

CHECK LIST FOR SUBMISSION OF PENSION PAPERS

All the DDOs (i.e. Drawing and Disbursing Officers) are responsible for preparation and forwardal of the pension papers of their subordinate officials 3 months in advance of their retirement or superannuation, to the Accountant General. This will help the pensioner to receive the retirement benefits on the date of retirement.

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

RETIREMENT CASES:

- Data Input Sheet (available in website of PAG, Karnataka).
- Service Book of the Government Servant.
- Application for pension Form - 7 and 7 A (available in website)
- Sanction order /permission to retire in case of Voluntary Retirement/Invalid pension etc. (not required for retirement on superannuation)
- Relief Memo
- Last Pay Certificate/No Due Certificate intimating the Government dues.
- Leave Account.
- Details of service rendered.
- Declaration of the pensioner to Commute/not to Commute pension.
- Identification Documents **in triplicate**:-
 - 1) Joint Photos/Single Photos duly attested by Gazetted officer
 - 2) Specimen signature duly attested by Gazetted officer
 - 3) Personal identification marks duly attested by Gazetted officer
- Details of Departmental Enquiry/Judicial Enquiry pending if not "NIL" certificate
- Calculation sheet (computing the pensionary benefits)
- List of family members with Date of Birth and marital status on plain paper.
- Medical certificate (in original) in case of invalid Retirement. (Issued by the Medical Officer not below the rank of District Surgeon).
- Details of outstanding dues if any (including rent of quarters/Government accommodation)
- Consent of employees to recover non-governmental dues (Bank, Co-operative Society etc.)

NOTE:

1. Counter signature of Pension Application:

The pension paper of DDO/Others higher officers should be countersigned by the Head of Department. In respect of AIS, KAS officers and Head of Department it should be countersigned by the Government Secretary.

2. Joint photographs:

If the retiring employee/officer is unmarried, recent single photograph may be enclosed. If he/she is married, the latest joint photograph (taken not earlier than 6 months before the date of retirement) should be enclosed. It may be noted that "digitally joined" photographs of spouse should not be accepted by DDO/Head of Officer, as such applications will not be accepted.

3. Past Service :

Details of past service in other departments/offices before joining the post from which the employee (officer was retired, should be supported by attested documents /entries in Service Book, if the same is to be considered for qualifying service.

4. *After receipt of the pension papers complete in all respects, an SMS will be sent to the pensioner to intimate that the case is under process. Hence, it may be ensured that Mobile/Telephone Number of the retiring employee/officer is mentioned in the application along with name and address. This will also help this office to contact the pensioner directly for any clarification, if needed.*

FAMILY PENSION CASES :

- ❖ Application for family pension in Form 9 forwarded by the concerned DDO with recommendation to release family pension in favour of the claimant.
- ❖ Death Certificate of the Government Servant
- ❖ Proof of Date of Birth in case of minor beneficiaries
- ❖ Guardianship certificate (in the absence of surviving parents) issued by Court of Law in respect of minor beneficiaries and beneficiaries who are mentally challenged.
- ❖ Survivorship Certificate/Copy of Succession Certificate issued by a Court of Law for getting the benefits of DCRG in the absence of surviving family members (as noted in Rule 302 (1) of KCSRs.
- ❖ Medical certificate (in original) (not earlier than 3 years) issued by Medical Officer not below the rank of a District Surgeon in cases of beneficiaries who are physically challenged/mentally retarded.
- ❖ Identification documents of Beneficiary/Guardian where the beneficiary is minor/mentally challenged (in triplicate attested by the Head of the Department).

XXXXXX