

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 exercised
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
22	Legal Heir/NOK Certificate from DC's
23	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
27	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