

CHECK LIST (FAMILY PENSION CASE)

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

W/o Late

Designation Expired on

from O/o

S. No.	Particulars of Documents	Page No.	Remarks
1.	Form-3 (Details of Family signed by the employee before the date of death and attested by Head of Office)		
2.	Form-12		
3.	Form-14		
4.	Form-18		
5.	Attested Copy of Death Certificate		
6.	Presidential Order (for IDA only)		
7.	Three Photos (Size-5x8.5 cms) duly attested by Head of Office		
8.	Three Specimen Signatures or left hand thumb impression marks in duplicate		
9.	Two slips showing the particulars of height and personal identification marks (not less than two) duly attested by a Gazetted Govt. Servant		
10.	Final L.P.C		
11.	Undertaking in Annexure-E		
12.	(i) Nomination of Death Gratuity		
	(ii) Nomination of Arrear of Pension		
13.	(i) Sanction Memo of Pension		
	(ii) Sanction Memo of Death Gratuity		
14.	Name of Spouse with proof of Date of Birth		
15.	Calculation Sheet of Pension and Death Gratuity		
16.	Place of Payment (Name & Full Address of Bank/Post Office with PIN Code & Account Number)		
17.	Entries in Service Book for payment of Pension Contribution Certificate (PC for IDA & LSPC for CDA)		
18.	No Demand/No Dues Certificate by AGM (A)/DE (Admn)*		
			Cont....p/2

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19.	Quarter Vacation Report if applicable		
20.	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 date of death should be forwarded		
21.	Service Book duly completed and notifying the date of death		
22.	Leave Account in the Service Book should be completed in all respects		
23.	Statement showing details & total period of non-qualifying service spell and year wise breakup.		
24.	Statement for verification of service & CGEGIS along with S.B. page Number as on date		
25.	Mandate Form along with cancelled cheque for E-Payment		
26.	Photocopy of Service Book & Pension Papers have been kept	YES/NO	
27.	ADHAR No (attested copy)		
28.	PAN No. (attested copy)		
29.	Form-19 (Forwarding Letter)		
30.	Undertaking for receiving the Pensioner Portion of PPO Book from CCA Office, if desired		

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