

Check-list for the pension case of a retiring Government servant

Name of the retiree :
Office :

S. No.	Points/Enclosures to be verified/checked	Status/Remark(s)
1.	*Particulars of the retiring Government servant (Form 5).	
2.	*Application for commutation (Form 1-A).	
3.	*Details of Family, duly countersigned (Form 3).	
4.	Assessment of pension and gratuity (Form 7).	
5.	*Single or joint (with spouse) passport size photograph, in triplicate, duly attested by the Head of Office.	
6.	*Two specimen signatures or left hand (in case of females)/right hand (for males) thumb impression mark in duplicate, duly attested by a Gazetted Government servant.	
7.	*Two slips showing the particulars of height and personal identification marks (not less than two), duly attested by a Gazetted Government servant.	
8.	Retirement order.	
9.	No Demand/No Dues Certificate from the Department and Directorate of Estates.	
10.	Disciplinary/vigilance clearance certificate.	
11.	*Annexure related to CGEGIS (one copy pre receipted) in duplicate.	
12.	*DCRG nomination, duly attested.	
13.	*CGEGIS nomination, duly attested.	
14.	Pension calculation sheet.	
15.	Sanction for encashment of leave by the competent authority (containing amount involved and number of days leave at credit).	
16.	Statement for verification of service and CGEGIS along with Service Book page number.	
17.	Entry in Service Book for payment of pension and leave salary contribution for eligible retirees.	
18.	*Declaration for non-employment after retirement in case of Group 'A' pensioners, if the pension is drawn from PAO.	
19.	Statement showing details and total period of non-qualifying service spell and year-wise breakup.	
20.	*Nomination for payment of arrears of pension.	
21.	*Option for availing fixed medical allowance or CGHS facility.	

Note: Items marked * are to be obtained from the retiring Government servant.