

V.O. Chidambaranar Port Trust

Finance Department

No: Fin-OFFAO-CRT-MONT-IV-16 **D1726**

Dt: 11/12.2017

CIRCULAR No. **18** 2017-18

In order to streamline the Pension and Pensionary benefit cases of officer's/official's of VOC Port Trust, it has been felt imperative to explain the process which need to be followed by all the Department of the VOC Port Trust to adopt and implement for expeditious disposal of the pension cases, to enable the retiree's employee to get the retirement benefits on the date of his retirement.

2. All the HODs are therefore, requested to enclose the duly filled in check list as per the format while forwarding the Pension papers of the respective Officer/ Employees who shall be retiring during on or before 5th of that month to Finance Department


8/12/17
FA & CAO

Encl:as above

To

All Heads of Department

Copyto

1.PA to CPT

2.PA to DY.CPT

VOC Port Trust
Tuticorin

CHECK LIST
PENSION CASE

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

Designation :

Name of the Department:DOR:

SI. 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 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	No demand/No dues certificate by Concerned HOD.			
10	Disciplinary/Court case /Vigilance clearance certificate for HOD-Ministry, Class-I & II-Chairman and Class III & IV –Legal cell/HOD			
11	Form -FSS and GSLI			
12	Form- crediting pensioner Benefits			
13	Pension calculation sheet.			
14	Sanction for encashment of leave for Class I to IV retirees by the competent authority (containing amount involved and number of days leave at credit).			
15	Last Pay certificate (LPC).			
16	Form X- Application for final Payment of GPF			
17	Statement for verification of service.			
18	Entry in Service Book for payment of Pension & Leave Salary contribution for eligible retirees.			
19	Statement showing details & total period of non-qualifying service spell and year wise breakup.			

Check list dt 08.12.17/Circular No. 18/2017-18 dt 08.12.2017

20	Communal verification pending , yes/No 1) If yes-details			
21	RAO para for recovery			
22	IAU para for recovery			
23	Mobile/ Laptop Provided officer Welfare Scheme- If yes details, returned/amount paid			
24	Surrender of the Employee ID Card /Medical ID Card			
25	License Fee/Rent of Port Trust Quarters			
26	Electricity Bill & water charges of Quarters			
27	TA/DA drawn bills			
28	Payment on account of use of official cars on private account			
29	Use of the Guest House Accommodation/Community Hall on Private account			
30	Court Attachment			
31	Other statutory dues, if any, to specify			
32	Whether opting for medical treatments for Port Hospital after retirement			
33	If, yes to 32 letter/application for the same and amount to be deducted one month Authorized Pension for the same			

Signature of Person/Officer

Certificate by Authorized Officer of the Department:

Certified that the pay fixation of the retirees/deceased has been checked thoroughly and found O.K.

Signature of officer of concerned Department

Signature

A.O.(pension)

Check list dt 08.12.17/Circular No. 18/2017-18 dt 08.12.2017

VOC Port Trust
Tuticorin
CHECKLIST
FAMILY PENSION CASE (Death while in service)

Name of the Deceased official: ----- E.No-----

Designation :

Name of the Department: ----- DOD -----

SI. No	Points to be checked	Yes/No	Page No.	Remarks
01	Form-12 Application for grant of death gratuity.			
02	Form-14 Application for grant of family Pension.			
03	Annexure C-GPF			
04	Photograph of claimant (5 X 8.5 Cms.) in triplicate duly attested.			
05	Specimen three signatures or left hand thumb impression in duplicate duly attested.			
06	Particulars of identification, personal marks and height in duplicate duly attested.			
07	Form-18 assessment of family pension & death gratuity.			
08	No demand/No dues certificate by Concerned HOD.			
09	Form -III-FSS			
10	Form -GSLI			
11	Date of birth certificate of children below 25 years age.			
12	Sanction for encashment of leave for Class I to IV employees by competent authority.			
13	Form- crediting Family Pensioner Benefits			
14	Last Pay certificate (LPC).			
15	Statement for verification of service			
16	Entry in Service Book for payment of Pension & Leave Salary contribution for eligible retirees.			
17	Statement showing details & total period of non-qualifying service spell and year wise breakup.			
18	Form -A -Nominate the Person named.			
19	RAO para for recovery			
20	IAU para for recovery			
21	Mobile/ Laptop Provided officer Welfare Scheme- If yes details, returned/amount paid			

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

22	Surrender of the Employee ID Card/Medical ID Card			
23	License Fee/Rent of Port Trust Quarters			
24	Electricity Bill & water charges of Quarters			
25	TA/DA drawn bills			
26	Payment on account of use of official cars on private account			
27	User of the Guest House Accommodation/Community Hall on Private account			
28	Court Attachment			
29	Other statutory dues, if any, to specify			
30	Whether opting for medical treatments for Port Hospital for dependent			
31	If, yes to 30 letter/application for the same and amount to be deducted one month Authorized Pension for the same			
32	Legal Heir certificate original			
33	Death certificate original			

Signature of Person/Officer

Certificate by Authorized Officer of the Department:

Certified that the pay fixation of the retirees/deceased has been checked thoroughly and found O.K.

Signature of officer of concerned Department

Signature

A.O. (pension)

Check list dt 08.12.17/Circular No. 18/2017-18 dt 08.12.2017