

F.No.12/59/2012-O&M  
Government of India  
Central Water Commission

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326(S), Sewa Bhavan, R.K.Puram,  
New Delhi.

Dated, the 5<sup>th</sup> July, 2017.

**OFFICE MEMORANDUM**

**Subject: Check-lists with respect to preparation of pension cases for submission to PAO, CWC - regarding.**

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It has been noticed that lot of grievance cases are being received in CWC related to finalization of pension cases, which gets delayed due to submission of incomplete information/documents resulting in series of correspondence between PAO, CWC and concerned field units thereby dragging such cases for a long time. Accordingly, the matter was taken up with PAO, CWC and separate check-lists have been prepared and provided by PAO, CWC. The same are enclosed.

It is requested that respective pension cases may be submitted by field units in accordance with check-list so that the pension cases are disposed off in a time bound manner. Further, in case of any ambiguity, the field units may discuss the matter with PAO, CWC so that the pension cases processed by the field units gets cleared in PAO, CWC at one go

All concerned are advised to note and comply with the above instructions in letter and spirit.

Encl.: As above.



(Rajesh Sharma)  
Under Secretary (O&M)  
Tel. No. 2958 3339.

To

1. PS to Chief Engineer(HRM)/ Secretary, CWC.
2. All Superintending Engineers (C) in the field offices, Director(Admn), NWA, Pune.
3. Director (Admn)/ Director (TC)/ Director(Training), CWC.
4. All Under Secretaries/DD(WPC)/Accounts Officers, CWC.
5. All Section Officers, CWC.
6. Director (SM) for putting up the Order on website.
7. Guard File

Pay and Accounts Office  
Central Water Commission  
Pension Section, Sewa Bhawan  
R.K. Puram, New Delhi

**CHECK LIST FOR REGULAR PENSION CASES**

1	An undertaking in prescribed format for excess payment addressed to the Paying Branch from retiring government servant duly accepted by H.O.O.	
2.	Vigilance clearance certificate	
3	No dues certificate	
4	Form-8	
5	Bank option form	
6	Specimen signature of retiring government servant duly accepted by H.O.O.	
7	Three Joint photographs duly attested by the competent authority on the passport size photograph in such a manner that the faces of pensioners are clearly visible.	
8	Identification marks of retiring government servant duly accepted by H.O.O.	
9	Aadhaar card copy	
10	PAN card copy	
11	Details of family in Form-3 accepted by H.O.O.	
12	Form-7	
13	Commutation form (option 40%)	
14	Pension Calculation Sheet	
15	Statement indication details of qualifying & non-qualifying service & annual certificate of verification	
16	Form -5	
17	Form of option for fixed medical allowance	
18	Pay fixation of 6 <sup>th</sup> and 7 <sup>th</sup> pay commission/MACP/ACP/stepping up may be verified by the AAO of concern division	
19	Personal Details as generated in the Bhavishya package	
20	Name and date of birth of govt. servant as recorded in first page of service book	
21	Nomination Form-1 and Nomination Form-A	

Pay and Accounts Office  
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**CHECK LIST FOR FAMILY PENSION CASES** (Death while in service)

1	An undertaking in prescribed format for excess payment addressed to the Paying Branch from retiring government servant duly accepted by H.O.O.	
2	No dues certificate	
3	Form-8	
4	Bank option form	
5	Specimen signature of family pensioner duly accepted by H.O.O.	
6	Three photographs of family pensioner duly attested by the competent authority.	
7	Identification marks of family pensioner duly accepted by H.O.O.	
8	Aadhaar card copy of family pensioner	
9	PAN card copy of family pensioner	
10	Details of family in Form-3 accepted by H.O.O.	
11	Form-18	
12	Form - 14	
13	Pension Calculation Sheet	
14	Statement indication details of qualifying & non-qualifying service & annual certificate of verification	
15	Form -12	
16	Form of option for fixed medical allowance	
17 (FP)	Original Death Certificate and nomination of DCRG/CGEGIS/GPF in Family Pension cases	
18 <sup>th</sup>	Pay fixation of 6 <sup>th</sup> and 7 <sup>th</sup> pay fixation /MACP/ACP/stepping up is to be verified by the AAO of concerned division	
19	Name and date of birth of govt. servant as recorded in first page of service book	
20 (FP)	Income/unemployment certificate/dependence certificate in r/o children/parents	

# Check-List for NPS Cases

## Check-list for Family Pension (death while in service)

Name of the deceased: ....

Office: ....

S. No. Points/Enclosures to be verified /checked

1. \*Application for grant of family pension (Form 14).

2. \*Application for grant of death Gratuity (Form 12).

3. \*Photograph of claimant (passport size) in triplicate, duly attested by the Head of Office.

4. \*Two specimen signatures or left hand (in case of females)/right hand (for males) thumb impression mark in duplicate, duly attested by a Gazetted Government servant.

5. \*Particulars of identification, height and personal marks of the claimant in duplicate, duly attested.

6. Assessment of family pension and death gratuity (Form 18)

7. No Demand/No Dues Certificate from the Department and Directorate of Estates.

8. \*Annexure related to CTGEGIS (one copy pre receipted) in duplicate.

9. \*Date of birth certificate of children below 25 years of age.

10. DCRG nomination, duly attested.

11. CGEGIS nomination, duly attested.

12. Sanction for encashment of leave by the competent authority (containing amount involved and number of days leave at credit).

13. Statement for verification of service and CGEGIS along with Service Book page number.

14. Entry in Service Book for payment of pension and leave salary contribution as admissible.

15. Statement showing details and total period of non-qualifying service spell and year-wise breakup.

16. \*Details of family members (Form 3) duly countersigned.

17. Whether photocopy of Service Book and Pension file has been kept.

18. \*Option for availing fixed medical allowance or CGHS facility.

19. Copy of PRAN.

20. \*Undertaking for refund of Excess payment. in NPS format.

21. Death certificate (Original).

22. Last Pay Certificate.

Note: Items Marked \* are to be submitted by/obtained from the claimant.

23. Mandate form.

24. All pay fixation should be verified from A.A.O.

25. Copy of PAN.

# Family pension can after death of pensioner, (after superannuation)

## Pay & Accounts Office Central Water Commission,

### Grant of family pension/unemployed daughter/Divorcee

- 1 Calculation Sheet
- 2 Original Death Certificate (Father/Mother)
- 3 Original (Both helves PPO)
- 4 Form-14 with documents in new format
- 5 Form-3 (Detail of family) / 20, 21 in absence of Form-3
- 6 Bank Option Form
- 7 Proof of permanent address
- 8 Birth Certificate of applicant
- 9 Two copies of passport size photographs, Attested by Gazetted Govt. Servant
- 10 Two Specimen Signature of claimant. Attested by Gazetted Govt. Servant.
- 11 Two slips showing identification, Attested by Gazetted Govt. Servant
- 12 Two slips showing the particulars of height and personnel identification Thumb and finder impressions
- 13 Undertaking for refunding any excess payment made by the pension disbursing Bank.
- 14 An affidavit regarding unmarried and unemployed and the monthly income for all sources is not more than Rs.3500/-
- 15 Affidavit regarding no objection of other family members
- 16 Copy of Divorce order and Decree issued by Family Court (In case of Divorcee)
- 17 Copy of Military Pension (Duel Family Pension)
- 18 Copy of disability certificate of Competent Medical Officer/Board