

CHECK LIST OF FAMILY PENSION / COMPASSIONATE FAMILY PENSION

1. Forwarding letter reference
2. Name of expired employee
3. Date of Birth of expired employee
4. Date of Joining of expired employee
5. Date of death of expired employee
6. Name of Legal Heir/Applicant
7. Passport size photograph of the applicant duly attested (3 copies)
8. Form No.-3, 10, 19, 20, 21 in case of normal Family Pension
9. Form No.-3, 5, 6, 9A, 10A & 20A, 21A in case of Compassionate Family Pension
10. Specimen Signature and of the applicant duly attested
11. Descriptive Roll of the applicant and Family
12. Statement showing the calculation of Pension / D.C.R.G.
13. Last 10 months Pay Drawn Statement and Last Pay Certificate
14. Service History
15. Death Certificate and Next of Kin Certificate
16. Sanction Order copies of Provisional Pension & D.C.R.G., if sanctioned.
17. Consent letter of recovery of excess drawal, if any.
18. No-Liability Certificate
19. Copy of Clearance Certificate issued from Accountant General for any Loan advances like House Building Advance/ Motor Car/ Cycle/ Computer Advance if drawn by the Government servant
20. Reason for delay in submission of Pension Paper, if arises
21. Service Book(in Original)
22. Age Proof Certificate of Applicant and Children
23. Self Declaration
24. Family Pensioner information regarding Contact No./ Mobile no.

In case of Muster Roll and Work-Charged employee, following documents are required.

1. Service History and Authentication Certificate
2. Un-interruption of Service Certificate
3. Government regularization order and Age Proof Certificate
4. Muster Roll vouchers including initial 3(three) months

3(three) sets of all documents

Signature of D.D.O.