

REQUISITE DOCUMENTS FOR NORMAL PENSION/COMMUTATION

1. Photocopies of C.N.I.C. attested three copies.
2. No Demand Certificate of the Department.
3. Government Form C.S.R.25 (in triplicate). ✓
4. 4 Passport size photographs duly attested three back one front.
5. An undertaking for not taking part in politics duly attested three copies. ✓
6. Specimen signature/thumb impressions duly attested three copies. ✓
7. List of family members and FRC attested three copies. ✓
8. An undertaking for the recovery of Government dues if any attested three copies. ✓
9. Office order/Notification regarding retirement one original and two attested copies.
10. No Demand Certificate of the Estate Office/NOC of hiring section/NOC of Admn Wing and two attested copies.
11. Service Bio-Data/Service Statement one original and two attested copies.
12. Current Computerized Pay Slip attested three copies and LPC Issued from AGPR one original and two attested copies.
13. Verified Option Form for direct credit if Pension through Bank Account one original ✓ and two attested copies.
14. Service Book (complete service verified from Admn concerned as well as from AGPR from 1st Appointment to date of Retirement) in original alongwith two attested photocopies for non-gazetted period of service if any.

Note: - Three attested copies of above each document alongwith four attested photographs may be provided for process of pension case