

**FORM 7 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES**

1.	Whether retiring employee is an allottee of Government accommodation	
2.	If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office.	
3.	The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57.	
4.	Date of receipt of 'No demand certificate' from Directorate of Estates	
5.	Date on which intimation regarding any recovery / withholding of amount from gratuity received from Directorate of Estates	
6.	Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59	
7.	Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73 (1)	
8.	Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments / average emoluments proposed to be reckoned for retirement gratuity and pension.	
9.	Whether any objection received from the employee on the above certificate	
10.	Date on which the employee submitted his application for pension in Form 5	
11.	Whether nominations made in Common Nomination Forms for (i) Death gratuity / retirement gratuity (ii) Payment under CGEGIS (iii) Amount of GPF, if applicable (iv) Arrears of pension (v) Commuted value of pension (if applicable)	
12.	(i) Has the retiring Government servant worked in any of the organizations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972 (ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record	
13.	Whether details of family in Form 3 attached	
14.	Whether Medical certificate of incapacity (for invalid pension) attached.	
15.	Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).	
16.	Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement / dismissal / removal against Item No. 12 or 13 placed on record.	
17.	Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.	
18.	Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.	