

APPENDIX – I

The Tamil Nadu Co-operative Milk Producers' Federation Limited
Aavin Illam :: Madhavaram Milk Colony :: Chennai 600 051 /
..... District Co-operative Milk Producers' Union Limited

Application for Monthly Ex-gratia Pension to the Retired Employee

Affix Passport size
photograph of the
Applicant

1	Name of the Retired Employee & Designation	
2	Employee Code No.	
3	Sex (Male / Female)	
4	Marital status (Married / Unmarried)	
5	Date of Birth	
6	Father's / Husband's Name	
7	Date of Appointment	
8	Date of Retirement	
9	Number of years of service	
10	Last place in which the employee worked at the time of Retirement	

11	Permanent Address					
12	Address for Communication					
13	Contact Details:-					
	Residential Telephone No:					
	Mobile phone No.					
	E-mail id:					
14	Particulars of family:					
	Sl.No.	Name	Date of Birth	Relationship with Employee	Indicate against Minor	
					Guardian Name	Relationship with Employee
15	Details of Savings Bank Account:					
	a. Name of the Bank					
	b. Name of the Branch					
	c. Savings bank account no.					
	d. IFSC Code of the Bank					

16	Documents enclosed (indicate as per instructions)	1. 2. 3. 4. 5.
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DECLARATION

I hereby solemnly declare that –

1. the particulars given in this application are true and correct.
2. in case, if any one or more of the above particulars is/are found to be false/incorrect and perpetrated to claim the ex-gratia pension, I undertake to return the pension in full with interest and I shall abide myself for any action that may be initiated by Federation / Unions in this regard.

Place:

Date:

Signature of the Retired employee/claimant

To be attested by the Unit Officer of the last worked place of the retired employee after duly verifying the details furnished above by the Claimant.

Place:

Date:

Signature with Seal of the Unit Officer

Instruction to fill up application for monthly Ex-gratia Pension to the retired employee

- 1) All details shall be filled up by the applicant legibly in capital letters without any omission.
- 2) A passport size photograph of the applicant shall be affixed on the application. Further the applicant shall enclose three copies of Joint photographs with spouse, duly signed by the retired employee and Unit Officer on the reverse (size 5 cm * 7cm) and photographs of each of the family members indicated in Sl.no.14 of the application form duly furnishing the name of the family member concerned and signed by the applicant on the reverse side of all the photographs.
- 3) Enclose Photo copy of the first page of savings bank account indicated in Sl.no.15 of the application form duly attested by the applicant.
- 4) Enclose retirement order copy in proof of Sl.no.8 of the application form.
- 5) All documents enclosed as indicated in Sl.no.16 of the application form shall be self attested by the applicant.
- 6) The application form shall be submitted by the retired employees at the Unit of TCMPF / Union where he/she worked on the date of retirement.
- 7) The retired employee shall submit live certificates in the prescribed format through personal appearance, before the Unit Officer of the Unit in which the retired employee worked at the time of retirement, once in every year in the month of December before 31st of that month. If live certificates are not submitted before the date mentioned, ex-gratia pension shall be withheld from the month of January till receipt of the live certificates. Only on receipt of live certificate disbursement of ex-gratia pension/ex-gratia family pension shall be made/resumed.