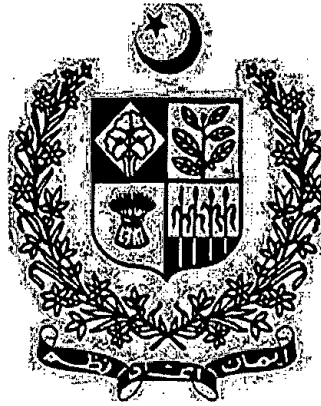


**ANNEX-II**

(For Internal Use Only)



# **PENSION GUIDE**

**BASED ON INSTITUTIONAL  
FRAMEWORK**

**FOR**

**EXPEDITING PENSION CASES**

**DEVELOPED BY  
ESTABLISHMENT DIVISION**

S.No.	<b>INDEX</b>	<b>Pages</b>
1.	SOP	<b>1-2</b>
2.	Job Description of Welfare Officer (Pension)	<b>3-7</b>
3.	Seeking/Receiving application from would be Pensioner for Retirement Notification/ Office Order	<b>8-9</b>
4.	Requisition Slip	<b>10</b>
5.	Checking of Record to see whether any recoveries of Government dues are outstanding	<b>11</b>
6.	WO (P) shall write to would be pensioner to submit formal application ( <b>Sub Sr7* Specimen of letter, Application, Specimen Signature Form, Creation of Vendor Form &amp; DCS Option Form &amp; Indemnity Bond attached</b> )	<b>12-18</b>
7.	WO (P) request the parties concerned for issue of "No Demand Certificate" ( <b>Sub Sr 8* letter &amp; No Demand Certificate attached</b> )	<b>19-21</b>
8.	WO (P) forwards pension papers with SOP/Progress Sheet to the Audit Office	<b>22</b>

## Job Description of Welfare Officer (Pension)

Working under the supervision of DS (Admn) and in close liaison with the concerned sections which administratively control the service matters of retiring government servants, the Welfare Officer (Pension) shall ensure and certify under intimation to DS (Admn) and JS (Admn) on a quarterly basis that the concerned Sections;

- i) In accordance with instructions at Sr. No.53 of Manual of Pension Procedure maintain progress sheet as per Annex-I.
- ii) In accordance with instructions at Sr. No.54 of Manual of Pension Procedure action specified at stage-I begin on year before the date of retirement of employees and further ensure that timelines with regard to Stage-II to Stage-V are also adhered to (Annex-II)
  - To this end the Welfare Officer (Pension) will ensure that the sections prepare basic list containing name of retiring government servant, post held, date of birth and expected date of retirement in respect of all employees.
  - Such a list will be put up for information of Joint Secretary (Admn) on a monthly basis.
- iii) Instructions issued by AGPR (Annex-III) regarding documents required for completion of pension case are issued to government concerned one month before stage-I approaches.
- iv) In accordance with instructions at Sr. No.92 of Manual of Pension Procedure take steps for expeditious disposal of pension cases and check delays and report matter to JS (Admn)'s notice immediately.
- v) DS (Admn) along with pension team i.e. Welfare Officer and Section Officer (Admn) concerned shall submit a report to JS (Admn) after every three months on 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> October, and 1<sup>st</sup> January about progress made in timely disposal of pension cases along with identification of issues and solutions to overcome the same.
- vi) Seek and place on personal file a list of family members issued by NADRA at least one year before the date of retirement of government servant. The government servant shall also be asked to ensure that any change in family member list is brought to Admn notice promptly.
- vii) Training/Orientation sessions of concerned officers dealing with pension matters will be arranged in consultation with AGPR and CF & AO office of Division on a need basis.

SOP / Progress Sheet adopted/amended from Sl. No. 53 & 54 of A Manual on Pension Procedure

**STAGES RELATING TO PREPARATION AND DISPOSAL OF AN ORDINARY PENSION CASE**

**Illustration: For example a Pensioner's Date of Birth is 01-04-1957 and his Date of Retirement is 31-03-2017**

Stage	Step	Action	Due Date	Responsible	Initiated on	Completed on	Remarks
	(i)	Seeking/Receiving application from would be Pensioner for Retirement Notification/ Office Order	01-01-2016	WO(P) and Pensioner			
Pre-Stage	(ii)	Welfare Officer (Pension) WO (P) and Admn Officer concerned shall consult excel data base of employees and initiate following action in cases where "DAYS TO RETIREMENT" are approx 400	01-02-2016	WO(P) and Admn			
	(iii)	Admn will complete Service Book of those at Pre-Stage Step.1 and verify it	15-02-2016	Admn			
	(iv)	Welfare Officer (Pension) WO (P) shall requisition Original Personal File alongwith Service Book (for Non-Gazetted from Admn Section) & Verified Service Statement from AGPR)	16-02-2016	WO(P) and Admn			
	(v)	Admn will provide record within 3 days	20-02-2016	Admn			
	(vi)	If Service Book is incomplete or suffers from defference, WO (P) shall personally get it completed from Admn	21-02-2016	WO(P) and Admn			
	(vii)	Return of Personal File/ Service Book to WO (P)	25-02-2016	Admn			
	<b>ONE YEAR BEFORE THE DATE OF RETIREMENT</b>						
Stage.I	(i)	WO (P) shall start filling up of working copy of the Pension Application Form.	01-04-2016	WO(P)			
	(ii)	In lisaon with Admn Section and DDO, WO (P) checks records to see whether any recoveries of Government dues are outstanding. (Sub Sr 6* Specimen of letter attached)	01-04-2016	WO(P) & Admn			
	(iii)	WO (P) shall attach Progress Sheet above the file	01-04-2016	WO(P)			
<b>SIX MONTHS BEFORE THE DATE OF RETIREMENT</b>							
Stage.II	(i)	WO (P) shall write to would be pensioner to submit formal application (Sub Sr7* Specimen of letter, Application, Specimen Signature Form, Creation of Vendor Form & DCS Option Form attached)	01-10-2016	WO(P)			
	(ii)	Would be pensionr submits formal application	10-10-2016	Pensioner			
	(iii)	WO (P) request the parties concerned for issue of "No Demand Certificate" (Sub Sr 8* letter & No Demand Certificate attached)	15-10-2016	Admn			
	(Iii)	WO (P) writes to Estate Office or Hiring Section Officer to bring the rent account up-to-date	15-10-2016	WO(P)			
	(iv)	No Demand Certificates returned to WO (P)	30-10-2016	Admn & Estate Office			

Stage	Step	Action	Due Date	Responsible	Initiated on	Completed on	Remarks
Stage.III	(i)	WO (P) completes the pension papers for submission to sanctioning authority. <b>(Sub Sr 10* Specimen of Letter attached)</b>	30-10-2016	WO(P)			
	(ii)	Sanctioning authority records orders/approval	05-11-2016	Competent Authority			
	(iii)	WO (P) forwards penion papers with Progress Sheet to the Audit Office	10-11-2016	WO(P)			
<b>THREE MONTHS TO FORTNIGHT BEFORE THE DATE OF RETIREMENT</b>							
Stage.IV	(i)	Audit office checks the pension papers.	15-03-2017	AGPR			
	(ii)	Audit office issues the Pension Payment Order/DCS	31-03-2017	AGPR			
	(iii)	Allows anticipatory pension in case delay is likely to take place in finalization	31-03-2017	AGPR			
<b>AFTER THE ISSUE OF PPO</b>							
Stage.V	(i)	Audit office returns the Progress Sheet	03-04-2017	AGPR			
	(ii)	WO (P) sends Progress Sheet to DS (Admn-I) and JS(Admn) for information	06-04-2017	WO(P)			
	(iii)	Hold simple ceremony to hand over Pension Payment Order to retiring officer / official	07-04-2017	Admn			

**\*Sub Sl. of Progress Sheet - Sl No. 53 of A Manual of Pension Procedure -**

**WO(P) means Wlelfare Officer (Pension)**

Note:- The steps in red font reflect the steps added by Establishmetn Division to existing steps in Manual of Pension Procedure (Sr. No. 53 and 54)

# Sr. No.53 – A Manual of Pension Procedure

final Pension Payment Order has been issued. The return of the Progress Sheet should be watched by the administrative Ministry/ Department and on its receipt back it should be examined at the level of Deputy Secretary in the case of B-1 to B-15 staff and Joint Secretary in the case of B-16 and above with a view to finding whether any delay has taken place.

### *Progress sheet for pension cases*

1. Name of retiring Government servant.
2. Post held.
3. Date of birth.
4. Expected date of retirement.

	Due date	Action	
		Initiated on	Completed on
1	2	3	4
5. Initiate preparation of pension papers.			One year before the expected date of retirement.
6. Checking of records to see whether any recoveries of Government dues are outstanding.			
7. Obtaining of formal application for pension from would be pensioner.			Six months before the expected date of retirement.
8. Request for furnishing No. Demand Certificate.			
9. Writing to Estate Office to bring rent account upto-date.			
10. Finalisation of pension papers in administrative department and their submission to Audit Office.			At least three months before the expected date of retirement.
11. Issue of Pension Payment Order.			Fortnight before the expected date of retirement.

This Progress Sheet should move with the pension papers of the individual concerned and be returned to the administrative authority after Pension Payment Order has been issued where observations of Head of Department/D.S./J.S. should be recorded.

# Sr. No.54 – A Manual of Pension Procedure

## Stages relating to preparation and disposal of an ordinary pension case

*Sl. No. 54*

*One year before the date of retirement.*

- STAGE I
- (i) The office responsible for initiating the case starts filling up of working copy of the Pension Application Form.
  - (ii) Checks records to see whether any recoveries of Government dues are outstanding.
  - (iii) Attach a Progress sheet showing the dates by which specific action is required.

*Six months before the date of retirement*

- STAGE II
- (i) Obtain formal application from the would-be pensioner.
  - (ii) Requests the parties concerned for issue of "No Demand Certificate"
  - (iii) Warns the Estate Office to bring the rent account up to date.

*Six to three months before the date of retirement*

- STAGE III
- (i) Completes the pension papers for submission to sanctioning authority.
  - (ii) Sanctioning authority records orders.
  - (iii) Forwarding of papers to the Audit Office.

*Three months to fortnight before the date of retirement*

- STAGE IV
- (i) Audit office checks the pension papers.
  - (ii) Audit office issues the P.P.O.
  - (iii) Allows anticipatory pension in case delay is likely to take place in finalization.

*After the issue of P.P.O*

- STAGE V
- (i) Audit office returns the Progress Sheet.
  - (ii) DS/JS examines the Progress Sheet.

The Vigilance Officers will keep a close watch over the pension work in the Ministries as well as the attached departments and subordinate offices.

## Introduction of Revised Pension Application Forms CSR 25

*Sl. No.55*

Since the issue of Finance Division's O.M. No. F. 12(11)/R. 6/81, dated the 10th June, 1982, some additional benefits have been allowed to the retiring

## پنشنرز کے لئے ضروری ہدایات

۱۔ وڈاز میں / ڈویژن / دفاتر ریٹائرمنٹ سے تقریباً ایک سال پہلے سے پنشن کیسز تیار کرنا شروع کر دیں۔ جس میں تصدیق شدہ سروس شیٹ / بائیوڈیٹا اور سروس بک کی ہر لحاظ سے تکمیل شامل ہیں۔

۲۔ ریٹائرمنٹ سے کم از کم تین ماہ قبل پنشنر / محکمہ کا نمائندہ اپنے مکمل کاغذات PFC Counter پر جمع کرانیں۔  
پنشن کے سلسلے میں مندرجہ ذیل تصدیق شدہ کاغذات کے دو مکمل سیٹ ضروری ہیں۔

- 1- درخواست برائے پنشن فارم CSR-25
- 2- ریٹائرمنٹ کا نوٹیفیکیشن۔
- 3- دستخط کے نمونے اور انگوٹھے / انگلیوں کے نشانات۔
- 4- 2 عدد تصاویر اور شناختی کارڈ کی تصدیق شدہ 2 نقول۔
- 5- خاندان کی مکمل تفصیل۔ بیج ٹار سے جاری کردہ فارم 'ب'۔
- 6- گورنمنٹ کے بقایا جات کی ایک سال کے اندر واپسی کی یقین دہانی۔
- 7- ریٹائرمنٹ کے دو سال کے دوران سیاست میں حصہ نہ لینے کی یقین دہانی۔
- 8- متعلقہ ادارے کا نوڈ میٹریٹس سرٹیفکیٹ (No Demand Certificate)
- 9- سرکاری مکان کی صورت میں اسٹیٹ آفس کا کلیئر لس سرٹیفکیٹ۔
- 10- متعلقہ بینک برانچ کا مکمل نام اور اکاؤنٹ نمبر۔ (کسی بھی کمرشل بینک سے پنشن لینے کی صورت میں DCS آپشن فارم)
- 11- مکمل اصل سروس بک بیج تصدیق شدہ نقل۔
- 12- تنخواہ کی آخری ادائیگی کا سرٹیفکیٹ (Last Pay Certificate) بیج ماہانہ تنخواہ کی آخری کمپیوٹرائزڈ پے سلپ۔
- 13- طبعی بنیاد پر پنشن لینے کی صورت میں میڈیکل بورڈ کا سرٹیفکیٹ۔

دوران سروس اوقات کی صورت میں مندرجہ بالا کاغذات کے علاوہ مندرجہ ذیل کاغذات بھی ضروری ہیں۔

1- اشہام پیر پردہ بارہ شادی نہ کرنے، دوران زندگی علیحدگی اور واحد بیوہ ہونے کا بیان حلفی۔

1- مرحوم سرکاری ملازم کا فوتیگی کا سرٹیفکیٹ۔ (Death Certificate)

1- قرضے کے بقایا جات کا معافی نامہ منسلک کریں۔ (اگر کوئی ہے)

بہر معلومات کے لئے مندرجہ ذیل ٹیلی فون نمبرز بر رابطہ کریں۔

ڈی اے جی / پنشن۔ 051-9260168

ڈی جی پی آر۔ 051-9260782

ڈی جی پی آر۔ 051-9260782



# فیمیلی پنشن کے لئے درکار کاغذات

ریٹائرمنٹ کے بعد وفات کی صورت میں فیمیلی پنشن کے لئے مندرجہ ذیل تصدیق شدہ کاغذات کے درکار سب ضروری ہیں۔

- 1- درخواست برائے فیمیلی پنشن بذریعہ متعلقہ دفتر۔
  - 2- مرحوم پشنرز کا فوتیگی کا سرٹیفکیٹ۔ (Death Certificate)
  - 3- دستخط کے نمونے اور انٹروٹھے / انگلیوں کے نشانات۔
  - 4- 2 عدد تصاویر اور شناختی کارڈ کی تصدیق شدہ 2 نقول۔
  - 5- خاندان کی کھل تفصیل۔ بمع نادرا سے جاری کردہ فارم 'ب'۔
  - 6- متعلقہ بینک برانچ کا مکمل نام اور اکاؤنٹ نمبر۔ (کی بھی کراشل بینک سے پشن لینے کی صورت میں DCS آڈین نارم)
  - 7- مرحوم پشنرز کی اصل پشن بینک۔
  - 8- اشٹام پیپر پر دوبارہ شادی نہ کرنے، دوران زندگی علیحدگی اور واحد بیوہ ہونے کا بیان حلفی۔
  - 9- پشن کی زائد ادائیگی کی واپسی کی یقین دہانی۔
  - 10- غیر شادی شدہ بیٹی ہونے کی صورت میں اشٹام پیپر پر بیان حلفی۔
- مزید معلومات کے لئے مندرجہ ذیل ٹیلی فون نمبرز پر رابطہ کریں۔

ڈی اے بی/فنا/پنشن۔ 051-9260304

ڈی بی لی آر۔ 051-9260168

ایس بی پی آر۔ 051-9260782

اکاؤنٹس ایڈجسٹمنٹ۔ 051-9260623 - 051-9107023

## **ADDITIONAL REQUIREMENT FOR FAMILY PENSION**

1. Application for Family Pension through Office/Department
2. Death Certificate
3. Specimen Signature/Thumb & Fingers Impression
4. Two photographs of Widow & Two copies of Widow's CNIC
5. List of family members showing relationship, ages and whether dependent or otherwise (Two Sets) & NADRA Form "B"
6. Bank Account No & Descriptive Roll of Widow
7. Deceased's Pension Book (Original)
8. Nomination/Guardian ship for minor children
9. Succession Certificate
10. Non-separation/no remarriage certificate
11. Certificate to the effect that she is only widow/nominated widow for drawl of Pension
12. Previous Pension Book in Original is to be attached with pension papers with a last payment certificate accorded by the Bank for payment of lifetime arrears where PPO was issued.

Note Each and every paper is attested by the Department concerned

## CHECK LIST – PENSIONSIONER

1. Application is on papers Form CSR 23 (Revised)
2. Office Order/Notification of retirement
3. Specimen signature of applicant & Thumb/ Finger impression
4. Two photocopies of CNIC/Two photograph of the applicant
5. List of family members showing relationship, ages and whether dependent or otherwise (Two Sets) & NADRA Form “B”
6. Undertaking for recovery of Government dues
7. Certificate about non indulgence in Politics
8. No Demand Certificate from Department
9. No Demand Certificate from Estate Office (if occupied Govt. accommodation)
10. Account No. and name of Bank ,Branch from where applicant wishes to draw pension with DCS option form duly attested by Bank Manager
11. LPC / Service Statement with Computerized Last Salary Slip
12. Service Book in original containing all entries up-to retirement, verification of Service and verification of Pay fixation

PRE STAGE / Step - c

No. 2016  
Pension Welfare Cell  
Establishment Division  
(Cabinet Secretariat Block)  
ISLAMABAD

Requisition Slip 01

Please arrange to provide Personal Files/Service Book of following Officer/Officials of this Division who are going to be retired from Government Service during the year 2016:-

S.No. Name & Designation with BS

- 1.
- 2.
- 3.
- 4.

Welfare Officer (Pension)

DS (Admn)

SO (Admn)

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.6)

One year before the expected  
date of retirement  
Stage - I (ii)

Government of Pakistan  
Establishment Division  
(Cabinet Secretariat Block)  
ISLAMABAD

No. 333(1)/Gen/PWO/2016

01-04-2016

To,

The Section Officer (Cash)/DDO,  
Establishment Division,  
ISLAMABAD

Subject:-CHECKING OF RECORD TO SEE WHETHER ANY RECOVERIES  
OF GOVERNMENT DUES ARE OUTSTANDING

Reference instructions contained at Sr No.53 of Manual on Pension  
Procedures (Copy enclosed).

2. It is informed that Mr \_\_\_\_\_ working  
as \_\_\_\_\_ is going to be retired from Government Service on  
\_\_\_\_\_.

3. As per above instructions it is required one year before date of retirement  
that records may be checked to see whether any recoveries on account of Govt dues  
are out standing against the above officer/official.

4. The above information may be furnished promptly within three days by  
\_\_\_\_\_2016.

Welfare Officer (Pension)

Copy for information please:-

1. PS to JS (Admn)
2. DS (Admn)
3. SO (Admn)

**PROGRESS SHEET**  
**FOR PREPARATION OF PENSION CASE IN RESPECT OF**  
**DESIGNATION (BS- ) GOING TO BE RETIRED W.E.F.**

Stage	Step	Action	Due Date	Responsible	Initiated on	Completed on	Remarks
	o	Seeking application from would be Pensioner for Retirement Notification/Office Order					
Pre-Stage	a	Welfare Officer (Pension) WO (P) and Admn Officer concerned shall consult excel data base of employees and initiate following action in cases where "DAYS TO RETIREMENT" are approx 400		WO(P) and Admn			
	b	Admn will complete Service Book of those at Pre-Stage Step.1 and verify it		Admn			
	c	Welfare Officer (Pension) WO (P) shall requisition Original Personal File along-with Service Book (for Non-Gazetted from Admn Section) & Verified Service Statement from AGPR)		WO(P) and Admn			
	d	Admn will provide record within 3 days		Admn			
	e	If Service Book is incomplete or suffers from deficiencies, WO (P) shall personally get it completed from Admn		WO(P) and Admn			
	f	Return of Personal File/ Service Book to WO (P)		Admn			
<b>ONE YEAR BEFORE THE DATE OF RETIREMENT</b>							
Stage-.I	(i)	WO (P) shall start filling up of working copy of the Pension Application Form.		WO(P)			
	(ii)	In liaison with Admn Section and DDO, WO (P) checks records to see whether any recoveries of Government dues are outstanding. (Sub Sr 6* Specimen of letter attached)		WO(P) & Admn			
	(iii)	WO (P) shall attach Progress Sheet above the file		WO(P)			
<b>SIX MONTHS BEFORE THE DATE OF RETIREMENT</b>							
Stage-.II	o	WO (P) shall write to would be pensioner to submit formal application (Sub Sr7* Specimen of letter, Application, Specimen Signature Form, Creation of Vendor Form & DCS Option Form attached)		WO(P)			
	(i)	Would be pensioner submits formal application		Pensioner			
	(ii)	WO (P) request the parties concerned for issue of "No Demand Certificate" (Sub Sr 8* letter & No Demand Certificate attached)		Admn			
	(lii)	WO (P) writes to Estate Office or Hiring Section Officer to bring the rent account up-to-date		WO(P)			
		No Demand Certificates returned to WO (P)		Admn & Estate Office			

Stage	Step	Action	Responsible	Initiated on	Completed on	Remarks
Stage-III	(i)	WO (P) completes the pension papers for submission to sanctioning authority. (Sub Sr 10* Specimen of Letter attached)	WO(P)			
	(ii)	Sanctioning authority records orders/approval	Competent Authority			
	(iii)	WO (P) forwards pension papers with Progress Sheet to the Audit Office	WO(P)			
<b>THREE MONTHS TO FORTNIGHT BEFORE THE DATE OF RETIREMENT</b>						
Stage-IV	(i)	Audit office checks the pension papers.	AGPR			
	(ii)	Audit office issues the Pension Payment Order	AGPR			
	(iii)	Allows anticipatory pension in case delay is likely to take place in finalization	AGPR			
<b>AFTER THE ISSUE OF PPO</b>						
Stage-V	(i)	Audit office returns the Progress Sheet	AGPR			
	(ii)	WO (P) sends Progress Sheet to DS (Admn) and JS(Admn) for information	WO(P)			
		Hold simple ceremony to hand over Pension Payment Order to retiring officer / official	Admn			

\*Sub Sl. of Progress Sheet - SI No. 53 of A Manual of Pension Procedure -

WO(P) means Welfare Officer (Pension)

**SL.53 OF A MANUAL ON PENSION PROCEDURE**

**(Sub S.No.7)**

**Six months before the expected  
date of retirement  
Stage - II ( o )**

Government of Pakistan  
Establishment Division  
(Cabinet Secretariat Block)  
ISLAMABAD

No. 333(1)/Gen/PWO/2016

10-10-2016

To,

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject:-**OBTAINING OF FORMAL APPLICATION FOR PENSION FROM  
WOULD-BE PERNSIONER**

Reference instructions contained at Sr No.53 of Manual on Pension Procedures (Copy enclosed).

2. It is informed that you are going to be retired from Government Service on \_\_\_\_\_.

3. As per above instructions application for grant of pension is required for processing of pension case to be submitted six months before date of retirement.

4. In this regard you are requested to visit this office along-with following information/ documents during working hours:-

S.No.	Required Documents	Documents attached	
		Yes	No
a.	Application for Grant of Pension (Specimen of Application attached)		
b.	Photocopies of CNIC		
c.	FOUR Passport Size Photograph		
d.	Form-B/Family members list issued by NADRA (Specimen of Family members list attached)		
e.	DCS Option Form duly attested by Bank Manager (Bank Account No Bank Name, Bank Branch with Branch Code/District AND E.mail Address) + Indemnity Bond (Specimen Signature Form attached)		
f.	Personal No / Vendor No ( Creation of Vendor Form attached - If not allotted from AGPR during Service )		

Welfare Officer (Pension)

Copy for information please:-

1. PS to Secy Estb
2. DS (Admn-I)
3. SO (Admn-II)



SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.7)

six months before the expected  
date of retirement  
Stage - II ( o )

To

The Deputy Secretary (Admn-I)  
Establishment Division,  
ISLAMABAD

Subject:- APPLICATION FOR GRANT OF PENSION

Sir,

It is intimated that I am performing my duties as \_\_\_\_\_ (BS- ) since \_\_\_\_\_. My date of birth as per my Service record is \_\_\_\_\_, thus I am retiring from Government Service w.e.f. \_\_\_\_\_ on attaining the age of superannuation. Following documents are attached.

S.No.	Required Documents	Documents attached	
		Yes	No
a.	Photocopies of CNIC		
b.	Four Passport Size Photograph		
c.	Form-B/Family members list issued by NADRA		
d.	DCS Option Form duly attested by Bank Manager (Bank Account No Bank Name, Bank Branch with Branch Code/District AND E.mail Address) Indemnity Bond		
e.	Personal No /Vendor No		

2. It is, therefore, requested that the preparation of my Pension Papers may kindly be initiated.

Thanking you.

(\_\_\_\_\_)

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.7)

six months before the expected  
date of retirement  
Stage - II ( o )

SPECIMEN SIGNATURE IN RESPECT OF

MR

HOLDING OF BANK ACCOUNT NO.

NBP

BR., ISLAMABAD

ATTESTED BY  
BANK MANAGER

1.

( \_\_\_\_\_ )

2.

( \_\_\_\_\_ )

3.

( \_\_\_\_\_ )

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LIST OF FAMILY MEMBERS OF THE EMPLOYEE/WIDOW

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S. No	Name of Family Member	Relationship with Govt. Servant	Marital Status	Date of Birth/ Age	Occupation/ Profession	Remarks

Signature of Govt. Servant/Widow



## VENDOR CREATION / UPDATION FORM FOR GOVT. SERVANTS / INDIVIDUALS

S.No.	NAME OF EMPLOYEE/OWNER	BANK NAME	BANK BRANCH & CITY	BANK ACCOUNT NO	CNIC (NADRA)	PRESENT ADDRESS			DDO CODE	PERSONAL NO	VENDOR NO ALLOTTED
						STREET NO	HOUSE NO	NAME OF CITY AND DISTRICT			
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

### CHECK LIST/DOCUMENTS REQUIRED

1. Two copies of this Form
2. Attested copy of CNIC (Govt. Servant/House Owner)
3. Computerized Pay Slip issued by AGPR/AG/DAO
4. Sanction letter of hiring issued by department with owner name and CNIC (in case of Hiring of House only)

REASON FOR CHANGE  
IN DATA \_\_\_\_\_

Reference (Personal File ) No. \_\_\_\_\_ dated \_\_\_\_\_

Sign with Name, Date and Stamp of DDO

**DCS FORM****FORM FOR DIRECT CREDIT OF PENSION THROUGH BANK ACCOUNT**

Pensioner information (To be filled in by the Pensioner)

PPO NO/DCS NO.	
SAP Personal No. (AS PER PAY SLIP )	
Account office (From where PPO originally issued)	
<b>NAME OF PENSIONER</b>	
Father / Husband Name	
Pensioner old NIC No.	
Pensioner CNIC (NADRA)	
<b>FAMILY PENSIONER NAME</b>	
Spouse/Son/Daughter/Father/Mother(select one)	
Family Pensioner CNIC (NADRA)	
Residential address (Current)	
Residential address (Permanent)	
Designation & Grade at the time of Retirement	
Ministry / Division / Deptt. / Office	
<b>E MAIL ADDRESS (G-MAIL ONLY)</b>	
<b>CONTACT NUMBER(COMPULSORY)</b>	
I. hereby opt to draw pension through direct credit scheme and have also submitted *indemnity bond to the bank. *The Pensioner shall produce an indemnity Bond to keep the bank indemnified about liabilities with all sums of money whatsoever including mark-up of his/her Pension account. The pensioner would further undertake that his/her legal heirs, successors, executors shall be liable to refund excess amount, if any credited to his/her pension account either in full or in installments(as agreed mutually) equal to such excess amount.	
Pensioner's Signature / Thumb Impression Dated:	

**ACCOUNT VERIFICATION (TO BE VERIFIED BY THE BANK)****CUTTING / OVERWRITING / FLUID / JOINT ACCOUNT NOT ACCEPTABLE****BELOW MENTIONED PORTION MAY PLEASE BE FILLED COMPLETELY.**

Account Title (Name)	
Account No.	
Bank Name	
Branch Address	
Branch Code	
Indemnity Bond / Lien submitted by the pensioner	

**SIGNATURE / STAMP OF BANK MANAGER**

(Indemnity bond on stamp paper duly verified by notary public/oath commissioner)

**INDEMNITY BOND**

To,

The Manager,

\_\_\_\_\_ (Name of Bank)  
\_\_\_\_\_ (Branch)  
\_\_\_\_\_ (City)

In compliance with the SBP's instructions for payment of pension through your bank branch I agree to indemnify you and keep you indemnified about liabilities with all sums of money whatsoever including mark-up of my pension account. I further undertake that my legal heirs, successors, executors shall be liable to refund excess amount, if any , credited to my pension account either in full or in installments equal to such excess amount.

**Co-Indemnifier/Nominee/Successor**

Next of Kin: \_\_\_\_\_

CNIC : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_

Signature \_\_\_\_\_

Name of Pensioner: \_\_\_\_\_

Date of Retirement : \_\_\_\_\_

PPO No : \_\_\_\_\_

Bank Account No: \_\_\_\_\_

CNIC : \_\_\_\_\_

**Witness - 1**

CNIC : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Witness - 2**

CNIC : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.8)

Six months before the expected  
date of retirement  
Stage - II (ii)

Government of Pakistan  
Establishment Division  
(Cabinet Secretariat Block)  
ISLAMABAD

No. 333(1)/Gen/PWO/2016

15-09-2016.

To,

The Estate Officer,  
Estate Office,  
ISLAMABAD

Subject: - REQUEST FOR FURNISHING "NO DEMAND CERTIFICATE"/  
CLEARANCE CERTIFICATE FROM ESTATE OFFICE

Reference instructions contained at Sr No.53 of Manual of Pension Procedures (Copy enclosed).

2 It is informed that Mr \_\_\_\_\_ working as \_\_\_\_\_ is going to be retired from Government Service on \_\_\_\_\_.

3 As per above instructions, it is intimated that "No Demand Certificate"/ Clearance Certificate from Estate Office is required for finalization of Pension case well before six months before date of retirement (specimen attached).

4 The above information may be furnished within three days by \_\_\_\_\_ - -2016.

Welfare Officer (Pension)

Copy for information please:-

1. Wafaqi Mohtasib (Ombudsman)'s Sectt. IBD
2. DS (Admn)
3. SO (Admn)

**SL.53 OF A MANUAL ON PENSION PROCEDURE**

**(Sub S.No.8)**

**Six months before the expected  
date of retirement  
Stage - II (ii)**

Government of Pakistan  
Establishment Division  
(Cabinet Secretariat Block)  
Islamabad

No. \_\_\_\_\_

15-09-2016.

**NO DEMAND CERTIFICATE**

Certified that there is nothing outstanding against  
Mr. \_\_\_\_\_ BPS-\_\_\_ is going to be retired on  
\_\_\_\_\_ from Government Service on attaining the age of superannuation.  
This may please be treated as NDC as for as this Section/Branch is concerned:-

1	Cashier	_____
2	DDO	_____
3	Librarian	_____
4	Stationery Store	_____
5	Gen Section	_____
6	SO (G)	_____
7	Hiring Assistant	_____
8	SO (Admn-IV)	_____
		_____

Section Officer (Admn-II)

**Distributions**

1. AGPR, Islamabad
2. PS to Secy Estb
3. DS (Admn)



SL.53 OF A MANUAL ON PENSION PROCEDURE

(Sub S.No.10)

At least three months before  
the expected date of retirement  
Stage - III ( i )

Government of Pakistan  
Establishment Division  
(Cabinet Secretariat Block)  
ISLAMABAD

No. 333(1)/Gen/PWO/2016

10-11-2016

To,

The \_\_\_\_\_  
\_\_\_\_\_

Subject:- PENSION CASE IN RESPECT OF MR LDC (BS-07) AN  
EMPLOYEE OF ESTABLISHMENT DIVISION, ISLAMABAD

Mr LDC (BS-07), an employee of Establishment Division, Islamabad has retired from Government service w.e.f. \_\_\_\_\_, on attaining the age of superannuation. He has rendered more then \_\_\_ years government service. His pension Papers on prescribed form sent herewith in duplicate along-with following documents:-

Office Order No._____ dt_____ regarding retirement of officer/official	- In Duplicate
Specimen Signature	- In Duplicate
Thumb/Finger impression	- In Duplicate
Photocopy of CNIC	- In Duplicate
Envelop containing Photographs	- 02 Nos
Option to continue 35% Pension	- In Duplicate
Undertaking	- In Duplicate
Application to draw pension from NBP	- In Duplicate
Certificate for non-indulgence in politics	- In Duplicate
No Demand Certificate from Estb Div	- In Duplicate
Clearance Certificate from Estate Office	- In Duplicate
List of Family Members	- In Duplicate
Last Pay Certificate	- In Duplicate
Computerized Pay Slip	- In Duplicate
DCS Option Form	- In Duplicate
Service Book	- In Duplicate
Personal/Vendor Number	- In Duplicate

2. The service claimed by the above officer has been fully established and may be admitted for the purpose of pension/commutation. It is therefore, requested that necessary Pension Payment Order in respect of Mr. \_\_\_\_\_ LDC (BS-7) may please be issued accordingly under intimation to this Division

Welfare Officer (Pension)

Copy for information please:-

1. Sr PS to Secy Estb
2. DS (Admn)
3. SO (AdmnI)

## Decent/Congenial Physical Environment

The physical environment of pension cell has been given a decent look which reflects the care and respect for pensioners. Moreover, it also provides better working condition to the dedicated HR. The cell is open to visit by concerned officer of any Ministry/Division/Department. Pictures of the cell can be seen at **Annex-E** as well as on website of this Division.