



केन्द्रीयविद्यालयसंगठन (सु.)/  
Kendriya Vidyalaya Sangathan (HQ)  
18 संस्थागतक्षेत्र/18 Institutional Area,  
शहीदजीतसिंहमार्ग/Shahed Jeet Singh Marg,  
नईदिल्ली – 110016/New Delhi -110016  
दूरभाष/Telephone No.: 011-26858570  
Email-pensionkvshq@gmail.com

F.110230(Misc)/2022-KVS(HQ)/P&I

Date: 13.01.2023

To,

[Kind Attention: **CTSA Family Pensioners**]

**Sub: Submission of Personal Identification and others related Papers of Family Pensioners of erstwhile CTSA employees.**

Sir/Madam,

This is in reference to Govt. of India, Ministry of Education, DoSE&L, letter no. 4-3/2002-UT-2/Sch.3 dated 15.03.2022, with the direction to disburse Pension to all erstwhile Pensioners of CTSA as on 31.03.2022. Presently, KVS disburse Pension to all its Pensioners through SBI. Therefore, it is mandatory for all Pensioners of SBI to submit the documents required for disbursement of Pension through SBI.

Family Pensioners of erstwhile CTSA are requested to submit the following documents immediately attested by Bank/Gazetted Officer to KVS, STSS Special Section latest by **30.01.2023** in the proforma attached herewith:

1. Latest Passport Size Photograph of the Family Pensioner duly attested.
2. Undertaking for drawal Family Pension in excess.
3. Specimen signatures and Thumb & Finger impression of Family Pensioners.
4. Application for Drawal of Family Pension through State Bank of India.
5. Photocopy of Aadhar Card & Pan Card.
6. Photocopy of SBI Account Passbook.

**In the absence of above documents, KVS will not be in position to disburse Family Pension from February 2023 onwards. The above information/documents may be sent to the address given below latest by 30.01.2023.**

Assistant Commissioner  
Kendriya Vidyalaya Sangathan, (STSS Special Section),  
KVS RO Delhi, Old JNU Campus,  
Baba Gang Nath Marg, Near Ber Sarai,  
New Mehrauli Road, New Delhi – 110067.

(A.K. Srivastava)  
Assistant Commissioner (Fin)

Encl: Performa as Above

Copy: The Deputy Commissioner (EDP), KVS (HQ), New Delhi – with the request to upload the same on the website of KVS under 'Announcement'.

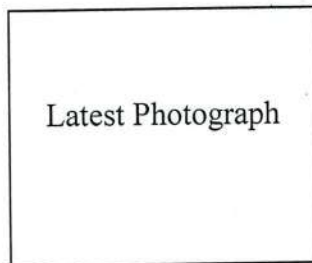
**KENDRIYA VIDYALAYA SANGATHAN STSS SPECIAL SECTION, NEW DELHI**

ANNEXURE-3 (II)

PASSPORT SIZE PHOTOGRAPHS of SMT. / SH.

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(Photographs is to be attested)



Attested by:

Signature

1. Name.....

Address: .....

.....

.....

**KENDRIYA VIDYALAYA SANGATHAN STSS SPECIAL SECTION, NEW DELHI**

UNDERTAKING

I.....Ex..... hereby undertake to refund the amount of, Pension including Ad-hoc relief as sanctioned and if afterwards found in excess of the entitlement.

Signature:.....

Designation.....

Address.....

Place.....

Date.....

**ATTESTED BY:**

	<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
1.	.....	.....	.....
2.	.....	.....	.....

**KENDRIYA VIDYALAYA SANGATHAN STSS SPECIAL SECTION, NEW DELHI**

Specimen Signatures or **left hand thumb and finger impression** of the claimant/guardian duly attested.

(A) Specimen signature of Sh/Smt/Kum.....

HINDI

ENGLISH

- |    |       |       |
|----|-------|-------|
| 1. | ..... | ..... |
| 2. | ..... | ..... |
| 3. | ..... | ..... |

2. **Left hand (Finger impression)**

- |                |                  |                |                  |
|----------------|------------------|----------------|------------------|
| 1. Fore finger | 2. Middle finger | 3. Ring Finger | 4. Little Finger |
|----------------|------------------|----------------|------------------|

5. Thumb

**ATTESTED BY**

	NAME	FULL ADDRESS	SIGNATURE
--	------	--------------	-----------

- |    |       |       |       |
|----|-------|-------|-------|
| 1. | ..... | ..... | ..... |
| 2. | ..... | ..... | ..... |

(10) **WITNESSES:**

- |    |       |       |       |
|----|-------|-------|-------|
| 1. | ..... | ..... | ..... |
| 2. | ..... | ..... | ..... |

**KENDRIYA VIDYALAYA SANGATHAN STSS SPECIAL SECTION, NEW DELHI**

**ANNEXURE-1**

**APPLICATION FOR DRAWAL OF PENSION THROUGH STATE BANK OF INDIA**

Sir,

I opt to draw my pension through State Bank of India \_\_\_\_\_ given below.  
Necessary particulars to place and Branch enable you to make arrangements in this regard are as  
under:

1. Particulars of pensioner:
  - a) Name.....
  - b) Pension payment no.....
  - c) Present Address.....
  
2. Particulars of authorized branch of S.B.I.
  - a) Name (Place).....
  - b) Branch where payment is desired.....
  
3. Pensioner's S.B Account/Current A/c No. .... and the branch  
Name & Branch Code to which pension is to be credited.

Yours faithfully,

(Pensioner)

**(Not "joint" or either survivor account)**

Pensioner's Specimen Signature

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR USE IN ADMINISTRATION OFFICE**

Shri/Smt/Kum..... has been paid pension for the period up to the  
month of..... Amount of pension relief and ad-hoc relief, if any payable is  
clearly indicated.

Accounts Officer  
Central Tibetan Schools Administration  
New Delhi