
REQUIRED DOCUMENTS/CHECK LIST FOR PENSION PROCESSING

The following documents/papers are required to be submitted to the Office of the Accountant General (A & E) II Gwalior Madhya Pradesh with pension cases to ensure their timely disposal:

(i) In Single Comprehensive Form as prescribed under Memo. No. 398-F (Pen) dt. 13/09/2012, no column in this Form should be left blank;

(ii) Service Book with annual verification of service, proper noting regarding increment, pay fixation relating to promotion, career advancement, Pay Fixation Statement relating to ROPA Rules, date of birth, date of entry, leave, treatment of the period of suspension, extra-ordinary leave, full context of the order passed by the Hon'ble court/SAT in respect of the drawl of pay by the concerned Government employee and the Government Order issued in that regard etc.;

(iii) Calculation sheet for qualifying service, pension, gratuity, commuted value of pension and family pension.

(iv) Certificates including pay certificate, outstanding dues etc as given in ANNEXURE to the Memo No.1315-F (pen) dt. 14.10.96;

(v) Attested passport size joint Photograph/Single Photograph (4 copies each);

(vi) Three slips bearing specimen Signature/left hand thumb and finger impression of the pensioner/Family pensioner duly attested by the competent authority,

(vii) Application for Pension in Form -5;

(viii) Application for Family Pension in ANNEXURE-II;

(ix) Sanction for Family Pension in Annexure-III or Specific Sanction

(x) Application for Commutation in Prescribed Form (Form C/Form A);

(xi) Duly filled in Nomination Form (Form A) under Arrears of Pension (Nomination) Rules, 1986;

(xii) Nomination for payment of Death Gratuity in prescribed form, duly counter signed by the Head of the office is required to be pasted in the service book. One set of such nomination is also to be forwarded to the Pr. Accountant General office along with Pension papers.

- (xiii) Death Certificate/Medical Certificate (in case of death or invalidation);
- (xiv) Authenticated Age Proof Certificate (in the case of Family Pension to minor child);
- (xv) A Certificate to the effect that no case or appeal is pending in respect of drawal of pay of the concerned Government Servant;
- (xvi) ANNEXURE –A, showing the name of the Branch of the Bank with B.S.R/IFS Code No. of paying branch of the bank from where pension/family pension to be drawn;
- (xvii) Dependency Certificate in case of Family Pension to dependent parents;
- (xviii) Income Certificate issued by an employer (if employed) or by any Central Government Officer/State Government Officer belonging to Group 'A' Service (if self-employed or in receipt of income from sources other than employment) in case of Family pension for life to unmarried/Divorced/Widowed daughter;
- (xix) Guardianship Certificate in the case of payment to minor child and to mentally retarded son/daughter.
- (xx) Recent Disability Certificate issued by the Competent Medical Authority, Marital status (applicable for girl child) as well as a certificate to the effect by the Pension Sanctioning Authority that the handicap is of such a nature which prevents him from earning a living is to be furnished in case of Family Pension to handicapped son/daughter;
- (xxi) Succession Certificate along with sanction in favour of the successor in cases where both the nominee for death gratuity as well as family members as defined in Rule 7(1)(e)(1) of the WBS(DCRB)Rules,1971 do not exist

Note: In cases where the payment of pensionary benefits/family pension in respect of State Government employees is to be made in other State, the Head of Office (i.e. Pension Sanctioning Authority) should positively send the following pension papers in duplicate: -

- (a) Single Comprehensive Form, as modified under Memo. No. 398-F (Pen) dt. 13/09/2012.;
- (b) Pay Certificate in ANNEXURE to Memo. No. 1315-F (pen) dt.14.10.96;
- (c) Application for commutation of pension, where applicable;
- (d) Nomination for payment of Life Time Arrears of pension; &
- (e) Application in Form No. 5 in addition to other papers/documents as usual.

Documents to be Submitted along with the Pension case for un-married / divorced or widowed daughters.

- (i) The Service Book of the Government Employee. In absence of Service Book, a certificate in terms of G.O. No. 732-F (Pen) dated 12/11/2008.
- (ii) Application for Family Pension in Annexure-II.
- (iii) Sanction for Family Pension in Annexure-III or Specific Sanction.
- (iv) Certificate to the effect that there is no other eligible member to receive Family Pension
- (v) Recent Passport Size Photograph, Specimen Signature, Annexure 'A' (for drawal of pension through Public Sector Banks) and Descriptive Roll (4 copies each).
- (vi) Copy of Pension Payment Order of her father / mother.
- (vii) Attested Copy of death certificate of her father / mother.
- (viii) Attested copy of death certificate of her husband in case of widowed daughter.
- (ix) Attested copy of Decree of Divorce Certificate issued by the Court of Law in case of Divorced Daughter.
- (x) A proof of her identity e.g. Voter Identity Card, Ration Card etc.
- (xi) An income certificate from the employer (if the claimant is employed) or from a Gazetted Officer of Central Government or a State Government Officer belonging to Group "A" service other than the same Department of the deceased employee.