Check List for NORMAL FAMILY PENSION

1 Date of Birth 2 Date of Joining 3 Date of Retirement 4 Date of Death 5 Date of Adhoc of the School 6 Date of receiving Deficit grant 7 Date of Provincialisation 8 Date of Regularisation 9 Date of Confirmation 10 Date of Amalgamation 11 Year wise entry in S.B. 12 Service verification by the Head of Institution/I.S. 13 Original I.P.S. from Deficit/Option excercised 14 Extended Scale if allowed 15 Period of Leave Taken 16 Period of Non-qualifying Service 17 Format of D.P. & Data Sheet 18 Original Service Book 19 Form No. 3, 10 & 20 (duly countersigned by I/S) 20 Age Proof Certificate 21 Legal Heir/NOK Certificate from DC's
3 Date of Retirement 4 Date of Death 5 Date of Adhoc of the School 6 Date of receiving Deficit grant 7 Date of Provincialisation 8 Date of Regularisation 9 Date of Confirmation 10 Date of Amalgamation 11 Year wise entry in S.B. 12 Service verification by the Head of Institution/I.S. 13 Original I.P.S. from Deficit/Option excercised 14 Extended Scale if allowed 15 Period of Leave Taken 16 Period of Non-qualifying Service 17 Format of D.P. & Data Sheet 18 Original Service Book 19 Form No. 3, 10 & 20 (duly countersigned by I/S) 20 Age Proof Certificate (HSLC Certificate) of the deceased Govt. employee 21 Death Certificate
4 Date of Death 5 Date of Adhoc of the School 6 Date of receiving Deficit grant 7 Date of Provincialisation 8 Date of Regularisation 9 Date of Confirmation 10 Date of Amalgamation 11 Year wise entry in S.B. 12 Service verification by the Head of Institution/I.S. 13 Original I.P.S. from Deficit/Option excercised 14 Extended Scale if allowed 15 Period of Leave Taken 16 Period of Non-qualifying Service 17 Format of D.P. & Data Sheet 18 Original Service Book 19 Form No. 3, 10 & 20 (duly countersigned by I/S) 20 Age Proof Certificate (HSLC Certificate) of the deceased Govt. employee 21 Death Certificate
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9 Date of Confirmation 10 Date of Amalgamation 11 Year wise entry in S.B. 12 Service verification by the Head of Institution/I.S. 13 Original I.P.S. from Deficit/Option excercised 14 Extended Scale if allowed 15 Period of Leave Taken 16 Period of Non-qualifying Service 17 Format of D.P. & Data Sheet 18 Original Service Book 19 Form No. 3, 10 & 20 (duly countersigned by I/S) 20 Age Proof Certificate (HSLC Certificate) of the deceased Govt. employee 21 Death Certificate
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 20 Age Proof Certificate (HSLC Certificate) of the deceased Govt. employee 21 Death Certificate
21 Death Certificate
22 Legal Heir/NOK Certificate from DC's
NOC in the Form of Affidavit from the Next of Kin (except Legal Heir) in original
24 Consent letter of the family pensioner
25 Specimen signature(3 copies) of the family pensioner
26 Identification Mark & Height (Descriptive Roll) of the family pensioner
Non-liability Certificate from the Authority/Audit Officer (including Audit Report where necessary)
28 Photographs (3 copies) of the family pensioner
29 L.P.C. in the Form No. 67
30 Last 10 month Pay statement
31 All orders (Financial/ACPS/MACPS/Supension/Supension Re-instate/Regularisation of Supension period etc.)
32 Refund of C.P.F. Govt. share
33 Information regarding clearance of Loan/L.T.C., if any
34 GIS statement with Bill Nos. & Dates
35 Form No. 4, 5 & 7 for GIS
36 Leave Account duly countersigned by the IS