

ANNEXURE -II

CHECKLIST FOR PENSIONARY BENEFITS IN RETIREMENT CASES

1. Form 8 along with the Service Book, retirement Order, LPC.
2. Form 5 and Form 7 duly completed with Pension Calculation Sheet
3. Nominations made in Common Nomination Forms for
 - (i) Retirement Gratuity
 - (ii) Payment under CGEGIS
 - (iii) Amount of GPF, if applicable
4. Details of family in Form 3.
5. Form A regarding nomination for arrears of pension.
6. Two specimen signatures of retiree (in case of an illiterate Government Servant who cannot sign his name, two slips each bearing the left hand thumb and finger impressions. If such a Government Servant on account of physical disability is unable to give left thumb and finger impression, he may give thumb and finger impression of the right hand and where a Government Servant has lost both the hands, he may give his toe impression).
7. Three copies of passport size photograph (joint /separate) duly signed by the HOO.
8. Undertaking in form 26, for those who served in security related or intelligence organization as per sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972.
9. Separate sheet showing the service verification
10. Written statement of Government Servant duly accepted by the HOO for counting of period of service under rule 59(1) (a), if any.
11. Undertaking for refund of any excess payment made by the pension disbursing bank.
12. Form 1 and 2 for commutation in cases retirement other than superannuation.
13. Option for availing fixed Medical Allowance or DGEH Scheme.
14. Bank Account Details of the retiree for payment of Commutation of Pension, Gratuity.