

INSTRUCTIONS FOR FILLING PENSION FORMS

GENERAL

1. Forms should be filled as per sample available. Number of copies required to be filled for each form is appended on sample form.
2. Forms should be filled in clear writing with blue ball pen, no cutting, whitening, correction are to be made.
3. Supporting documents to be attached as per instruction.
4. In case of VRS, forms to be sent after date of retirement. In case of VRS, date on form 3 for commutation is to be filled after date of retirement. In no case date should be the date of retirement or earlier.
5. In case of Superannuation, forms to be filled six months in advance or as soon as letter received from HQS, whichever is earlier so as to facilitate this HQ to get PPO in advance for commencement of pension immediately on retirement.
6. In addition original latest GPF statement , latest SOE, undertaking for refund of overpayment if any and certificate of Govt dues countersigned by last unit in triplicate (sample form 17 and 18 refers) may also be submitted.
7. Various forms to be filled in case of VRS, Superannuation, Death, Invalid, Resignation are appended below:-

VOLUNTARY RETIREMENT , INVALID PENSION AND SUPERANNUATION

(a)	Formal application for sanction of pension & gratuity	03 copies	Form 1
(b)	Application for pension and gratuity IAFA 356	-do-	Form 2
(c)	Application for commutation of pension	-do-	Form 3
(d)	Application for settlement of GPF account (Appendix 'D')	-do-	Form 4
(e)	Nomination for family pension	-do-	Form 5
(f)	Nomination for retirement gratuity	-do-	Form 7
(g)	Nomination for GPF	-do-	Form 6
(h)	Form of option for medical allowance	-do-	Form 8
(j)	Certificate from the bank regarding pension account	-do-	Form 9
(k)	Contingent bills for settlement of GPF account	-do-	Form 10
(l)	Contingent bills for finalisation of pay account	-do-	Form 11
(m)	Contingent bills for encashment of earned leave	-do-	Form 12
(n)	Pre-receipt for NGIF survival benefits	-do-	Form 13
(p)	Descriptive roll for the officer	09 copies	Form 14
(q)	Descriptive roll for wife of the officer	03 copies	Form 14
(r)	Form of joint photograph of the officer and his wife	04 copies	Form 15

DEATH

(a)	Application for pension and death gratuity IAFA 356A	03 copies	Form 2A
(b)	Application for settlement of GPF account (Appendix 'D')	-do-	Form 4
(c)	Nomination for family pension	-do-	Form 5
(d)	Nomination for death gratuity	-do-	Form 7
(e)	Nomination for GPF	-do-	Form 6
(f)	Form of option for medical allowance	-do-	Form 8
(g)	Certificate from the bank regarding pension account	-do-	Form 9
(h)	Contingent bills for settlement of GPF account	-do-	Form 10
(j)	Contingent bills for finalisation of pay account	-do-	Form 11
(k)	Contingent bills for encashment of earned leave	-do-	Form 12
(l)	Pre-receipt for NGIF survival benefits	-do-	Form 13A
(m)	Descriptive roll for wife of the officer	-do-	Form 14
(n)	Affidavit duly attested by Notary regarding only widow	-do-	Form 16
(p)	Form of photograph of the officers wife	04 copies	Form 15
(q)	Original Death Certificate (04 copies)	-do-	
(r)	Post Mortem report in respect of the late officer	-do-	

RESIGNATION

(a)	Application for settlement of GPF account (Appendix 'D')	03 copies	Form 4
(b)	Nomination for GPF	-do-	Form 6
(c)	Contingent bills for settlement of GPF account	-do-	Form 10
(d)	Contingent bills for finalisation of pay account	-do-	Form 11
(e)	Contingent bills for encashment of earned leave	-do-	Form 12
(f)	Pre-receipt for NGIF survival benefits	-do-	Form 13
(g)	Descriptive roll	06 copies	Form 14

7. In case of any query please feel free to contact on phone number of D(Pers)/SCSO(OA&R) 01123070242/01123388457.