

REVISED CHECK LIST

VOC Port Trust
Tuticorin
CHECKLIST
PENSION CASE

Name of the Employee -----E.No:

Designation :

Name of the Department:DOR:

Sl. No	Points to be checked enclosed	Yes/No	Page No.	Remarks
01	Form-3 details of the members of my family as on			
02	Form-5 Application for Pension			
03	Application for Gratuity and commutation.			
04	Form-7 Assessment of pension & Gratuity.			
05	Single or joint photograph (5 X 8.5 Cms.) in triplicate duly attested.			
06	Specimen three signatures or left hand thumb impression mark In duplicate duly attested			
07	Two slips showing the particulars of height and personal identification marks (not less than two) duly attested by Gazetted. Govt. servant.			
08	Retirement order.			
09	Form -FSS and GSLI			
10	Form- crediting pensioner Benefits			
11	Form X- Application for final Payment of GPF			
12	Request for sanction of encashment of EL & HPL at credit			
13	Mobile/ Laptop Provided to officer Welfare Scheme- If yes details, returned/amount paid			
14	Surrender of the Employee ID Card /Medical ID Card			
15	License Fee/Rent of Port Trust Quarters			
16	Electricity Bill & water charges of Quarters			
17	TA/DA drawn bills			
18	Whether opting for medical benefits after retirement Scheme of Port			
19	If yes to 18 above, the letter/application for the same			

Signature of Employee

Check List dt:08.12.2017/Circular No.18/2017-18 dt:08.12.2017

Sl. No	Points to be checked enclosed	Yes/No	Page No.	Remarks
1	Disciplinary cases/Vigilance clearance certificate i) CPT,DY.CPT,HODS- Ministry Disciplinary Case- Class-I,II,-CPT -Do- -Class III & IV-HOD ii) Vigilance clearance - Class I,II, III & IV-CVO			
2	Communal verification pending Yes/No			

Signature of HOD

1	Last Pay certificate (LPC).			
2	Entry in Service Book for receipt of Pension & Leave Salary contribution for eligible retirees.			
3	Use of the Guest House Accommodation/Community Hall on Private account			
4	Court Attachment			
5	Statement for verification of service.			
6	RAO para for recovery			
7	IAU para for recovery			
8	No demand/No dues certificate HOD ,Concerned			
9	Statement showing details & total period of non-qualifying service spell and year wise breakup.			
10	Pension calculation sheet.			
11	Other statutory dues, if any, to specify			

ACCOUNTS OFFICER (PEN)

Check List dt:08.12.2017/Circular No.18/2017-18 dt:08.12.2017