

Requirement of documents to claim pension benefits

- Get a copy of Pension Claim Paper (set-1) from Pension Office after producing Bank Receipt of `20/-
- NOC from FRED (Finance Department)      ⇨      *go with Bank Receipt of `50/-*
- NOC from HUDCO
- NOC from SIDICO
- NOC from SABCO
- NOC from SBS
- 3 (three) copies Passport photo taken together with spouse or single passport photo as the case may be
- Attested copy of SSC/COI or Pan Card as the case may be
- Attested copy of birth certificate/age proof of nominees
- Xerox Copy of Bank Pass Book
- Get file processed for order for leave encashment of unutilized leave
- LPC and non-payment certificate of leave encashment of unutilized leave from DDO
- Xerox Copy of last Pay Voucher
- If there is outstanding loan with any financial institutions, get certificate to this effect and submit it to concerned DDO who will reflect in page No.16 of Set 1.