

CHECK LIST FOR VERIFICATION OF SERVICE BOOK UNDER RULE, 32

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

S. No.	Particular of Documents	Page No.	Remarks
1	FORM-24		
2.	CERTIFICATE OF SERVICE VERIFICATION		
3.	CERTIFICATE OF PENSION CONTRIBUTION		
4.	PAY REGULATION SHEET		
5.	ORDERS OF ALL PROMOTIONS		
6.	FORM OF NOMINATION FOR DCRG, GPF		
7.	FORM OF NOMINATION FOR COMMUTATION AND ARREAR OF PENSION		
8.	FORM-3 (DETAILS OF FAMILY)		
9.	PRESIDENTIAL ORDER (IN CASE OF IDA)		
10	STATEMENT SHOWING DETAILS & TOTAL PERIOD OF NON-QUALIFYING SERVICE SPELL AND YEAR-WISE BREAKUP.		

Date:-

Name and Signature of Head of Office
with Seal