

Instructions to fill PRAN Form

1. S-1 Form is to be filled in triplicate.
2. Form must be filled with black pen only.
3. DOB/DOJ/DOR must be filled by the concerned employee.
4. Photograph must be **without** attestation and signature.
5. Form must be duly attested by DDO.
6. Basic Pay/Scale must be written.
7. PAN Number must be mentioned and attach **copy of Pan Card** along with the Form.
8. One **cancelled Cheque** of the employee must be attached with S-1 Form.
9. Name of the concerned office must be mentioned.
10. Group of employee who comes under following category according to Grade Pay must be mentioned :-

<u>Group</u>	<u>Grade pay</u>
A	5500 and above
B	Between 4300 to 5499
C	Between 2200 to 4299
D	2200 and less

11. Form to be sent only by Accountant or concerned employee.
12. Bank IFSC Code and Bank MICR Code to be also filled.
13. Specimen Copy of the S-1 Form is enclosed.