

CRITERIA FOR SUBMISSION OF PENSION PAPERS BY THE RETIRED IAS OFFICERS

List of enclosures in 3 (three) sets each :-

3(three) copies of joint photographs, with wife(duly pasted & attested in a plain paper)

3 (three) copies of single photograph for commutation of pension. (DO)

No Demand Certificate from the authority concerned relating to occupation of Govt.

Quarter/outstanding loan etc.

Latest copy of GPF Statement.

Slip showing particulars of height, identification marks duly attested.} 3 (THREE) COPIES

Specimen signature 3 (THREE) COPIES {Apart from the pension papers separate extra of 2 (two Copies)}

Last Pay Certificate.

1. Form 5 Application for pension (alongwith check list)
2. Form 8 – Form of letter to the Accounts Officer forwarding the pension papers of a Govt. Officer.
3. Form 6- Form for sanctioning Pension.
4. Form 3 – Details of Family.
5. Form 24- Certificate of verification of service for pension.
6. Form 19 – Department Data sheet
7. Attested Specimen signature of the Officer 2(two) copies.
8. Particular of height and identification mark 2(two) copies.
9. Form I -Common Nomination for Gratuity GPF and Employee's Group Insurance Scheme, 1980.
10. Memorandum of average Pay
11. Memorandum of Calculation of Pension and Gratuity.
12. Memorandum Form of certification of verification of service for pension.
13. Form 20 – Regulation of pay
14. Form 21 – Details of non-qualifying service.
15. Memorandum of calculation of Pension & Gratuity
16. Undertaking for refund of payment of pension and Gratuity
17. Form 7 – For assessing Pension/Family Pension and Gratuity (alongwith check list).
18. Form 5- Commutation of Pension alongwith enclosures (Part I, II & III) Form of application for commutation of a fraction of superannuation pension without medical examination.(if apply within three months before retirement Form I-A, Date leave blank)/(if apply after retirement within one year Form 2, Date leave blank) criteria to be submitted a)Form I -Common Nomination for Gratuity GPF and Employee's Group Insurance Scheme, 1980, b)Form 3 – Details of Family c)Attested Specimen signature of the Officer 2(two) copies
19. No Demand Certificate from the Estate Officer
20. No Demand Certificate from Per & AR (A) Department
21. A copy of GPF Statement Latest.

**CRITERIA FOR SUBMISSION OF FINAL PAYMENT OF BALANCES IN THE GPF BY
THE RETIRED OFFICERS**

- 1. FORM—A/XV (3 (three) copies each)**
- 2. GPF STATEMENT LATEST (3 (three) copies duly attested)**
- 3. FORM OF NOMINATION (Common Nomination Form-1)**
- 4. ATTESTED SPECIMEN SIGNATURES (3 COPIES)**