

CHECKLIST
PENSION CASE

Name of the Retiree / Deceased official:

Name of the office:

Sl. No	Points to be checked	Yes/No	Page No.	Remarks
01	Form-5 Application for Pension.			
02	Form-1(A) Application for commutation.			
03	Form-3 detail of family pension (duly countersigned).			
04	Form-7 Assessment of pension & Gratuity.			
05	Single or joint photograph (5 X 8.5 Cms.) in triplicate duly attested.			
06	Specimen three signatures or left hand thumb impression mark in duplicate duly attested.			
07	Two slips showing the particulars of height and personal identification marks (not less than two) duly attested by Gazetted. Govt. servant.			
08	Retirement order.			
09	No demand/No dues certificate by AGM (A)/DE (Admn) of unit.			
10	Disciplinary/Vigilance clearance certificate for Gr.'A' & 'B' by DGM ('A'), Circle office and Gr.'C' & 'D' by AGM ('A') of Unit.			
11	Annexure C (CGEGIS one copy pre receipted) in duplicate.			
12	DCRG nomination (Form-1) duly attested.			
13	CGEGIS nomination - duly attested.			
14	Pension calculation sheet.			
15	Sanction for encashment of leave for Gr.'A' & 'B' retirees by the competent authority (containing amount involved and number of days leave at credit).			
16	Last Pay certificate (LPC).			
17	Statement for verification of service & CGEGIS along with S.B. page number.			
18	Entry in Service Book for payment of Pension & Leave Salary contribution for eligible retirees.			
19	Declaration for non-employment after retirement in case of Gr.'A' pensioner.			
20	Statement showing details & total period of non-qualifying service spell and year wise breakup.			
21	Whether photocopy of Service Book & Pension file has been kept.			

Certificate by Head of Office:

Certified that the pay fixation of the retirees/deceased has been checked thoroughly and found O.K.

Signature

Countersignature

A.O.(Concerned)

Head of office.