

CHECK LIST FOR PENSION PAPERS

1	Pension Application CSR-25 (Revised)	03 Copies
2	Photo Graphs	-Do-
3	Copies of N.I.C	-Do-
4	Declaration under Art, 920 (1) CSR	-Do-
5	Declaration under Art, 911 CSR	-Do-
6	Under Taking regarding not taking part in politics	-Do-
7	Consent note regarding recovery of Govt. Dues	-Do-
8	Specimen Signature	-Do-
9	Option form verified from concerned Bank, Name of Bank & Branch with Accounts No	-Do-
10	Thumb and Fingers Impressions	-Do-
11	List of Family Members	-Do-
12	Service Book along with qualifying service certificate of non-gazetted / Gazetted Period	-Do-
13	History of Gazetted Period (Service Statement)	-Do-
14	Last Pay Certificate	-Do-
15	No Demand Certificate, from Estate Office	-Do-
16	No Demand Certificate from Administrative Department	-Do-
17	Officer Order for Retirement from Administrative Department	-Do-
18	Descriptive Roll (Mark of Identification etc)	-Do-
19	100% Audit Check Certificate from D.G. Federal Audit / Sub Offices	01 Copy
20	Option for 35% Commutation	-Do-
21	Declaration under Art, 922 (a) CSR	-Do-
22	DCS Form duly verified by Bank Manager	-Do-
23	Guidelines for DCS	-Do-
24	Indemnity Bond	-Do-

[Handwritten Signature]
16/04/19

**PROCEDURE FOR FINALIZATION OF PENSION CASES
OF PA&AS OFFICERS**

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RETIREMENT ORDER OF OFFICERS IS NOTIFIED



OBTAINING NO OBJECTION CERTIFICATE FROM LEGAL SECTION



MANDATORY CLEARANCE CERTIFICATE IS OBTAINED FROM INSPECTION WING



100 % AUDIT CHECK CERTIFICATE IS OBTAINED FROM DIRECTOR GENERAL
AUDIT FEDERAL GOVERNMENT, ISLAMABAD



AFTER RECEIPT OF 100% AUDIT CHECK CERTIFICATE, THE PENSION CASE IS
SUBMITTED TO THE COMPETENT AUTHORITY FOR SANCTION



FINALLY, THE CASE IS SUBMITTED TO AGPR, ISLAMABAD OR ITS SUB OFFICES
FOR ISSUANCE OF PENSION PAYMENT ORDER (PPO)

Crave
16/02/19