



Affix Recent
Passport
Photograph

STANDARD NOTICE OF RETIREMENT

1. Account Holder's Particulars:

Surname	First Name	Middle Name	
PIN	Date of Birth (dd/mm/yy)	Sex (M/F)	Effective Date of Retirement (dd/mm/yy)
			Marital Status (M/S/D/W)

Permanent Home Address:

Current Contact/ Mailing Address:

House Tel. Number Mobile Tel Number

2. Current Employment Details:

Employer's Name and Address

Employer Code

Total Annual Remuneration ₹: (Attach Pay Slip)

3. Details of Benefits:

Accumulated Contributions to Date: ₹ Status of Retirement Bond ₹
(If a public sector employee)

Expected Contribution to Date of Retirement ₹ Status of Accrued Benefits ₹
(if a private sector employee)

4. Reasons for Retirement/Exit (Please tick appropriately)

Normal Retirement Medical Terms and Condition of Employment

a.) If on Medical Reasons:

Medical Condition:

Name and Address of Physician/Hospital that issued the medical certificate:

Date of Medical Certification

(dd/mm/yy)

b.) If under Terms and Conditions Of Employment:

State Unique Terms and Conditions of employment:

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Certification by PFA:

PFA Code:

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Authorised Signatory

Official Stamp

Name: _____ Designation: _____ Date: _____

DOCUMENTS TO BE ATTACHED:

- (i) **Official Notice of employment from employer.**
- (ii) **Last pay-slip.**
- (iii) **Any other evidence of total annual remuneration (specify).**
- (iv) **CTC of Retirement Bond Certificate (for employees in public sector).**
- (v) **Medical Certificates (where retirement/exit is on medical grounds).**
- (vi) **Letter of notification of retirement by employer authenticating medical certificate.**
- (vii) **Letter confirming that temporary exit is in accordance with terms of employment.**

