

ANNEXURE - I

(To be used in the office of the District Inspector of Schools)

(P. E. / S. E. Dist.)

Pension Paper of Sri / Smt. / Late retired
(Name of the incumbent)

on from
(Name of the School)

have been Checked and Verified.

On Verification, observations are noted as follows :

Items	Remarks	
	Yes	No
1. Whether school is a recognised one? If date of recognition is not available, D.I. is to certify the period (Whole or part) served in recognised Institution, (If attested documentary evidence not furnished).	<input type="checkbox"/>	<input type="checkbox"/>
2. Whether school is under grant-in-aid or sponsored scheme.	<input type="checkbox"/>	<input type="checkbox"/>
[(a) In the absence of the certificate, the grant-in-aid memo. relevant to the year of retirement may be given.]		
[(b) In case of service rendered in more than one recognised institution the date (s) from which such institution (s) received aid is also to be similarly recorded. In the absence of certificate grant-in-aid memo. relevant to the year of retirement to be given as at (a)]		
(c) Date of coming under the Salary Deficit Scheme of the School should be recorded in the Service Book.		
3. Whether approval order (s) in respect of appointment of the incumbent by the competent authority has / have been verified and recorded in the Service Book?	<input type="checkbox"/>	<input type="checkbox"/>

[Date (s) from which the appointment (s) of the incumbent was approved by the competent authority, and not the date of issue of such order is to be accepted.]

4. Whether date of recognition in respect of upgradation of institution as Higher Secondary School with number of streams(s) recorded in Service Book has been verified.

Yes	No

5. Whether qualifications recorded in the Service Book have been verified?

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[Attested copies of all qualification certificates are to be enclosed, in case of nonavailable of the same, a certificate from the H. M., the date / year of passing the examination having recorded therein should be furnished with counter signature of D.I. of schools.]

6. Whether publication date of Examination or last date of examination in case of improved qualifications / B.T. / B. Ed. / P. G. B. T. have been verified?

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7. Whether order(s) in respect of each extension of service beyond 60 years by competent authority has / have been verified and recorded in Service Book?

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[Attested copies of all extension order should be enclosed.]

8.a) Whether all the forms in the pension booklet as prescribed by D. P. P.G. have been filled in properly including the application for pension and

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b) Whether application for commutation of pension has been submitted?

Yes

No

9. Whether Service Book has been submitted with entries duly filled in?
[Any correction of entries in the Service Book must be attested by Head of Institution with signature and date thereof]

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10. Whether verification of Service has been recorded in the Service Book by Competent authority?

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[Service verified from
(the date from which appointment was approved) to (the date of retirement / death) with reference to Acquittance Roll and other relevant documents and found to be correct"]

(Qualifying service years months as claimed has been verified & found to be correct)

[Service should be verified by S.I. or D.I. for Primary Schools. For Secondary schools service should be verified by Head of the Institution except for the Headmaster whose service be verified by D.I. For employee's of D.S.B. Service should be verified by D.I.]

11. a) Whether Last Pay Certificate has been submitted showing details like Basic Pay / D.P. / Spl. Pay etc. and recoveries / recoverable items if any?

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b) Whether emolument / Average emolument have been correctly calculated?

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c) Whether any overdrawal of salaries has been recorded in the Service Book & L.P.D. & No-liability certificate or Liability certificate for the purpose of adjustment out of retirement benefit (if not deposited in cash) has been submitted?

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d) In case of any overdrawal having being deposited in cash, if the original copy of the treasury receipted challan has been submitted.

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(4)

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|---|--------------------------|--------------------------|
| ii) Whether declaration of the pensioners for the adjustment of outstanding liabilities for recoveries of overdrawals etc. has been taken? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Whether date of retirement / superannuation / invalidation / death has been recorded in Service Book? | <input type="checkbox"/> | <input type="checkbox"/> |
| (In case of Invalidation, certificate of CMOH and in case of death, an attested copy of death certificate and in case of voluntary retirement, attested copy of M.C. resolution should be attached.) | | |
| 13. Whether leave account has been maintained properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| [Details of leave should be recorded in the Service Book duly signed by the D.M. and countersigned by the D.I. / A.I. For extra-ordinary leave, ground for taking such leave has to be mentioned, orders sanctioning such leave should also be furnished] | | |
| 14. Whether any break of service after being condoned by competent authority has been clearly recorded in Service Book as well as in Sec. I of Appendix V? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Whether amount received as per ROPA 1990 was deposited in cash, if he continued his service beyond 60 years? The same should be recorded in Service Book with statement of drawal and original copy of Challan. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Whether original option as per DCRB Rule 1981 has been submitted, duly countersigned by D.I. / H.M. / Other approved authority? | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|---|--------------------------|--------------------------|
| 17. a) Whether original options & Initial Pay fixation statement in Annexure-I and Annexure-II for ROPA 1981 and Annexure-VIIIB / VIIIC and Annexure-IX for ROPA 1990 have been submitted duly counter signed by D.I.? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Whether I.P.F. Statement (s) has / have been checked and found to be correct? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Whether Service Book has been verified regarding scales of pay with reference to academic attainments? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Whether date of birth has been verified with reference to Matriculation certificate etc.?

[Attested copies of this certificate should be enclosed] | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Whether Employer's share of C.P.F. including accrued interest was deposited and recorded in the Service Book in details duly countersigned by the D.I. including submission of original challan? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Whether pension & gratuity calculation have been made properly in prescribed form duly countersigned by concerned D.I. of schools? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Whether particulars of provisional pension, provisional gratuity, Provisional Family Pension and Provisional death gratuity sanctioned have been recorded in Service Book? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. a) Whether nomination was submitted for payment of life time arrear of pension, if not, the following particulars of legal heirs are necessary to be attached with pension papers :-
Name (s), date (s) of birth relationship with deceased, present address, attested photos, attested signatures, descriptive rolls should be given. | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Whether nomination of death Gratuity duly countersigned by the H.M. and details of family for the purpose of family pension have been submitted properly? | <input type="checkbox"/> | <input type="checkbox"/> |

(6)

[Photographs of all the members duly named and attested by the competent authority should be enclosed]

Yes

No

24. Whether particulars of legal heirs (in absence of valid nomination) including heirship certificate or Succession certificate has been submitted for payment of death gratuity?

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Submitted to the D.I. (P.E./S.E.) for doing the needful.

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A.I.(S.E./P.E.) (In-charge of pension)

No :

Date :

The case is forwarded herewith, to the Asst. Director of Accounts, S.E./Finance Officer, D.P.S.C. Dist.....*Burdwan*.....with a request for his comments as to the admissibility of the same on scrutiny of the records/papers enclosed.

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D.I.(P.E./S.E.)

.....District

Name of the teacher Sri / Smt. / Late

Retd. H.T. / A.T. of F. P. / J. B. School.

Certified that :

1. The appointment of the teacher from has been approved.
2. The service of the teacher from to has been verified and found correct without any break of service.
3. This is / these are not D. A. getting schools. This / These has / have been sponsored by the Government.
4. This teacher has no liability to the Govt. and Board.
5. The teacher did not received any provisional pension and Prov. Gratuity under old rules.
6. The teacher has been declared permanent incapacitated for further service with effect from (Original Medical certificate is attested).
7. Statement of ~~G.P.F.~~ C. P. F.
 - a) Period of Contribution of C. P. F.
 - b) Employer's share of G. P. F. with interest
 - c) Date of drawal
 - d) Interest @ 5% from the date of option to the date of drawal Rs.
 - e) Rs. has been deposited to the Head "0071" salary through Treasury challan (attested).
Vide No. dated
 - f) Total Rs. is to be adjusted from Gratuity.
 - g) Provisional pension (Rs. w. e. f. to vide Dist. Pry. School Council's Memo No. dt. and provisional gratuity Rs. vide Dist. Pry. School Council's Memo No. dt. have been paid to the teacher.
9. The school where the teacher rendered his / her Service is / are recognised on the date of before the date of his / her joining / since inception.