone No. (If any) Mobile No. 6. Details of Bank A/C of Spouse for credit of UPS Benefits : Type of Bank A/C Saving A/C Current A/C Bank A/C No. Bank Name **IFSC** Declaration: spouse of late have fully read and understood the provisions of Unified Pension Scheme (UPS) as notified by GoI vide notification F. No. FX-1/3/2024-PR, dated 24/01/2025 and PFRDA (Operationalisation of Unified Pension Scheme under National Pension System) Regulations, 2025 as amended from time to time. I hereby declare that I am eligible to avail benefits under UPS in terms of the aforesaid notification and Regulations. I certify that the information given above is true and correct. I authorize the CRA, NPS Trust or any other entity connected with UPS to collect and share data/ details of my necessary personal information for the purpose of the said scheme regulated under the PFRDA Act, 2013 and the relevant regulations notified thereunder. Place: Name: Date: d d m m y y y y

Signature / Thumb Impression* of Applicant (*LTI in case of males and RTI in case of females to be provided. Toe impression in case no hands)

			PART	- B (Details as recor	ded in the C	RA System)									
1.	1. Details of Partial Withdrawal: S. N. Date of Partial Withdrawal Withdrawal Withdrawn as per NAV on the Date of (no. of units withdrawn * NAV) as per default pattern, as															
	S. N.	Date of Partial Amount														
	1															
	2															
	3															
		Total														
2.	Details of	of Voluntary Contri	ibution:													
	S. N.	Date of Voluntary Contribution	Amount of Voluntary Contribution	No. of Units Allotted	NAV on the Superann			Value of Voluntary Counits * NAV) as on date of								
	1															
	2															
	3															
	n															
	Total															
3.	Details for Calculation of UPS benefits payable for Deceased Subscriber:															
	Details for Calculation of UPS benefits payable for Deceased Subscriber: I. Individual Corpus (IC): Value of Corpus as on Date of Superannuation/Retirement.															
	II. Benchmark Corpus (BC): Value of IC as per Default Pattern of Investment + Value of Partial Withdrawals amount at the time of Superannuation as per Default Pattern - value of Voluntary Contribution on Date of Superannuation/Retirement.															
	III.															
	IV.															
	 V. Representative Annuity Amount = (IC) x (1-FW%) *(Representative Annuity Rate) / (12*100) where {IC ≤ BC}. 															
	(12*100) where {IC ≤ BC}. PART - C (to be filled by the DDO in the CRA System)															
1.	Employ	nent Details as pe	r office record:													
	File No:															
	Employe	ee Code / ID														
			Qualifying Service (Qua on 2(k) read with Regulation		y y y y											
	Date of	Superannuation/ Re	etirement under FR 56(j)	d d m m	у у у у											
	-	of Qualifying Servic														
		of Qualifying Servic to be ignored)	e in Completed Half Yea	rs (L)												
	Date of (in case	Start of Payout to D	Deceased Subscriber ext day of superannuation /		m m y y	у у										
			ut to Spouse (on demise o	of subscriber)	m m y y	у у										
2.	Basic pa	y details for last 1	2 months before Supe	rannuation/ Retireme	ent under FF	R 56 (j):										
			NPA (non-practicing	Intal				NPA (non-practicing	Total							
		Basic Pay	allowance granted to medical officer in lieu private practice)	(Basic nav +		Basic P	ay r	allowance granted to medical officer in lieu of private practice)	(Basic pay + NPA)							
	Month	1			Month 7											
	Month	2			Month 8											
	Month	3			Month 9											
	Month	4			Month 10											
	Month	5			Month 11											
	Month	6			Month 12											
	Averag	e of 12 Months of	(Basic pay +NPA) = P					l								

3. Salary Details of last month	before Su	uperannua	ation/ R	etire	emen	t un	der	FR	56 (j	j):																	
Month / Year	Basic	c Pay (incli		nce g if any			о те	edica	ıl ofj	îcer		Α	D		nes		4)	\top		E=	Tot (BP	tal P+ D)A)				
Last month emolument (E) for lump-sum payment																						\dagger					
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ignature & Name of DDO:																											
DDO Name							0	DO	Reg	gist	ratio	on l	lo.														
Date:							P	Place) :																		
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lational Pension System Trust																											
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File No:																	Dat	e o	f Is	sue	: 0	d	m	nm	1 у	у	У
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PRAN				\pm		\dashv																_		_			
	\4:6:4 - \																										
Date of Death (as per Death C			m m	<i>y</i> 3	/ <i>y</i>	•																					
2. Details of Legally Wedded S	pouse on	tne Date	or Sup	eran	nuat	ion :							_		_	_	_	_	_	_	_	_	_	_	_	_	
Name													4	<u> </u>	+	_	+	<u> </u>	+	_	+	Ļ	ᆣ	\perp	\perp		
DOB	d d m	m y y	уу	_								PA	.N									\perp	_				
Gender	Male	Fei	male	T	rans	gend	er																				
Details of Employment & Sal	lary:				_																						
Length of Qualifying Service in	number	of months																									
Average of last 12 Months Bas	sic Pay																					\perp	\perp	\perp	\perp		
Last Month Salary (Basic Pay	+ DA)												T				T		T		Ť	T	T	T	Т		
Length of Qualifying Service in	complete	ed Six Mon	nths (fro	iction	ı igno	red)																					
Date of Start of Payout for Dec	ceased Su	ubscriber			d d	m	m	VV	V	V	1																
Date of Start of family Payout			e of subs	cribe		d a		m	17	1/	17:	1/2															
Admissible Payout: Assured Pay condition that if (P/2) XQ/300 is less to	yout*(IC/B	C)*(1-FW%	%) where	e {IC	<= E	3C} (Assi	ured				,	/		/		th the	е									
		Sanctio	on of A	dmis	sible	e UP	S B	enet	its	Pay	able	e to	Sp	ous	e												
I. UPS Benefits Payable to Spo	ouse:																										
Date of start of Top-Up Payout			d	d m	m	у .	уу	/ y																			
Lumpsum Payment						Ť	T	Ī					Т				Т		T		T	\top	Т	Т	Т	Т	\top
Interest on Lumpsum Payment	t			Ť		$\overline{}$	İ	Ť				T	Ť	İ	İ	Ť	Ť	Ť	Ť	Ť	Ť	Ť	Ť	T	Ť	T	$\overrightarrow{\Box}$
Monthly Family Pay-Out (60%		amount anva	able to si	ıbscr	iber)	T	$\overline{}$	$\dot{\top}$	T				Ť	Ť	$\overline{}$	Ť	Ť	Ť	Ť	Ť	Ť	Ť	T				
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Family Payout payable to Spor	use after l	Date of dea	mise of	Sub	scrib	er					,														11		
Family Payout payable to Spor Interest on Arrears for Top-Up					Tr.	er 						$\frac{1}{1}$	\pm	+	$^+$	$^{+}$	+	$^{+}$	$^{+}$	\dagger	$^{+}$	十	十	十	十	十	

Signature & Name of PAO :											
PAO Name PAO Registration No.											
Date: Place:											
Authorizing the release of hanefite upon receipt of LIDS payout Order offer due Verification											

Authorising the release of benefits upon receipt of UPS payout Order after due Verification

Authorised Signatory NPS Trust

Date: Place:

Instructions to fill the form

- 1. All fields are mandatory, unless marked with Asterisks.
- 2. Please fill the details of the subscriber as per the service records.
- 3. Please give details of DDO, PAO, Department/Ministry of the office from where you retired.
- 4. Any one of the 5 KYC documents may be provided. In case of online filling of the form Aadhar Number or CKYC ID may be provided.
- 5. The current address shall be as per the KYC document provided. In case there is change in the current address, the concerned KYC documents is to be updated first.
- 6. The mobile number and e-mail id of the claimant shall be verified separately by sending an OTP or a link as may be applicable.
- 7. The field of date of joining in Central Govt regular service shall be captured from the CRA system, however, in case of any change, it shall be editable by the subscriber and duly verified by DDO.
- 8. In case, Aadhaar number is being given for legally wedded spouse, only the last four digits of the Aadhaar number may be provided.

List of Documents to be attached with this form

By Claimant:

- Photocopy of the first page of Pass Book/Bank Statement or cancelled cheque of the Bank Account or any other bank document showing the name and account details of Account Holder, in which the payout is to be credited.
- ii. Copy of Death certificate of deceased Government Subscriber
- iii. Copy of PAN Card of claimant.
- iv. KYC documents of claimant.
- v. One photograph.
- vi. Specimen signature of claimant.

By DDO:

- i. Copy of the document containing employment details verified by HOO.
- ii. Copy of the signed Form by claimant.