Check List for timely settlement of Pension cases of VRS-2019 Optees

(A) For Pensioner : Items to be scanned by Retiree to upload on SAMPANN			
1	Pensioner Photo passport size	In jpg/Jpeg Format	Less than 70Kb
2	Pensioner Signature	In jpg/Jpeg Format	Less than 70Kb
3	Joint Photograph with spouse (in case of spouse is not alive then single photograph)	In jpg/Jpeg Format	Less than 70Kb
4	Spouse Photograph	In jpg/Jpeg Format	Less than 70Kb
5	Photographs of each family Members	In jpg/Jpeg Format	Less than 70Kb
6	Pensioner's letter of Authority and Undertaking (Annexure -1)	In PDF Format	Less than 1Mb

1. After scanning the above documents, the Retiree should fill the information of all family members in forms available on SAMPANN and upload the above documents where required carefully and send the following documents to the Concerned SSA/Unit

- The following are system generated:

    - Form 3 (**One Page**)

    - Form 5 **(Three Pages)**

    - Preview/Print forms with Nomination Form 1 and Nomination Form A **(Four Pages)**

    Note: Total eight (8) Pages (Print out from SAMPANN) to be sent to Pensioner's Office.

- The following have to be submitted in physical copies:

    - Pensioner's letter of Authority and Undertaking (Annexure -1) original copy (Two copy)

    - Two specimen signatures of Pensioner

    - Two slips with right and left thumb impression if applicable

    - One Single/joint (as applicable) photographs with spouse-self attested on back side .

    - One photograph of each family member. (Name should be written on Back side of Photograph)

    - Mandate Form (Two copy)

    - Cancelled Cheque duly signed and it may also be ensured that the name Printed on the cheque should match with record.

    - In case of illiterate, if cheque book not provided by Bank then provide copy of Pass Book where Name, A/c No. IFSC code is readable.

    - PAN card copies of pensioner (Two copy)

    - Aadhaar card copies of pensioner (Two copy)

    - Personal Identification Slip

    - Copy of Aadhaar card of each family member or any other valid document having Date of Birth proof.

    - Working Mobile Number of the retiree.

(B) Documents to be scanned and uploaded on SAMPANN In PDF Format by the SSA/Unit

1.	Service Verification report of Pensioner	In PDF Format	Less than 1Mb

(C) Documents to be sent by BSNL SSA/Unit to the O/o CCA Punjab.

1. Print out all Forms downloaded from SAMPANN and other documents submitted by the Retiree duly signed and counter signed with stamp by the authority designated for the purpose.

2. Cancelled Cheque duly signed by pensioner and it may also be ensured that the name or A/c No. Printed on the cheque should match with record and 1st Name of the retiree.

3. In case of illiterate, if cheque book not provided by Bank then provide copy of Pass Book where Name, A/c No. IFSC code is readable.

4. One single photograph of each family member (Name should be written on Back side of Photograph).

5. **Two set of Copy of Aadhar Card, PAN card of pensioner, ECS Mandate Form and Pensioner letter of Authority and Undertaking (Annexure-1)**

6. Form-7 generated through SAMPANN duly signed by the authority assigned.

7. Form-8 generated through SAMPANN duly signed by the authority assigned.

8. Service Book along with letter of Acceptance of VRS

9. Pay fixation sheet.

10. Copy of Aadhaar Card of each family member or any other valid documents having date of birth proof.

(D) Documents to be submitted by BSNL SSA/Units to CCA office after 31.01.2019

1. Final L.P.C.

2. Retirement Order

3. Vigilance Clearance Certificate

4. Remaining Service Verification and Pension contribution certificate on LPC