**CHECK LIST FOR NON-SIMPLIFIED PENSION CASES**

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| **Sr.****No** | **Check List/Documents Attached** | **Page****No.** | **Remarks (Attached) Yes/No** |
| **1.** | Photograph. |  |  |
| **2.** | Copy of CNIC. |  |  |
| **3.** | Specimen signature/Thumb & finger impression |  |  |
| **4.** | Pension application form 3 (pen). |  |  |
| **5.** | Pension application form 6 (pen). |  |  |
| **6.** | Service statement counter signed by D.A.O. |  |  |
| **7.** | No Demand Certificate of Building Department. |  |  |
| **8.** | No Demand Certificate of Income Tax Department. |  |  |
| **9.** | No Inquiry Certificate. |  |  |
| **10.** | No Audit/ Advance/ Draft Para Certificate. |  |  |
| **11.** | No Demand Certificate of Education Department. |  |  |
| **12.** | No Audit Para Certificates from all Colleges where retiree has served. |  |  |
| **13.** | No penalty certificate |  |  |
| **14.** | Retirement Notification. |  |  |
| **15.** | List of Family Members. |  |  |
| **16.** | FRC for Nadra |  |  |
| **17.** | Undertaking on stamp Paper Rs. 100/-. |  |  |
| **18.** | Declaration/ Non-receipt of anticipatory pension Certificate. |  |  |
| **19.** | Copy of Matriculation Certificate. |  |  |
| **20.** | Last Pay certificate/Salary slip. |  |  |
| **21.** | Option for Commutation |  |  |
| **22.** | Nomination of drawl of Pension |  |  |
| **23.** | Affidavit on stamp Paper. Rs. 100/-. |  |  |
| **24.** | Bank option form for direct credit of pension |  |  |
| **25.** | Indemnity Bond on stamp paper Rs. 100/- |  |  |

**Name & Signature of Dealing Assistant**