
Pension Sanctioning Authority - PSA

Sub:-Change of RELHS option from OPD to FMA/FMA to OPD. Ref:-1) RBE No:-137/2022 Dated 27.10.2022. 2) PCPO/Kolkata's Serial Circular No:-160/2022 Dated 31/10/2022

Sir,

With due respect and humble submission I beg to state you that I had opted OPD/FMA facility at the time of retirement. But now I want to change the option from FMA to OPD/OPD to FMA. The following are the particulars given below:-

1)	Name of the Ex- Employee:
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- 2) Designation:-Ex:-....,Working under.....
- 3) PF/A/c No:....
- 4) PPO No:-....
- 5) Date of Birth:-....
- 6) Date of Appointment:-....
- 7) Date of Retirement:-....

8) RELHS Card No/UMID Card No(Copy attached):-....

9)	Bank Details:-A)Name of the Bank:
	B)Branch Name:
	C)Account No:
	D)IFSC Code:
	"Declaration"

"Declaration"

I am aware of the fact that this change is only for one time in a life time and I want to adopt such change for once in my lifetime:-

3) The above information furnished by me is correct to the best of my knowledge and belief. I also understand that, if any stage, it is found that the undertaking submitted by me is incorrect or carries false information, my FMA is liable to be stopped with immediate effect and further suitable action should be taken to recover the excess amount paid to me.

Your's Faithfully,

Forwarded by Branch officer

Ex:	
Date:	
PPO No:	

То

ANNEXURE-'B'

DOCUMENTS REQUIRED FOR CHANGE OF OPTION OPD TO FMA

- 1) Copy of PPO –OLD & NEW as the case may be.
- 2) Copy of Service certificate/Calculation Sheet.
- 3) Copy of Form 6.
- 4) Copy of Undertaking Form.(Annexure-1)
- 5) Current pension Breakup from Bank/PO.
- 6) Copy of RELHS Card.
- 7) Copy of UMID CARD.
- 8) Address proof from Local Councillors/Pradhan
