



# CENTRAL COALFIELDS LIMITED

DARBHANGA HOUSE, RANCHI

## CHECK LIST FOR SCRUTINY AT HEADQUARTER LEVEL

1. Descriptive Roll											
TriPLICATE		Prescribed Form		Date of Birth		Height		Mark of Identification		Signed by 2 Officers (One of them authorized officer of CMPF)	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Thumb Impression in order of the finger											
Yes			No								
2. Specimen Signature/Thumb Impression											
TriPLICATE		Signed by 2 Officers				Remarks					
Yes	No	Yes	No	Yes	No						
3. Bank Pass Book (Own Single a/c)											
Bank Code		Attested		Own single a/c		Remarks					
Yes	No	Yes	No	Yes	No						
4. Letter of Undertaking											
Prescribed Form		Attested				Remarks					
Yes	No	Yes	No	Yes	No						
5. Advance Stamp Receipt											
Signed by the claimant		Attested				Revenue Stamped		Remarks			
Yes	No	Yes	No	Yes	No	Yes	No				
6. Joint Photograph in TriPLICATE											
Ex-employee with spouse, if alive		Children		TriPLICATE		Name written on Photograph		Attested		Remarks	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
7. National Salary (Only Basic+DA)											
Last 10 months from the date of exit from service		Signed by Authorized Officer/ Finance Officer				Attested		Remarks			
Yes	No	Yes	No	Yes	No	Yes	No				
8. Services Sheet Excerpt											
Attested		Photocopy of front page of service sheet				LTC family declaration form (Issued in 1984)		Remarks			
Yes	No	Yes	No	Yes	No	Yes	No				

**9. Suppl. 'VV' Statement**

2% deduction from 3/90 to 3/98		One Increment w.e.f 1.7.95 to 3/98		Certificate — No Outstanding		Balance Amount Deposited by the Ex-employees Dependents		Cash Receipt No		Remarks
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	

No. of months given from 3/90 to 3/98

Yes

No

**10. Death Certificate (if claim submitted by his wife/eligible children)**

Concerned Ex- employee

Attested

Remarks

Yes

No

Yes

No

**11. Birth Certificate (in respect of Children)**

Issued by the Registrar/Matriculation Certificate/ Recognised School/Institution/Municipal Authority

Attested

Remarks

Yes

No

Yes

No

**12. Pensionable Service Statement (from 1/3/71 or from the date of Appointment till date of retirement/cessation)**

Signed by the concerned Officer

Contribution tallied with pensionable Service statement

Tallied with Suppl. 'VV' statement

Remarks

Yes

No

Yes

No

Yes

No

**13. PS -VI Claims**

Furnished correctly

Service Particulars tallied with service sheet excerpt PS-III

Family Details tallied with service sheet PS - III

Service Sheet excerpt with PS -VI

Remarks

Yes

No

Yes

No

Yes

No

Yes

No

**14. Recommendation of the Area Pension Cell Committee Members**

On back side of PS-VI

Remarks

Yes

No

**15. PS - I, II, III & IV**

Photocopy Authenticated by Regional Commissioner

Remarks

Yes

No

**16. Any Other Items/Remarks**

Family Details should match in PS-III, PS-IV and Service Sheet

Please comply with above instructions and return the same with necessary statement/informations to the Pension Cell, HQ, CCL, Ranchi at the earliest.