

**CHECKLIST**  
**FAMILY 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-14 Application for grant of family Pension.			
2	Form-12 Application for grant of death gratuity.			
3	Annexure C(CGEGIS-one copy pre-receipted) in duplicate			
4	Photograph of claimant (5 X 8.5 Cms.) in triplicate duly attested.			
5	Specimen three signatures or left hand thumb impression in duplicate duly attested.			
6	Particulars of identification, personal marks and height in duplicate duly attested.			
7	Form-18 assessment of family pension & death gratuity.			
8	No demand/No dues certificate by AGM (A)/ DE(Admn) of unit.			
9	Disciplinary/Vigilance clearance certificate for Gr.'A' & 'B' by DGM ('A'), Circle office and Gr.'C' & 'D' by AGM('A') of Unit.			
10	Date of birth certificate of children below 25 years age.			
11	Sanction for encashment of leave for Gr.'A' & 'B' employees by competent authority.			
12	DCRG nomination (Form-1) duly attested.			
13	CGEGIS nomination - duly attested.			
14	Last Pay certificate (LPC).			
15	Statement for verification of service & CGEGIS along with S.B. page no.			
16	Entry in Service Book for payment of Pension & Leave Salary contribution for eligible retirees.			
17	Statement showing details & total period of non-qualifying service spell and year wise breakup.			
18	Form-3Details of family members duly countersigned.			
19	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.**