

For Retiring Government Servants

- Pension application with dated signature
- Descriptive Rolls
- Nomination
- Family details

For the family of deceased Government Servants

- Pension application with dated signature
- Death Certificate of the Government servant
- Family members certificate issued by revenue authorities
- Descriptive Rolls of the spouse and all the major members of family for authorising gratuity

For Pensioners

- Submit Annual verification certificate (life certificate) to the Disbursing authority in time
- For restoration of commuted portion of pension
 - Approach the Disbursing Authority in case of superannuation / invalidation retirement
 - In case of Voluntary retirement – submit affidavit to this office in the prescribed proforma

For Pension Sanctioning Authorities (PSA)

- Pension Application
 - Correctness of the application submitted by the applicant (i.e., Part I, DRs, Nomination etc)
 - Part II A
 - Part II B Sanction
 - Part II C Service particulars
- Enclose service register
- No Dues Certificate
- Last Pay Certificate

Grant in aid certificate in case of aided institutions