



By Speed Post

मुख्यालय कर्मचारी राज्य बीमा निगम
पंचदीप भवन सी. आई. ज़ी .मार्ग , नई दिल्ली -2

संख्या : ए-40/13/1290/2021-लेखा-IV

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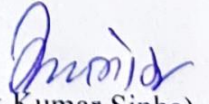
CIRCULAR

Sub: - Pension Proposal in Respect of Group 'A' and 'B'.

Attention of all Pension Disbursing Authorities is drawn on the captioned subject. Lately, it is observed that the pension proposals sent are either incorrect or incomplete and also delayed even after the date of retirement which creates unnecessary delay in preparation of Pension Payment Order. Proposal needs to be sent 3 months before the date of retirement of official/officer to avoid undue delay in the pension of the official.

Moreover, point-wise details to be taken into consideration while sending the pension proposal are: -

1. Name and Designation /Post held at the time of retirement.
2. Last Pay Certificate of retiring officer.
3. Service Card/ Service Book in original.
4. Name and date of Birth of Spouse (Supporting Documents)
5. Form 5 / Form 7/18 Signed by the officer concerned and duly verified by the HOD.
6. Annexure I of Form 5/14 with duly attested photograph and signature.
7. Commutation application all three parts completely filled and Part III verified by the Head of Office.
8. Percentage of Commutation to be mentioned.
9. Undertaking/ declaration from the retiring officer.
10. No dues certificate for Govt. Residence.
11. Service verification certificate from the DDF with total qualifying service to be specifically mentioned.
12. Name of Disbursing authority opted.
13. Proposal duly approved by Head of Office
14. Authority letter for recovery of unassessed dues from pension/ Gratuity signed by officer and attested by Head of Office.
15. Form 12 & 14 for DCRG nomination form in case of death.
16. Death Certificate in case of death.
17. DCRG nomination claim in Death case
18. Copy of Voluntary retirement order issued by administration department.
19. Date of application of commutation of the applicant be after the effective date of Voluntary retirement.


(Alok Kumar Sinha)
Deputy Director(F)

To

1. All ROs/SROs/ Hospitals & Medical colleges.
2. WCM to upload the circular on website.