

## CHECK LIST (AFTER RETIREMENT PENSION CASE)

Check List of Documents in respect of Shri/Smt .....  
 Designation..... Retired on .....  
 from O/o.....

S. No.	Particular of Documents	Page No.	Remarks
1.	Retirement Order		
2.	Form-1A (Application of Commutation)		
3.	Form-5 (Application for Pension) duly showing AADHAR No, PAN No, Mobile No, E-mail ID & Full address with PIN Code,		
4.	Undertaking in Annexure-E		
5.	Form-7 (Assessment of Pension & Gratuity) duly signed by the Head of the Office		
6.	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)		
7.	Presidential Order (in case of I.D.A)		
8.	Three Joint Photos (Size-5x8.5 cms) with wife/husband duly attested by Head of Office		
9.	Three Specimen Signatures or left hand thumb impression marks in duplicate duly attested		
10.	Two slips showing the particulars of height and personal identification marks (not less than two) duly attested by a Gazetted Govt. Servant		
11.	Final L.P.C		
12.	Annexure C (CGEGIS one copy pre-receipted) in duplicate (only in DoT absorbee cases)		
13.	No Demand/No Dues Certificate by AGM (A)/DE (Admn)*		
14.	Disciplinary /Vigilance Clearance Certificate		
15.	Quarter Vacation Report if applicable		
16.	(i) Nomination of Arrear of Pension & Commutation (ii) Nomination of Death Gratuity		
17.	(i) Sanction Memo of Pension (ii) Sanction Memo of Commutation (iii) Sanction Memo of Gratuity		
18.	Mandate Form along with cancelled Cheque for E-Payment		
19.	Name of Spouse with proof of DOB		
20.	Calculation Sheet of Pension, RG & CVP		
21.	Statement for verification of service & CGEGIS along with S.B. page Number		
22.	Pension Contribution Credit Certificate (PC for IDA & LSPC for CDA)		
			Cont....p/2

23.	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		
24.	Entries in service book for payment of LSPC.		
25.	Leave Account in the Service Book should be completed in all respects		
26.	Statement showing details & total period of non-qualifying service spell and year wise breakup.		
27.	Declaration for non-employment after retirement in case of Gr. "A" pensioner		
28.	Photocopy of Service Book & Pension Papers have been kept	YES/NO	
29.	Undertaking for receiving the Pensioner Portion of PPO Book from CCA Office, if desired		
30.	Form-8 (Forwarding Letter)		

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