**Check list of documents required for submission of New Pension cases**

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1. One Page Simplified Pension Application Form (New)
2. Service Book or Service Statement duly completed and signed
3. Last Pay Certificate (LPC) with 24 months average of pensionable emoluments in original duly singed from both sides.
4. Retirement order attested
5. Three No. Photographs (passport size) duly attested
6. One Copy of CNIC attested
7. DCS option form of pension account signed by scheduled bank and c/signed by retiring office
8. Indemnity bond for DCS on judicial stamp of Rs. 50 or above
9. Medical Facility or CMA Option after retirement
10. No NAB/FIA case pending certificate by Law Division (for BPS 17 & above only)
11. No enquiry pending certificate by GM M&S WAPDA (for BPS 17 & above only)
12. Clearance certificate by concerned GAD regarding pension contribution charges in case deputation in other Department/Company.
13. List of Family members with relation, DoB and marital status c/signed
14. Family Registration Certificate (FRC) issued by NADRA
15. Disability certificate duly issued by DGMS in case of permanent, dependent child/children in family list.
16. On removal of an anomaly following documents may be provided for pay verification:
	1. Pay comparison chart duly attested by retiring office
	2. Seniority list of both employees duly attested
	3. Attested copy of service book/statement to whom anomaly was established
17. *For Re-Employed retirees (only)*
	1. Re-employment letter in WAPDA duly attested
	2. Attested copy of Discharge certificate of previous department
	3. Undertaking of non-availing Medical Facility from Armed Forces Hospital/Dispensary i.e. CMH, Fouji Foundation (for Ex-Military pensioner only) duly countersigned by retiring office/officer not below than BPS-18
18. *In case of Invalid Pension Case*
	1. Medical Board Proceeding along with Form-C (in original) duly countersigned by DG (MS) WAPDA for invalid Pension /Gratuity
19. *In case of In Service death (Family) Pension*
	1. Death Certificate of Employee issued by NADRA and duly attested by retiring office.
	2. Non-Judicially Separated ,Non-Remarried and One Widowhood Certificate c/signed by Chairman/Secretary Union Council (as per specimen attached)
	3. Undertaking for family pension on judicial paper of value of Rs: 100 as per specimen under the age of 60 Years only

Note: Specimen of complete pension papers along with required certificates are available at [**https://pension.wapda.gov.pk/Downloads.aspx**](https://pension.wapda.gov.pk/Downloads.aspx)