

F.No. 4/13/2018-P&PW(D)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners Welfare

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: 06-04-2018

OFFICE MEMORANDUM

Subject: Furnishing three copies of joint photographs (or separate photographs) with wife or husband by the Pensioner to Head of Office while filling up/uploading the pension forms-regd.

The undersigned is directed to say that as per CCS (Pension) Rules, 1972, the Central Government Civil Pensioner is required to submit:-(a) Three copies of joint photograph (or separate photographs) with wife or husband (duly attested by Head of Office) (b) Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable (duly attested by Head of Office) alongwith Form 5 of Central Civil Services (Pension) Rules, 1972 for affixing on Pension Payment Order. Further, after 1-1-2017, the Central Government Civil Pensioners are required to submit the pension forms through Bhavishya i.e. online pension sanction and payment tracking system.

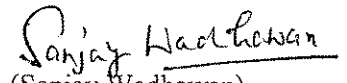
2. The following guidelines should be strictly followed while filling up/uploading the pension forms in Bhavishya. Details of Dos and Don'ts concerning photographs are as under:

Dos and Don'ts concerning Photographs to be submitted with Pension Forms

DOs	DON'Ts
<ul style="list-style-type: none">• Paste/upload joint photograph (or separate photographs) in colour in the box meant for affixing/uploading the photograph with following dimensions: Single photograph 4.5 cm height x 3.5 cm width Digital photograph (single) *Size Type 70 kb JPEG/JPG/PNG Joint photograph 4.5 cm height x 7 cm width Digital photograph (Joint) *Size Type 70 kb JPEG/JPG/PNG # Signature 2 cm height x 6 cm width Digital Signature *Size Type 70 kb JPEG/JPG/PNG *Maximum Size #Signature must be in Blue/Black colour and clearly visible.	<ul style="list-style-type: none">• Do not paste/upload black and white photographs. Dimensions of photographs and signature should not be smaller than the box provided in the application form. Photograph should not be in the form of a selfie.
<ul style="list-style-type: none">• Background of the photograph should be plain white and the dress should be in dark colour.	<ul style="list-style-type: none">• Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted.
<ul style="list-style-type: none">• Photograph should fit within the given box	<ul style="list-style-type: none">• Photograph in computer print will not be accepted.

<ul style="list-style-type: none">• Frontal view of the full face should be visible in the photograph.	<ul style="list-style-type: none">• Photograph is NOT to be signed.
<ul style="list-style-type: none">• Photograph should be clear and with a continuous-tone quality.	<ul style="list-style-type: none">• Eyes must not be covered by hair. Glares on eyeglasses should be avoided with a slight upward or downward tilt of the head.

3. This issues with the approval of competent authority.


(Sanjay Wadhawan)

Deputy Secretary to the Govt. of India
Tel. No. 24655523

To

All Ministries/Departments of Government of India (As per Standard Mailing List).