

X - Under
Burbh

SUPERANNUATION PENSION (RULE - 35)

The following mentioned documents are required for settled for superannuation pension cases :-

Ser No	Documents	Received	
		Yes	No
1.	Service Book and Leave Account (duly completed upto date).	Yes	No
2.	Details of Family (Form - 3)	Yes	No
3.	Form 1/ Form - 2 - Nomination for retirement Gratuity Death Gratuity (if not posted in Service Book)	Yes	No
4.	Presidential order (in case of absorption)		
5.	Vigilance clearance memo		
6.	Form for assessing Pension & Gratuity (Form - 7) (To be sent in duplicate if payment is desired in different circle of accounting unit).	Yes	No
7.	Particulars to be furnished in Form - 5 alongwith	Yes	No
	(a) Two specimen signature (to be furnished in a separate sheet) duly attested by Gazetted officer.	Yes	No
	(b) Three copies of passport size joint photograph with wife or husband (two copies of photo in case of un-married or widow or widower) to be attested by the Head of office.	Yes	No
	(c) Two slips showing the particulars of height and Personal identification marks duly attested by a Gazetted Govt Servant.	Yes	No
	(d) Two slips bearing the left hand thumb and finger impression duly attested by a Gazzeted Govt servant.	Yes	No
8.	Nomination Form for payment of commuted value (Form - 5)	Yes	No
9.	(Form - 1 A) Application for commutation of a Fraction of superannuation pension.	Yes	No
10.	Form - A for payment of arrears of pension.	Yes	No
11.	Pension calculation sheet.	Yes	No
12.	Last pay certificate. (Provisional / Final)	Yes	No
13.	Retirement Order		
14.	Realignment charge report	Yes	No
15.	Name of Post Office / Bank where pension is payable.	Yes	No
16.	No demand certificate in case employee has been allotted Govt accommodation.	Yes	No
17.	Recovery of pension contribution and leave salary contribution (upto date entry in service book).	Yes	No
18.	Payment of CGEGIS-Amount (Entry in Service Book)	Yes	No
19.	A statement indicating the reasons for the delay in case pension papers not forward before six months of the retirement.	Yes	No

Checked by DA

JAO

CAO