

## **ANNEXURE -I**

### **CHECKLIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES**

1. Whether retiring employee is an allottee of Government accommodation
2. The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in Rule 57 of CCS (Pension) Rules
3. Date of receipt of 'No demand certificate' from Directorate of Estates
4. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates
5. Date on which action initiated to assess the service and emoluments qualifying for pension as provided in Rule 59 of CCS (Pension) Rules
6. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in Rule 73 (1) of CCS (Pension) Rules
7. Date on which the retiring Government servant was provided blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension
8. Whether any objection received from the employee on the above certificate
9. Date on which the employee submitted his application for pension in Form 5
10. Whether nominations made in Common Nomination Forms for
  - (i) death gratuity/retirement gratuity
  - (ii) payment under CGEGIS
  - (iii) amount of GPF, if applicable
  - (iv) arrears of pension
  - (v) commuted value of pension (if applicable)
11. Whether Details of family in Form 3 attached
12.
  - (i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972
  - (ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record
13. Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.