

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY
DEPARTMENT OF TELECOMMUNICATIONS
SANCHAR BHAWAN, 20 ASHOKA ROAD, NEW DELHI-110001

No. 5-3/TA-II/Monthly Pension Report/2013-14/7254 to 7282

Dt. 19/10/2015
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To

- i) All Heads of Pr. CCA/CCA offices
- ii) DG, NICF
- iii) Registrar, TDSAT, New Delhi
- iv) Sr. DDG (TEC)
- v) Director (Accounts - II)

Sub: Check list for settlement of pension cases.

This is regarding abnormal delay in settlement of pension cases due to non-receipt of required documents / information along with the pension papers resulting in severe hardship to the pensioners. Such unwarranted delays in settlement of the pension cases can be avoided by taking a little care while obtaining the pension application along with all required documents / information in the first instance itself.

In this connection, a standardised format of check list for processing the pension cases is designed and enclosed herewith. The provisions of Rules 56 to 65 and other relevant rules of CCS (Pension) Rules, 1972 may be followed while processing the pension cases and timely authorisation of the same.

This issues with the approval of the Member (F).

Enclosures: As above.



(Gp Capt Vivek Trivedi)
Director (Accounts - I)
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CHECK LIST FOR SUBMISSION OF DOCUMENTS FOR SETTLEMENT OF PENSION CASES

1. Form 5 (Application for pension) duly showing Aadhar number, PAN number, Mobile number and e-mail id (Copies of Adhar card and PAN card to be enclosed)
2. Form 1(A) (Application for commutation).
3. Form 3 (Details of family duly showing Aadhar number, PAN number, Mobile number and e-mail id duly enclosing copies of Adhar card and PAN card)
4. Form 7 (Assessment of Pension & Gratuity) duly signed by the head of the office.
5. Three Joint photographs (5x8.5 Cms.) with wife/husband duly attested by the head of the office.
6. Three specimen signatures or left hand thumb impression marks in duplicate duly attested.
7. Two slips showing the particulars of height and personal identification marks (not less than two) duly attested by a Gazetted. Govt. servant.
8. Retirement order.
9. No demand/No dues certificate by AGM (A)/DE (Admn) of unit.
10. Disciplinary/Vigilance clearance certificate
11. Annexure C (CGEGIS one copy pre receipted) in duplicate(only in DoT absorbee cases)
12. DCRG nomination (Form-1) duly attested.
13. CGEGIS nomination - duly attested.
14. Pension calculation sheet.
15. Service Book duly completed as on date of submission and notifying the date of superannuation.
16. Leave account in the Service Book should be completed in all respects.
17. Pay fixation on all promotions and all pay commissions etc. should be checked and recorded in the Service Book duly attested, to avoid resubmission/revision of pension case. Old pay scales and corresponding new pay scales should also be mentioned.
18. Sanction for encashment of leave for Gr.'A' & 'B' retirees by the competent authority (containing amount involved and number of days leave at credit).
19. Last Pay certificate (LPC).
20. Statement for verification of service & CGEGIS along with S.B. page number.
21. Entries in Service Book for payment of Pension & Leave Salary contribution for eligible retirees.
22. Declaration for non-employment after retirement in case of Gr.'A' pensioner.
23. Statement showing details & total period of non-qualifying service spell and year wise breakup.
24. Declaration below article 920(1) of CSRs.
25. ECS mandate form.

