



कार्यालय प्रधान महालेखाकार (लेव ह)- II,
महाराष्ट्र
सिविल लाईन्स, नागपुर-४४०००१
OFFICE OF
THE PRINCIPAL ACCOUNTANT GENERAL
(A&E) II MAHARASHTRA
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**LIST OF DOCUMENTS/ CERTIFICATES TO BE ENCLOSED
ALONG WITH PENSION PAPERS**

Sl. No.	Items to be attached with the case	Whether attached. (Yes/No)
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	
	Joint Photos/Single Photos duly attested by gazetted officer	
	Specimen signature duly attested by gazetted officer	
	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	