

**GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
(Pension Cell)**

TEMPLATE - SHOWING FLOW & ACTIVITY OF FINALIZING PENSION CASES

1. **To ensure:**
 - a) That retirement notifications/orders of the relevant employees are issued one year before their superannuation;
 - b) That the relevant sections of FBR/field formations have updated/completed the service record/data of retiring employees well in time, preferably maintained the same through a computerized system and has got verified the service statements etc from AGPR/other relevant quarters;
 - c) Availability of necessary funds for Pensionery benefits;
2. That at least six months before the actual date of retirement, the retiring employee has submitted formal application for grant of pension on prescribed format after completing the required codal formalities;
3. Preparation and availability of following papers six months before the superannuation:
 - i) CSR-25 (Revised)
 - ii) Detail of Family members
 - iii) Declaration of non-receipt of pension
 - iv) Written consent for recovery of dues from pension/commutation
 - v) Written consent for drawl of pension
 - vi) Relevant Undertakings/ indemnity bonds
 - vii) Completion of Service Book
 - viii) Issuance of LPC
4. Ensure fulfillment of the following formalities by the retiring Government Servant i.e.
 - i) Option form for DCS of pension through Bank account
 - ii) Specimen Signature
 - iii) NOC from Estate Office
 - iv) Finger and thumb impression
 - v) No demand Certificates from relevant quarters regarding recoveries of Government dues (if any)
5. Submission of complete Pension case for approval/sanction of the competent authority.
6. Submission of pension case of the retiring employee to AGPR for finalization and issuance of pension payment order (PPO).