

LIST OF DOCUMENTS/ CERTIFICATES TO BE ENCLOSED ALONG WITH PENSION PAPERS (TICK WHATEVER IS ENCLOSED)

- 1) Service Book of the Government Servant.
- 2) Application for Pension / Family Pension
- 3) Data Input Sheet
- 4) Sanction for Voluntary Retirement /Invalid Retirement etc other than Retirement on Superannuation.
- 5) Relief Memo.
- 6) Last Pay Certificate / No Due Certificate intimating the Government dues.
- 7) Leave Account.
- 8) Details of Service rendered.
- 9) Declaration of the Pensioner to Commute or not to Commute Pension.
- 10) Identification Documents in triplicate:
 - 1) Joint Photos/Single Photos duly attested by gazetted officer
 - 2) Specimen signature duly attested by gazetted officer
 - 3) 3) Personal identification marks duly attested by gazetted officer.
- 11) Identification of the Beneficiary/Guardian in case where the beneficiary is a minor / mentally challenged.(All documents in triplicate and attested by the Head of the Department.)
- 12) Details of Departmental Enquiry / Judicial Enquiry pending.
- 13) Calculation sheet (computing the pensionary benefits.)
- 14) Death certificate in respect of Family Pension cases.
- 15) Survivorship certificate.
- 16) Succession Certificate.
- 17) Medical certificate(in original) in case of Invalid Retirement, Physically Handicapped / Mentally Retarded beneficiaries issued by the Medical Officer not below the rank of District Surgeon .