

CHECKLIST
FAMILY PENSION CASE

Name of the Retiree / Deceased official:

Name of the office:

Sl. No	Points to be checked	Yes/No	Page No.	Remarks
01	Form-14 Application for grant of family Pension.			
02	Form-12 Application for grant of death gratuity.			
03	Annexure C(CGEGIS-one copy pre-receipted) in duplicate			
04	Photograph of claimant (5 X 8.5 Cms.) in triplicate duly attested.			
05	Specimen three signatures or left hand thumb impression in duplicate duly attested.			
06	Particulars of identification, personal marks and height in duplicate duly attested.			
07	Form-18 assessment of family pension & death gratuity.			
08	No demand/No dues certificate by AGM (A)/ DE(Admn) of unit.			
09	Disciplinary/Vigilance clearance certificate for Gr.'A'&'B' by DGM ('A'), Circle office and Gr.'C'&'D' by AGM('A') of Unit.			
10	Date of birth certificate of children below 25 years age.			
11	Sanction for encashment of leave for Gr.'A'&'B' employees by competent authority.			
12	DCRG nomination (Form-1) duly attested.			
13	CGEGIS nomination - duly attested.			
14	Last Pay certificate (LPC).			
15	Statement for verification of service & CGEGIS along with S.B. page no.			
16	Entry in Service Book for payment of Pension & Leave Salary contribution for eligible retirees.			
17	Statement showing details & total period of non-qualifying service spell and year wise breakup.			
18	Form-3Details of family members duly countersigned.			
19	Whether photocopy of Service Book & Pension file has been kept.			

Certificate by Head Of Office:

Certified that the pay fixation of the retirees/deceased has been checked thoroughly and found O.K.

Signature

Countersignature

A.O.(Concerned)

Head of office.