

Government of India
Ministry of Mines
Indian Bureau of Mines

No.PAO/Corr/2000/Pen.

Nagpur, the 8th May,2012

Sub:- Check List of pension papers being submitted at the time of Superannuation/
Voluntary Retirement Cases – regarding.

Ref:- Office Order No.196 issued from File No.A-38011(1)/79-Service verification
dated 18.06.2010.

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As directed by the Competent Authority during last Zonal/Regional Heads meeting held at Indian Bureau of Mines, Nagpur on 1.3.12 & 2.3.12, the check list for preparation and timely submission of pension papers, duly approved by the Controller General is enclosed herewith for strict compliance so as to avoid delay in finalizing pension cases.

This issues with the approval of the Competent Authority.

(S. Sen)
Administrative Officer.

Encl: As above.

To,

1. All Zonal/Regional/Divisional/Sectional Heads & O.D. Lab.,IBM.
2. File No.A-380(1)/79-Ser.Verification(NG) (25/5).

(S. Sen)
Administrative Officer.

Check List for Superannuation/Vol. Retd. Case
All in triplicate

All Forms are required to be filled in capital letter in black ball point ink pen without any overwriting or using white fluid.

Before commencing writing the pensionary forms, IBM/Nagpur Office Order No: 196 dtd: 18.07.2010 and subsequent Office Order No: 323 dtd: 23.09.2010 may be read in full spirit and same may be scrupulously followed.

For non-compliance of any of the provisions of the above mentioned Office order, the Head of Offices, ROs are liable for delay in payment of pensionary benefit in time, if any

Filling up of different forms :

Form No. 5 as per CCS Pension rules towards particulars to be obtained by the HOO/Regional Offices from the retiring government servant 08 months before the date of retirement –to be filled correctly and ensure correct enclosures desired in the said Form. Three copies of joint passport size photographs as desired at sl no: 4 of the Form 5 shall be recent, color photograph. As desired at sl no: 11 of the said Form, in case of YES , legible copy of Military Discharge Certificate, Pension Payment Order from Military authority duly attested by HOO/Regional office/Officer In Charge, required to be enclosed. In case of NO, copy of UNDERTAKING to be submitted duly countersigned by the Head of officer/Officer In Charge.

Form No. 3 as per CCS Pension rules towards details of family – to be filled along with Date of Birth of spouse and all other such dependant family members are required to be mentioned. Details regarding daughter/s whether married or not are essentially required to be mentioned . Postcard size group photographs preferably with tagging of name in duplicate of all family members including self is essentially required. HOO/Officer in Charge concerned, are required to ensure the correctness of the Date of Birth of all nominees.

Form A (see rule 5) under Appendix 16 as per CCS Pension rules -ensure all the columns are filled correctly. Witnesses are required to mention their name, designation and office in block letters. Under the last column where in the contingencies on happening of which nomination become invalid- does not mention DEATH.

Form –IA (for commutation of a fraction of superannuation pension without medical examination-as per CCS commutation of pension Rule) in case of superannuation & Form –I (for commutation of a fraction of superannuation pension without medical examination-as per CCS commutation of pension Rule) -in case of Voluntary retirement – to be filled correctly.

Form -5 (Rule 7) as per CCS commutation of pension Rule towards nomination of the CCS (Commutation of pension) -in block letters and signature of witnesses with name, designation and office.

Specimen signature, thumb impression, Descriptive Roll in triplicate –duly attested by gazette officer.

Format regarding bank details in case of drawal of Pension through Public Sector Bank – also enclose the copy of the cover page of the pass book mentioning the bank details, i.e.; address of the bank, bank branch name, code, and bank account number, BSR code, etc.

Format required to be issued by the concerned Bank for PAO/IBM Nagpur, from where the pensioner willing to obtain pension. Ensure signature, Branch detail and bank stamp.

Annexure-II regarding government accommodation -applicable portion to be filled by the pensioner and non-applicable portion to be recorded as “Non-Applicable”. Same is required to be attested by the concerned Head of Officer/Controlling Officer.

CGHS option-duly countersigned by Head of Office/Officer in Charge.

Entries in Service Book:

Service verification certificate showing service book volume wise/page wise-entry- Ensure that the service from the date of entry in government service (including service rendered outside IBM which is pensionable) till the date of retirement is found verified. Details of such verification indicating period of service and page no; in service book, to be prepared in a tabulated form in a separate sheet and pasted in service book.

Details of EOL (without Medical Certificate, if any) is required to be prepared in a tabulated form in a separate sheet and pasted in service book

In case of Dies-non- detail of such period is required to be prepared in a tabulated form in a separate sheet mentioning the period and relevant page of the service book and pasted in service book. Ensure condonation certificate by respective Head of Office in the service book mentioning that the period of such

Dies-non will not amount to break in service in terms of GOI decision 1 under Rule 28 of CCS(Pension), CCS Pension rule 27 and FR 17A.

Service book & Leave account – ensure completed, updated and duly attested by DDO/OIC on the date of dispatch.

In case of MTS officials whose pay was lifted to GP Rs. 1800/- as on 1.1.2006- Ensure that requisite training certificate is attached with proper entry in the service book.

Certificate to be issued by HOO/Officer in Charge:

1. Certified that the above check list is followed and all documents are completed and found correct to the best of my knowledge and the same is being sent to IBM/Nagpur.
2. Date of retirement of the employee is _____, receipt of all completed documents from the retiring employee on _____ and the same is being dispatched to IBM/Nagpur on _____.

Signature of
HOO/OIC _____
Regional Office.