

## CHECK LIST (ADVANCE PENSION CASE)

Check list in r/o Shri/Smt.....

Designation ..... to be Retired on .....

from O/o .....

S. N.	Particulars of Documents	Page No.	Remarks
1.	Form-5 (Application for Pension) duly showing AADHAR No, PAN No, Mobile No, E-mail ID & Full address with PIN Code,		
2.	Form-1A (Application of Commutation)		
3.	Form-3 (Details of Family signed by the employee and attested by Head of Office duly showing AADHAR No, PAN number, Mobile No and e-mail id duly enclosing copies of AADHAR card and PAN card)		
4.	Form-7 (Assessment of Pension & Gratuity) duly signed by the Head of the Office		
5.	Undertaking in Annexure-E		
6.	Three Joint Photos (Size-5x8.5 cms) with wife/husband duly attested by Head of Office		
7.	Three Specimen Signatures or left hand thumb impression marks in duplicate		
8.	Two slips showing the particulars of height and personal identification marks (not less than two) duly attested by a Gazetted Govt. Servant		
9.	Presidential Order (for IDA only)		
10.	Annexure C (CGEGIS one copy pre-receipted) in duplicate (only in DoT absorbee cases)		
11.	Provisional L.P.C.		
12.	(i) Nomination of Death/Retirement Gratuity		
	(ii) Nomination of Arrear of Pension & Commutation		
13.	(i) Provisional Sanction Memo of Pension		
	(ii) Provisional Sanction Memo of DCRG		
	(iii) Provisional Sanction Memo of CVP		
14.	Name of Spouse with proof of Date of Birth		
15.	Calculation Sheet of Pension, RG and CVP		
16.	Place of Payment (Name & Full Address of Bank/Post Office with Pin code & Account No.)		
17.	Statement for verification of service & CGEGIS along with S.B. page Number as on date		
			Cont....p/2

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18.	Pension Contribution Credit Certificate (PC for IDA & LSPC for CDA)		
19.	Pay fixation on all promotions and all pay commissions etc. should be checked and recorded in the Service Book duly attested, to avoid resubmission/revision of pension case. Old pay scales and corresponding new pay scales should also be mentioned and Pay Regulation sheet from date of appointment to as on date		
20.	Service Book duly completed as on date of submission and notifying the date of superannuation		
21.	Leave Account in the Service Book should be completed in all respects		
22.	Declaration for non-employment after retirement in case of Gr. "A" pensioner		
23.	Statement showing details & total period of non-qualifying service spell and year wise breakup.		
24.	Quarter Vacation Report if applicable		
25.	Mandate Form along with cancelled cheque for E-Payment		
26.	Undertaking for receiving the Pensioner Portion of PPO Book from CCA Office, if desired		
27.	Photocopy of Service Book & Pension Papers have been kept or not		
28.	Form-8 (Forwarding letter)	YES/NO	
<b>After the date of retirement of officer/official please send the following documents duly forwarded by Head of Office:-</b>			
29.	(i) Final LPC		
	(ii) Retirement Order		
	(iii) Sanction Memo of Pension, DCRG and CVP		
	(iv) No Demand/No Dues Certificate by AGM (A)/DE (Admn)*		
	(v) Disciplinary/Vigilance Clearance Certificate		
	(vi) Service verification Certificate for remaining period		
	(vii) Pension Contribution Certificate for remaining period		

\* Provisional Certificate will not be accepted in case of No Dues Certificate.

NOTE: If any particulars of the above is/are not complied by the units/SSAs, the case may not be accepted by the CCA office.

Date:-

Name and Signature of Head of Office  
With seal