

LAKSHMIBAI COLLEGE
ASHOK VIHAR, NEW DELHI

FORMAL APPLICATION FOR PENSION

From

To,
The Principal,
Lakshmibai College
Ashok Vihar-III,
Delhi-52

The Registrar,
University of Delhi,
Delhi-7

Subject : Application for Sanction of pension

Dear Madam,

I beg to say that I am due to retire from service w.e.f. _____, My date of birth being _____ . I request that step be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement.

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/or gratuity is claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.
3. I enclose herewith :-
 - i) Three specimen signatures of mine & husband/wife duly attested.
 - ii) Three copies of passport size photograph (Joint) of the employee with her/his husband/wife duly attested.
 - *iii) Three slips each bearing my left-hand thumb and finger impressions.
4. My present address is _____
and my address after retirement will be _____

Thanking you,

Yours faithfully

Dated :

Designation _____

Note : Any subsequent change of address should be notified to the Registrar/Principal.

* This is required only in this case of persons who are illiterate and cannot sign their names.