

CHECK LIST FOR PENSION CASES

1. Whether the case has been signed by the next higher authority/competent authority of the officer/official in case of DDO himself/herself is involved and in rest of the cases DDO can forward the case.
2. Whether the date and nature of retirement has been written?.
3. Whether the case is sent one year in advance to this office for the issue of Certificate & Report?
4. Whether the Service Book/Character Roll of the officer complete in all respects has been attached with the case?
5. Whether the name of the retiree match with the name as recorded in his/her Service Book and whether any specific reasons have been given if there is any change in name?
6. Whether a certificate regarding departmental inquiry/vigilance inquiry has been attached?
7. Whether an authenticated photocopy of the entire case has been retained by the Head of Office in order to avoid the difficulties arising out of the loss of the record in transit.
8. Whether an intimation regarding any amount required to be withheld from the DCRG for adjustment of outstanding dues has been attached while sending the reply to C&R at least one month before DOR?
9. Whether orders of competent authority has been obtained before forwarding case to this office in case of employees against whom departmental/judicial proceedings are pending?
10. Whether steps have been initiated for obtaining No Dues Certificate from the employees residing in Govt. accommodation and NDC enclosed with pension case.

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Sr.Accounts Officer(Pen.1)