

CHECK LIST OF SUPERANNUATION PENSION PROPOSAL  
(To be submitted by DDO/ HOD)

1. Forwarding letter reference
2. Name of the retired employee
3. Date of Birth of the retired employee
4. Date of Joining of the retired employee
5. Date of Retirement of the retired employee
6. Form No.- 1, 1A, 2, 12, 16 and 19 duly completed
7. Specimen signature of the applicant duly attested
8. Photograph(Joint/ Single) duly attested (3 copies)
9. Descriptive Roll of the applicant and Family
10. Statement showing the calculation of pension / D.C.R.G.
11. Last 10(ten) months Pay Drawn Statement and Last Pay Certificate
12. No-Liability Certificate
13. Release/ Retirement Order
14. Consent letter for recovery of excess drawal, if any
15. Sanction Order copies of Provisional Pension & DCRG, if sanctioned
16. Copy of Clearance Certificate issued from Accountant General for any Loan/ advances like House Building Advance/ Motor Car/ Cycle/ Computer Advance if drawn by Government servant
17. Reason for delay in submission of Pension Paper, if arises
18. Service Book & Service Roll (in original)
19. Self declaration
20. Pension 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.