

CHECK LIST FOR CORRECT DOCUMENTATION

1. **Mandatory**

- (a) Has the service particular of the pensioner been correctly notified in the PPO/Pension Book (Number, Rk, Name, Date of Birth, Date of Commission, Date of Enrolment/Commission, Date of Retirement, qualifying service).
- (b) Has the particulars of NOK/Spouse been correctly notified in the PPO (Name, date of birth and relation).
- (c) Has the ExSM retired with any disability? Has it been notified in the PPO? Has the broad banding of disability pension been promulgated?
- (d) Is the ExSM any gallantry or distinguished Awardee? Has it been notified in the PPO. Is the gallantry award monetary allowance been granted to the ExSM/NOK? Has the State Government recognised the Award in terms of monetary or allotment of land.
- (e) Has commutation period been notified in the PPO. Has it been restored on completion of 15 years of commencement of pension.
- (f) Has the ExSM opened a joint pension account with his NOK?
- (g) Has the Part II Order of all children been published with correct name and date of birth?
- (h) Is there any disabled/handicap child? If yes, has the disability certificate from Medical authorities (as per the format attached) been obtained and Part II Order of disability been published. Has the disability of the child been notified in the PPO.
- (j) In case of Death/Divorce of First Wife and subsequent re-marriage, has the Part II Order been published and notified in the PPO.
- (k) Is the family pension getting Liberalised/Special/Ordinary Family Pension as per the authorisation?
- (l) Is the NOK getting enhance rate of pension up to 10 years in case of death in harness and 07 years or 67 years in case of death after retirement.
- (m) In case of death after retirement, has the NOK claimed the Extended Insurance (EI) from AGIF?
- (n) In the pensioner including the NOK above 80 years of age getting additional pension? (20% on attaining 80 yrs, 30% on 85 yrs, 40% of 90 yrs, 50% of 95 yrs and 100% on attaining 100 years of age).

2. **Essential Actions**

- (a) Is the ExSM Register on DIAV Portal?
- (b) Has the ExSM/NOK Pensioner registered with NIC and the Bank and linked with Aadhar Card for Biometric Live Certificate.

- (c) Has the Pensioner declared his nominee in the bank and Nominee for LTA.
- (d) In case of two pension earned by the ExSM, is the NOK getting the Dual Family Pension.
- (e) Has the OROP been correctly implemented by the PCDA/Bank?
- (f) Has the DA on pension including disability element been credited regularly?
- (g) Is the pensioner getting correct pension as per the qualifying service of the ExSM.
- (h) In case of BC (Fatal)/PC (Fatal) is the children education allowance being claimed from CW-3/DIAV?
- (j) Have every ExSM and NOK got his Aadhar Card, CSD Card, ExSM Card? Are the dates and other details matching with the Service Record/PPO?
- (k) Has the ExSM applied for on line ECHS Card for self and all eligible members.
- (l) Has the dependent cards been made for eligible members from ZSB?
- (m) Does the pensioner/war widows availing all facilities/assistance being provided by the KSB/RSB/ZSB/AWWA.
- (n) Is there any orphan child in ExSM family? Is the child getting all entitlements?
- (o) Is there any blind pensioner/NOK/Child. Has the grant been claimed from KSB?
- (p) On the death of ExSM, has the NOK claim the ADLRS from the CSD and demise grant from ZSB/Records?
- (q) Has the primary membership of CSD/ECHS/ExSM cards been changed on demise of pensioner?
- (r) In case of young widow, has she/family any plans for re-marriage? Is she aware of the implication of pension after re-marriage? What assistance can be provided to her in terms of documentation, monetary assistance etc.
- (s) In case of amputees, has wheel chair/three wheeler/modification of toilet grant been allotted?
- (t) Has the Education Scholarship from KSB been claimed?
- (u) Has the grant for daughter's marriage been claimed from KSB?
- (v) In case of a non pensioner has the Penury grant on attaining 65 years by the ExSM/NOK been claimed from KSB?

CHECK LIST FOR ExSM

1. Mandatory Actions

- (a) Has the ESM been registered on Biometric Live Certificate Portal?
- (b) Has the Date of Birth been correctly recorded in the PPO/Pension Book?
- (c) Is the Name of the spouse been correctly notified in the PPO/Pension Book?
- (d) Has the Date of Birth of spouse been correctly recorded in the PPO/Pension Book?
- (e) Is the Pensioner/widow above 80 yrs of age getting enhanced pension? (20%, 30%, 40%, 50% or 100%)
- (f) Has the Part II Order of all children been published with correct Name and Date of Birth?
- (g) Is there any disabled / handicap child? If yes, has the disability Certificate and Part II of disability been published? Has the disability been notified in the PPO/Pension Book?
- (h) Has the rank of the ESM been correctly notified in PPO/Pension Book?
- (j) Has the commutation pension been restored on completion of 15 yrs of retirement?
- (k) Has every ESM opened a joint pension account with his spouse? In case of death of spouse has any person been declared as nominee?
- (l) In case of death after retirement, has the NOK claimed the extended insurance from AGI?
- (m) Has the Part II Order on death of first wife and re-marriage been published and notified in the PPO/Pension Book?
- (n) Is the Gallantry Awardee pensioner getting monetary allowance?

2. Essential Actions

- (a) Is the ESM Registered on DIAV Portal.
- (b) In case of death in service is the NOK getting the correct type of family pension (OPF/SFP/LFP).
- (c) In case of NANA death, is the NOK getting enhanced rate of pension? (upto 10 yrs in case death in service; upto 7 yrs or on attainment of 65/67 yrs of age of ESM).

- (d) Have every ESM got his Aadhar Card, CSD Card, ESM Card? Are the dates and other details matching with the Service Record/PPO?
- (e) Has ECHS Card been made? Check eligibility of all members. In case of dual service/pension, Medical allce from both org be stopped. No dependent should have any kind of income. Income certificate signed by Tehsildar in case of parents.
- (f) Does the pensioner/war widows availing all facilities/assistance being provided by the KSB/RSB/ZSB/AG/AWWA.
- (g) Is their any orphan child in ESM family? Is the child getting all entitlements? Has been adopted by any army unit?
- (h) On the death of ESM, has the NOK claim for ADLRS from the CSD and demise grant from ZSB/Records?
- (j) Has the primary membership of CSD/ECHS/ESM cards been changed?
- (k) Is the widow drawing dual pension in case her husband was also drawing dual pension?
- (l) Has the OROP been implemented by the PCDA?
- (m) Has the DA been credited regularly?
- (n) Is the pensioner getting correct pension as per 'Savigya'?
- (o) In case of Disability, is the ESM getting correct disability allce incl broad banding?
- (p) In case of a young widow, has she/family any plans for re-marriage? Is she aware of the implication of pension after re-marriage? What assistance can be provided to her in terms of documentation, monetary assistance etc?