

Checklist For Submission of Pension Papers

A. Documents required in case of (Superannuation Pension /Voluntary Retirement Pension / Retirement due to absorption to Autonomous Body):-

Sl. No.	Description of Forms'	No. of copies	To be Tick (✓) marked by the concerned Deptt.	To be Tick (✓) marked by receiving clerk of DAP
	1	2	3	4
1.	Service book duly verified and attested by the Head of Office (HoO) with the following entries:-			
	(i) Date of retirement / Absorption in Autonomous Body along with copy of order.	1 copy		
	(ii) Payment / Non payment of provisional gratuity /Pension with copy of the sanction order, if sanctioned.	1 copy		
	(iii) Date of acceptance of voluntary retirement with copy of orders.	1 copy		
	(iv) Date of membership in the Group Insurance namely UTGEGIS, 1984.	1 copy		
	(v) Date of change of group with rate of subscription.	1 copy		
	(vi) Enhanced rate of subscription from 01-01-1990	1 copy		
	(vii) Date of cessation from membership	1 copy		
2.	Form 1 or 2 of CCS (Pension) Rules duly filled up and signed	1 copy		
3.	Form 3 of CCS (Pension) Rules duly filled up and signed and duly authenticated by Head of Office	2 copies		
4.	Form 5 of CCS (Pension) Rules duly filled up and signed	2 copies		

Sl. No.	Description of Forms	No. of copies	To be Tick(✓) marked by the concerned Deptt.	To be Tick (✓) marked by receiving clerk of DAP
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5.	Form 7 of CCS (Pension) Rules duly filled up and signed	2 copies		
6.	(A) Form 1 -A/1/2 of CCS (Commutation of pension) Rules, as applicable, duly signed and filled up	2 copies		
	(B) Nomination Form -5 for commutation of pension	1 copy		
7.	Pension calculation sheet	2 copies		
8.	Drawal statement of last 10 months	1 copy		
9.	Birth Certificate of spouse and Children, issued by competent authority	1 copy		
10.	Audit / AC bill Clearance Certificate (for all categories of staff)	1 copy		
11.	Loan clearance certificate (irrespective of whether loan taken or not) issued by Director of Accounts and Treasuries Govt. Arunachal Pradesh (original copy)	1 copy		
12.	No Objection Certificate issued by concerned DC (original copy)	1 copy		
13.	Vigilance Clearance Certificate issued by DC cum District Vigilance Officer/Vigilance Department (original copy)	1 copy		
14.	Passport size Photograph/Joint photograph (Husband and wife) duly Attested by the HoO	3 copies		
15.	Specimen signature of the claimant duly attested by the HoO	2 copies		
16.	Descriptive roll indicating height and identification mark of the Claimant duly attested by the HoO.	2 copies		
17.	No Demand Certificate from the HoO, under Rule 57,63 & 71)	1 copy		
18.	Last Pay Certificate (LPC)	1 copy		
19.	Medical certificate of incapacity (In case of invalidity pension)	1 copy		
20.	All the above documents to be forward under cover of Form - 8 of CCS (Pension). Rules, to the Director, Audit & Pension, Govt. of Arunachal Pradesh, Naharlagun.	1 copy		

B. Documents required for Family Pension -

Sl. No.	Description of Forms	No. of copies	To be Tick (✓) marked by the concerned Deptt.	To be Tick (✓) marked by receiving clerk of DAP
1.	Service book duly verified and attested by the Head of Office (HoO) with the following entries:-			
	(i) Date of death.			
	(ii) Payment / Non payment of provisional gratuity / Pension with copy of the sanction order, if sanctioned.	1 copy		
	(iii) Date of Membership in the Group Insurance namely UTGEGIS, 1984.	1 copy		
	(iv) Date of change of group with rate of subscription	1 copy		
	(v) Enhanced rate of subscription from 1-1-1990.	1 copy		
	(vi) Date of cessation from membership	1 copy		
	(vii) Month of last subscription.	1 copy		
2.	Form 12 of CCS (Pension) Rules duly filled in	2 copies		
3.	Form 14 of CCS (Pension) Rules duly filled in	2 copies		
4.	Form 18 of CCS (Pension) Rules duly filled in	2 copies		
5.	Death Certificate	2 copies		
6.	Legal heir / Succession certificate from competent authority. <i>(in case valid family declaration is not available)</i>	2 copies		
7.	Photograph of the claimant duly attested by the Head of Office	3 copies		
8.	Birth certificate of children issued by competent authority	1 copy		
9.	Pension calculation sheet	2 copies		
10.	Income certificate of the Children <i>(in case claimant is/are children)</i>	2 copies		
11.	No Objection Certificate issued by concerned DC <i>(for all categories)</i>	1 copy		


Sl. No.	Description of Forms	No. of copies	To be Tick(✓) marked by the concerned Deptt.	To be Tick (✓) marked by receiving clerk of DAP
	1	2	3	4
12.	Specimen signature of the claimant duly attested by the HoO	2 copies		
13.	Descriptive roll, indicating height and identification mark of the claimant duly attested by HoO	2 copies		
14.	No Demand certificate from the HoO, under Rule 57, 63 & 71 and Audit /AC bill clearance certificate	2 copies		
15.	Last pay certificate (LPC)	2 copies		
16.	Non Re-marriage certificate from the local administrative authority (if the claimant is husband or wife as the case may be)	1 copy		
17.	Non -marriage certificate from local admin (if claimant is son/daughter)	1 copy		
18.	Copy of Police report (in case of missing Government Servant only)	1 copy		
19.	Indemnity Bond (in case of missing Government servant only)	1 copy		
20.	Dependent certificate from local administrative officer	1 copy		
21.	All the above documents to be forward under cover of Form-19 of CCS (Pension) Rules, to the Director of Audit & Pension, Govt. of Arunachal Pradesh, Naharlagun.	1 copy		

C. Document required for GIS Claims -

Sl. No.	Description of Forms	No. of copies	To be Tick(✓) marked by the concerned Deptt.	To be Tick (✓) marked by receiving clerk of DAP
1.	Application in Form-4 under UTGEGIS, 1984.	1 copy		
2.	Form -9 & 13 with normal rate of subscription up to 31/12/89 and enhanced rate from 01.01.1990 duly authenticated by Head of Office.	1 copy		
3.	Pre-receipted bill, in duplicate, or Savings fund (duly signed by Govt. servant and attested by Head of Office / DDO)	1 copy		
4.	Sanction order for saving fund.	1 copy		

D. Document required for GIS claims on death of Government servant :

Sl. No.	Description of Forms	No. of copies	To be Tick (✓) marked by the concerned Deptt.	To be Tick (✓) marked by receiving clerk of DAP
1.	Application in Form -6 under UTGEGIS, 1984	1 copy		
2.	FORM - 9 & 13 with normal rate of subscription up to 31/12/89 and enhanced rate from 01.01.1990 duly authenticated by Head of Office.	1 copy		
3.	Pre-receipted bill in duplicate (<i>Separately for Savings Fund & Insurance fund duly signed by the claimant and the DDO/Head of Office</i>).	1 copy		
4.	Sanction order for saving fund	1 copy		
5.	Sanction order for Insurance fund	1 copy		
6.	Nomination in form 7 or 8 of UTGEGIS, 1984 as the case may be	1 copy		


Director of Audit & Pension
Govt. of Arunachal Pradesh
Naharlagun