

## Check List for *SUPERANNUATION PENSION*

1	Date of Birth
2	Date of Joining
3	Date of Retirement
4	Date of Adhoc of the School
5	Date of receiving Deficit grant
6	Date of Provincialisation
7	Date of Regularisation
8	Date of Confirmation
9	Date of Amalgamation
10	Year wise entry in S.B.
11	Service verification by the Head of Institution/I.S.
12	Original I.P.S. from Deficit/Option excercised
13	Extended Scale if allowed
14	Period of Leave Taken
15	Period of Non-qualifying Service
16	Format of D.P. & Data Sheet
17	Original Service Book
18	Form No. I, 1A, 2, 19 (duly countersigned by I/S)
19	Age Proof Certificate (HSLC Certificate) of the Govt. employee
20	Consent letter of the pensioner
21	Specimen signature(3 copies) of the pensioner
22	Identification Mark & Height (Descriptive Roll) of the pensioner
23	Non-liability Certificate from the Authority/ Audit Officer (including Audit Report where necessary)
24	Joint/Single Photographs (3 copies) of the pensioner
25	L.P.C. in the Form No. 67
26	Last 10 month Pay statement
27	All orders (Financial/ACPS/MACPS/Supension/Supension Re-instate/Regularisation of Supension period etc.)
28	Refund of C.P.F. Govt. share
29	Information regarding clearance of Loan/L.T.C., if any
30	GIS statement with Bill Nos. & Dates
31	Form-3 for GIS
32	Leave Account duly countersigned by the IS