**DOCUMENTS REQUIRED FOR SUPERANNUATION RETIREMENT PENSION**

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| **S N** | **Documents** | **Remarks** |
|  | Pension Paper CSR-25 [Revised-2019]. |  |
| 2. | 3-Passport size Photographs. |  |
| 3. | 3-Copy of CNIC of employee |  |
| 4. | Copy of CNIC (Next of Kin of Account holder for DCS use) |  |
| 5. | 3-Sets each contain the specimen signature. |  |
| 6. | 3-Sets each containing left / right hand thumb & finger impression. |  |
| 7. | 3-Sets of Left / Right Hand Thumb Impressions. |  |
| 8. | No demand certificate regarding Government dues out-standing. |  |
| 9 | No demand certificate regarding Government accommodation. |  |
| 10 | Address & Account number of Bank (IBAN No.) |  |
| 11 | Copy of cheque book leaf |  |
| 12 | Permanent Residential Address |  |
| 13 | Certificate regarding non-Payment of anticipatory pension |  |
| 14 | List of Family Members |  |
| 15 | Certificate regarding DOB/DOR/EOL |  |
| 16 | Last Pay Slip |  |
| 17 | Last Pay Certificate |  |
| 18 | Service statement (Only officer BS-17 and above) |  |
| 19 | Written consent regarding recovery of Government dues from pension |  |
| 20 | Declaration under Article 920[1]CSR |  |
| 21 | Application / Option for grant of 35% Commutation |  |
| 22 | Prescribed from ‘A’ for commutation in lieu of 35% gross pension surrendered |  |
| 23 | Option form for Direct Credit System |  |
| 24 | Indemnity Bond on Stamp Paper |  |
| 25 | Certificate regarding any Loan [verified by DDO] |  |
| 26 | FRC Issued by NADRA |  |
| 27 | Certificate regarding not taking part in politics. |  |
| 28 | Litigation / Disciplinary Case. Issued by Establishment Section [only for officer 17 & above] |  |
| 29 | Office Order regarding retirement |  |
| 30 | Notification regarding Retirement from Ministry [only for officer 17 &above] |  |
| 31 | Services book non-gazetted period |  |

**Note:**

1. All the performas / specimen may be downloaded from PMD’s website.
2. All the pension papers are in triplicate.
3. All the documents must be attested.
4. All the certificates must be verified by the concerned DDO.
5. Option form for DCS & Indemnity Bond must be verified by the concerned Bank Manager and their copies must be at––––––––––---------tested by the DDO.
6. Copy of the service book must be attested by the DDO.
7. Last Pay Certificate & Certificate regarding loan should be made as per last date of service.
8. Certificate regarding litigation & disciplinary case should be issued by Establishment Section, Islamabad.
9. Left Hand Thumb & Finger Impressions for Male applicants & Right Hand Thumb & Finger Impressions for Fe-male applicants.