F.No. C-30013/15/2018-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

*****

5th Floor, HUDCO Vishala Building,
Bhikaji Cama Place, New Delhi
Dated, the 8 May, 2018

To

All Pr. Chief Commissioners/Chief Commissioners/All
Commissioners/Directors General under CBEC.

Sub: 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.

Sir/Madam,

I am directed to forward herewith a copy of OM No 4/13/2018-P&PW
(D) dated 16.04.2018 received from Ministry of Personnel, Public Grievance &
Pensions, Department of Pension & Pensioners Welfare, on the subject mentioned
above for information and restrict compliance.

Encl. As above

Yours faithfully,

(B. Ginkhan Mang)
Under Secretary to the Govt. of India
Tel. No. 011-26162673

Copy to: Copy to :
The DG (Systems & Data Management), New Delhi with the request to kindly
upload this circular on the Website of CBEC.

(B. Ginkhan Mang)
Under Secretary to the Govt. of India
F.No.O-21030/2/2018-coord
Government of India
Ministry of Finance
Department of Revenue

New Delhi, dated 4 May, 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 enclose a copy of O.M No. 4/13/2018-P&PW (D) dated 6th April, 2018 received from Ministry of Personnel, Public Grievances and Pensions on the above mentioned subject for necessary action.

Encl: As Above

(Anu Narayanan)
Section Officer (Coord.)
TELE FAX: 23095372

1. Chairman, CBDT
2. Chairperson, CBIC
3. Director, Enforcement Directorate
4. DG,CEIB
5. Director, FIU-IND
6. DS(State Tax), Rev. Hqrs.
7. DS (Hqrs.), Rev. Hqrs.
8. DS[NC], Rev. Hqrs.

Copy to:

1. Commissioner (Coord &System), CBDT
2. Commissioner (Coord.), CBIC

Dr (Adv. III)

De circulate /website
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**

<table>
<thead>
<tr>
<th><strong>DOs</strong></th>
<th><strong>DON'Ts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paste/upload joint photograph (or separate photographs) in colour in the box meant for affixing/uploading the photograph with following dimensions:</td>
<td>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.</td>
</tr>
<tr>
<td>Single photograph 4.5 cm height x 3.5 cm width</td>
<td></td>
</tr>
<tr>
<td>Digital photograph (single) *Size 70 kb Type JPEG/JPG/PNG</td>
<td></td>
</tr>
<tr>
<td>Joint photograph 4.5 cm height x 7 cm width</td>
<td></td>
</tr>
<tr>
<td>Digital photograph (Joint) *Size 70 kb Type JPEG/JPG/PNG</td>
<td></td>
</tr>
<tr>
<td># Signature 2 cm height x 6 cm width</td>
<td></td>
</tr>
<tr>
<td>Digital Signature *Size 70 kb Type JPEG/JPG/PNG</td>
<td></td>
</tr>
<tr>
<td>*Maximum Size</td>
<td></td>
</tr>
<tr>
<td>#Signature must be in Blue/Black colour and clearly visible.</td>
<td></td>
</tr>
<tr>
<td>Background of the photograph should be plain white and the dress should be in dark colour.</td>
<td>Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted.</td>
</tr>
<tr>
<td>Photograph should fit within the given box</td>
<td>Photograph in computer print will not be accepted.</td>
</tr>
</tbody>
</table>
- Frontal view of the full face should be visible in the photograph.
- Photograph should be clear and with a continuous-tone quality.
- Photograph is NOT to be signed.
- 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 issue 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).

The Secretary
Department of Revenue
North Block, New Delhi