

**CHECKLIST**  
**PENSION CASE**

Name of the Retiree / Deceased official: .....

Name of the office: .....

Sl. No	Points to be checked	Yes/ No	Page No.	Remarks
1	Form-5 Application for Pension.			
2	Form-1(A) Application for commutation.			
3	Form-3 detail of family pension (duly countersigned).			
4	Form-7 Assessment of pension & Gratuity.			
5	Single or joint photograph (5 X 8.5 Cms.) in triplicate duly attested.			
6	Specimen three signatures or left hand thumb impression mark in duplicate duly attested.			
7	Two slips showing the particulars of height and personal identification marks (not less than two) duly attested by Gazetted. Govt. servant.			
8	Retirement order.			
9	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.**