OFFICE OF THE

ACCOUNTANT GENERAL GILGIT BALTISTAN

**Pension Case Requirements (Check-List)**

1. Forwarding Memo/letter from department.
2. Pension Application CSR-25 (Revised-2016) along with “Annexure-A”/Family Pension Form-25A (Revised 2016).
3. Original Office Order/Notification of retirement.
4. Descriptive Roll (Identification mark, Specimen signature of applicant & Thumb/ Finger impression).
5. Two attested photocopies of CNIC & Two photographs of the applicant/Family Pensioner.
6. List of Family Members showing relationship, ages & marital status from Department & Family Registration Certificate from NADRA.
7. Undertaking 470-CSR.
8. Non Demand Certificate from Estate Office (if occupied govt. Accommodation).
9. No Disciplinary Action Certificate.
10. DCS option form duly attested by Bank Manager.
11. Last Payment Certificate from Department and Computerized Salary Slip (Non Gazetted employees). Service Statement and Last Payment Certificate from GAD Section with Computerized Last Salary Slip (Gazetted Employees).
12. Service Book in original containing all entries up-to retirement, verification of service and verification of pay fixation.

**Additional Requirement for Family Pension**

1. Legal Heir Certificate showing relationship, ages, marital status and whether dependent or otherwise.
2. Death Certificate, Alive Certificate, Non Marriage/ Remarriage Certificate & None Separation Certificate (in original).
3. Nomination/Guardian ship for minor children