

QUICK GUIDE TO PREPARATION OF PENSION PAPERS AND SANCTION OF PENSION / ISSUANCE OF PENSION PAYMENT

SUPERANNUATION PENSION (normal admissibility) / Retiring Pension.

1. Attach **Form B.I**, duly signed by Pension Sanctioning Authority.
2. Attach Form **Annex-A** (use applicable statements only) duly attested.
3. Attach original Service Book, alongwith its attested photo copy (in case of a non-gazetted retiree) complete in all respects i.e upto date service verification, pay fixation by AG/DAO, and upto date leave account.
4. Two passport size photographs. One attested on front and other at the reverse.
5. Last computer pay slip issued by AG/DAO, duly attested.
6. An attested copy of valid CNIC.
7. Posting profile / service statement in case of a gazetted government servant.
8. In case the official / officer has been on deputation, attach proof of deposit of pension contributions in the shape of verified credit challans.
9. Bank option form / Indemnity bond (in the prescribed format).

SUPERANNUATION PENSION (if anticipatory pension is warranted).

1. Attach **Form B-II** duly signed by Pension Sanctioning Authority
2. Attach **Annex-A**, duly attested (use applicable statements only).
3. Original service book alongwith its attested photo-copy (in case of a non-gazetted retiree) complete in all respects ie upto date service verification, pay fixation by AG/DAO and upto date leave account).
4. Two passport size photographs. One attested on front and other at the reverse.
5. Last computer pay slip issued by AG (Punjab) / DAO, duly attested.
6. Attested copy of valid CNIC.
7. Posting profile / service statement in case of gazetted government servant.
8. In case the official / officer has been in deputation attach proof of deposit of pension contributions in shape of verified credit challans.
9. Bank option form / Indemnity bond (in the prescribed format).

GRANT OF PERCENTAGE / FULL PENSION SUBSEQUENT TO THE GRANT OF ANTICIPATORY PENSION

Use **Form B-III** (use applicable statements only).

COMPULSORY RETIREMENT / RETIREMENT ON INVALIDATION

1. Attach Form B-IV, duly signed by Pension Sanctioning Authority.
2. Attach Form Annex-A, duly attested.
3. Original service book, alongwith its attested photo-copy (in case of a non-gazetted retiree), complete in all respects ie, upto since uptodate service verification, pay fixation by AG/DAO and upto date leave account
4. An attested copy of invalidation certificate issued by a competent Medical Board / Invaliding Committee declaring the officer / official completely and permanently incapacitated for further service of any kind. The certificate should be countersigned by the DG, Health Services.
5. An attested copy of orders of compulsory retirement (if applicable).
6. An attested copy of valid CNIC posting profile / service statement in case of a gazetted government servant.
7. Two passport size photographs. One attested on front and other at the reverse.
8. Last computer slip issued by AG/DAO, duly attested.
9. In case the officer / official was on deputation, attach proof of deposit of pension contributions in the shape of verified credit challan.
10. Bank option form / Indemnity bond (in the prescribed format).

FAMILY PENSION IN CASE OF IN-SERVICE DEATH OF A CIVIL SERVANT

1. Attach **Form D-I**, duly signed by the Pension Sanctioning Authority.
2. Attach attested copy of Death Certificate issued by Authorized Medical Attendant / Tehsil Municipal Administration / Union Administration / Nadra.
3. Original service book, alongwith its attested copy in case of a non-gazetted government servant. It should be complete in all respects ie upto date service verification, pay-fixation by AG/DAO and upto date leave account.
4. Three passport size photographs (of eligible family member). One attested on front and two at the reverse.
5. Last computer pay slip of the deceased civil servant issued by AG / DAO, duly attested.
6. Attested copy of valid CNIC of the deceased civil servant, as well as of the eligible family member(s) entitled to family pension.
7. Posting profile / service statement in case of a deceased gazetted government servant
8. In case the deceased officer / official had been on deputation, attach proof of pension contribution in shape of verified credit challan.
9. Bank option form / Indemnity bond by the eligible family member (in the prescribed format).

FAMILY PENSION IN CASE OF DEATH OF A PENSIONER

1. Attach **Form D-II**.
2. Attach attested copy of Death Certificate issued by Authorized Medical Attendant/TMA/UA/NADRA.
3. Attach an attested photo copy of Pension Payment Order / Pension Slip of the deceased pensioner.
4. Three passport size photographs (of eligible family member). One attested on front and two at the reverse.
5. Bank option form / Indemnity bond (in the prescribed format).