

VOC Port Trust
Tuticorin

CHECK LIST
PENSION CASE

Name of the Retiree :

E.No:

Designation:

Name of the Department:

DOR:

I. To be given by the Pensioner :

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	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	Form - FSS and GSLI			
09	Form - X- Application for final payment of GPF			
10	Mobile/Laptop provided officer Welfare Scheme- If yes details, returned /amount paid			
11	Surrender of the Employee ID card/Medical ID Card			
12	Whether opting for medical treatment for Port Hospital after retirement			
13	If, yes to 12 letter/application for the same and amount to be deducted one month Authorized Pension for the same			

Signature of Pensioner

II. To be given by the Department in which the Pension retirees and other Department:

01	Retirement order			
02	No demand/No dues certificate by concerned HOD			
03	Disciplinary/Court case/Vigilance Clearance certificate for HOD-Ministry, Class - I & II- Chairman and Class III & IV - Legal cell/HOD			
04	Communal verification pending, yes/No 1) If yes, details			
05	RAO para for recovery			
06	IAU para for recovery			
07	License Fee/Rent of Port Trust Quarters			
08	Electricity Bill & water charges of Quarters			
09	TA/DA drawn bills			
10	Recovery if any on account of use of official cars			
11	Use of the Guest House Accommodation/Community Hall on Private account			
12	Court Attachment			
13	Other statutory dues, if any, to specify			
14	Mobile/Computer provided officer Welfare Scheme- If yes details, returned /amount paid			
15	Laptop/Tab			

Signature of Officer of concerned Department

III. To be given by Finance Department:

01	Form - crediting pensioner Benefits			
02	Pension calculation sheet			
03	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)			
04	Last Pay certificate			
05	Statement for verification of service			
06	Entry in service book for payment of pension & Leave salary contribution for eligible retirees			
07	Statement showing details & total period of non-qualifying service spell and year wise breakup.			
08	RAO para for recovery			
09	IAU para for recovery			
10	Electrical & Water Charges, if any			
11	Mobile/Computer provided officer Welfare Scheme- If yes details, returned /amount paid			
12	Laptop/Tab			
13	Pension			
14	Commutation			
15	Gratuity			

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
A.O.(Pension)**