**DOCUMENTS REQUIRED FOR VOLUNTARY PENSION**

|  |  |  |
| --- | --- | --- |
| **S N** | **Documents** | **Remarks** |
| 1. | Pension Paper CSR-25 [Revised-2019]. |  |
| 2. | 3-Passport size Photographs. |  |
| 3. | Copy of CNIC of employee |  |
| 4. | 3-Sets each contain the specimen signature. |  |
| 5. | 3-Sets each containing left / right hand thumb & finger impression. |  |
| 6. | No demand certificate regarding Government dues out-standing. |  |
| 7 | No demand certificate regarding Government accommodation. |  |
| 8 | Address & Account number of Bank [IBAN No.] with leaf of cheque |  |
| 9 | Permanent Residential Address |  |
| 10 | Certificate regarding non-Payment of anticipatory pension |  |
| 11 | Declaration under Article 920[1]CSR |  |
| 12 | List of Family Members |  |
| 13 | Certificate regarding DOB/DOR/EOL |  |
| 14 | Last Pay Slip |  |
| 15 | Last Pay Certificate |  |
| 16 | Written consent regarding recovery of Government dues from pension |  |
| 17 | Application / Option for grant of 35% Commutation |  |
| 18 | Prescribed from ‘A’ for commutation in lieu of 35% gross pension surrendered |  |
| 19 | Certificate regarding no disciplinary case [only for officers 17 & above] |  |
| 20 | Certificate regarding no litigation case [only for officer 17 & above] |  |
| 21 | Option form for Direct Credit System |  |
| 22 | Indemnity Bond on Stamp Paper |  |
| 23 | FRC Issued by NADRA [ Must for Officers 17 & above] |  |
| 24 | Certificate regarding any Loan [ verified by DDO] |  |
| 25 | 3-Sets of Left / Right Hand Thumb Impressions. |  |
| 26 | Notification from Ministry [only for officer] |  |
| 27 | Office Order regarding retirement |  |
| 28 | Service Book (17 and above if serving in Non-Gazetted Period) |  |
| 29. | A copy of Cheque Leaf for conformation of IBAN No. |  |

**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 attested 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.