**Check List of documents required for submission of Pension case (for Fresh cases)**

**A.** Following documents / information are to be supplied with Pension Claim duly attested:

1. One set of pension paper dully completed and countersigned
2. Service Book / Service Statement (in original) duly completed and signed.
3. No Demand Certificate of entire service.
4. Last Pay Certificate (in original) duly signed from both side.
5. Retirement Order duly attested.
6. Three passport size photographs of the claimant duly attested with name.
7. Three sets of CNIC of the claimant duly attested.
8. DCS Option Form dully attested by schedule bank and counter signed by retiring office (as per specimen in Annex-V of SOP-2023).
9. Indemnity Bond on judicial paper of Rs.50 (Fifty rupees) duly counter signed by the head of retiring office/formation (as per specimen in Annex-VI of SOP-2023).
10. Medical Facility cancellation certificate for Cash Medical Allowance (CMA) issued by concerned WAPDA Hospital or Dispensary or option for availing of Medical Facility after retirement duly counter signed by retiring office.
11. Pages 1 to 5 of pension papers to be signed by either appointing authority/head of concerned office/formation.
12. Section (6) of 5th page must be signed by the competent authority and the clause whichever is not applicable paragraph No.1 be crossed out and initialed by the appointing authority.
13. No FIA/NAB case pending certificate issued by LAW Division WAPDA for BPS-17 and above officers and by concerned head of retiring office for BPS 16 and below.
14. Option for prevailing rate of commutation
15. No Enquiry pending certificate issued by GM M&S WAPDA for BPS-17 and above officers and by head of retiring office for BPS 16 and below.
16. No audit para pending certificate issued by retiring office.
17. If the officer/official remained on deputation a clearance certificate from concerned GAD Section regarding pension contribution charges is required.
18. List of Family members including status of wife/wives, date of birth in Christian era, and marital status of each family member duly countersigned by retiring office.
19. Family Registration Certificate (FRC) issued by NADRA in respect of retiree and duly attested by retiring office.
20. On removed of an employee following documents may be provided for pay verification:
	1. Pay comparison chart duly attested by retiring office
	2. Seniority list of both employees dully attested
	3. Attested copy of service book/statement to whom anomaly was established
21. Entries of Service verification from date of appointment to retirement should be made in service book.
22. Statement showing extraordinary leave duly verified.
23. Certificate/undertaking for refund of over payment of pay/arrears made during service
24. A consolidated service certificate of entire service issued by retiring office.
25. Option for Pension exercised by the ex-employee within stipulated period or Certificate under Rule-3 Chapter-1 of WAPDA Pension Rules.
26. **B. 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
27. **C. 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 may be in conformity with Clause-3 (ii) Chapter-III of WAPDA Pension Rules, 1977 as amended vide Office Order No. FO (B&F)/37-9-Vol-V/7628/7928 dated 10-06-1978.
28. **D. In case of In Service death (Family) Pension**
	1. As above (1 to 26 )
	2. Form 2 (Pen) duly countersigned by retiring office.
	3. Death Certificate of Employee issued by NADRA and duly attested by retiring office.
	4. Non-Judicially Separated Certificate c/signed by Chairman/Secretary Union Council
	5. Non-Remarried Certificate c/signed by Chairman/Secretary Union Council
	6. One Widowhood Certificate c/signed by Chairman/Secretary Union Council

**E. Revision of Pension**

**For Conversion Into Family or Re-grant of Family Pension (Revision Cases)**

1. Form Pension-2 duly countersigned by Incharge of Pension Facilitation Center.
2. 03 sets Thumb & Finger impression
3. Non Judicially Separated Certificate dully countersigned by Chairman/Secretary Union Council .
4. Non Re-Married Certificate dully countersigned by Chairman/Secretary Union Council .
5. One-Widow Certificate dully countersigned by Chairman/ Secretary Union Council .
6. Family list as per date of birth in Christian era +marital status dully countersigned by Chairman/ Secretary Union Council .
7. Death Certificate issued by NADRA and dully countersigned by Chairman/Secretary Union Council.
8. Family Registration Certificate (FRC) issued by NADRA and dully countersigned by Chairman/Secretary Union Council.
9. DCS Option Form for Online Pension Disbursement dully attested by schedule bank (as per specimen in Annex-V of SOP-2023).
10. Indemnity Bond on judicial paper of Rs.50 (Fifty rupees) duly attested by Oath Commissioners (as per specimen in Annex-VI of SOP-2023).
11. 03 sets of attested photographs of Claimant attested by Incharge of WAPDA Pensioners Facilitation Center
12. 03 Nos. copies of CINC of Claimant (attested)
13. Original Pension Book (completed)
14. Last Payment Certificate
15. Free Supply Discontinuation Certificate (for Widowed/Divorced Daughters only)
16. Guardianship Certificate issued by court (for Guardian of minor or disabled pensioner)

Note: Specimen of complete pension papers along with required certificates are available at [**www.penions.wapda.gov.pk**](http://www.penions.wapda.gov.pk)**/downloads**