

## **Guidelines for DCS form**

### **Valued Pensioner:**

You can now receive your monthly pension directly in your account in any scheduled bank - no need to send us any bills. This new facility is not only convenient for our valued clients like you but it also enhances the efficiency of our payment accounting process. Please fill the following documents attached with this email: a) Option form - DCS. You need to open a pension specific single account in any scheduled bank of your choice and get this form attested by the bank for verification of your bank account particulars. This is to be sent to us. b) Indemnity bond - on Rs.20 stamp paper, to be attested by notary public and provided to your bank. You will have to return your original pension book to the bank from where you are presently drawing your pension. AGPR Office will need both halves of the pension payment order from your previous bank for revision in favor of direct This is a one-time requirement. After completion of these formalities, your pension will be automatically credited to your bank account. For continuity of your pension you will have to submit a life certificate to you bank on the first of every March and September. This is just an internal control measure aimed at ensuring valid pension payments to our valued pensioners. If you wish to visit our Office personally, our Pension Facilitation Center is ready to provide you personalized assistance.