DOCUMENTS LIST FOR

NAME CHANGE / CORRECTION IN PRAN CARD

1. **S-2 Form** (3 Pages) filled in **CAPITAL LETTERS** with **BLACK INK**.
2. Self-attested Copy of **AADHAR CARD** with new name.
3. Self-attested Copy of **PAN CARD** with new name.
4. **Cancelled Cheque /** Self-attested Copy of **Bank Passbook** with new name.
5. Self-attested Copy of **PRAN CARD**.
6. Self-attested Copy of **Service Sheet** with new name.
7. In case of **Major Name Change**, also submit Self-attested Copy of **Gazette's first** page, **last** page and the **page** in which Employee's Name is mentioned.
8. In case of Name Change of **Female Employee due to Marriage**, also submit Self-attested Copy of **Marriage Certificate**.

Note:

(i) **All Signatures should be same as per PRAN Card.**
(ii) **Employee's Name should be same in all Documents.**
   For example:
   "Sanjay Kumar Singh" **is not equal to** "Sanjay Singh" or "Sanjay Kumar" or "Kumar Sanjay Singh" etc.

DOCUMENTS LIST FOR

NOMINEE UPDATION IN PRAN CARD

1. **S-2 Form** (3 Pages) filled in **CAPITAL LETTERS** with **BLACK INK.**
2. Self-attested Copy of **PRAN CARD.**
3. Self-attested Copy of **UMID CARD, AADHAR CARD** of **every** Nominee Member.
4. In case, where Nominee is **Spouse**, Self-attested Copy of **UMID CARD / Marriage Certificate** of Spouse is compulsory.

Note: All Signatures should be same as per PRAN Card.

DOCUMENTS LIST FOR

MOBILE NUMBER CHANGE IN PRAN CARD

1. **S-2 Form** (3 Pages) filled in **CAPITAL LETTERS** with **BLACK INK.**
2. Self-attested Copy of **PRAN CARD.**

Note: All Signatures should be same as per **PRAN Card.**

DOCUMENTS LIST FOR

PARTIAL WITHDRAWAL IN NPS

1. **Partial Withdrawal Form** filled in CAPITAL LETTERS with BLACK INK.
2. Self-attested Copy of **PRAN CARD.**
3. Self-attested Copy of **Current Salary Slip.**
4. **Cancelled Cheque** with **same name** as per PRAN Card, otherwise, submit Self-attested Copy of **Bank Passbook.**

Note:

(i) All Signatures should be same as per PRAN Card.

(ii) Employee's Name, Bank Account Number & IFSC should be same in Salary Slip & Cancelled Cheque / Bank Passbook.