



OFFICE OF THE  
ACCOUNTANT GENERAL PAKISTAN REVENUES  
G-8/4, ISLAMABAD

No.PFC/Coord/Pension Reforms/2020-21/67  
To

Dated: 10-01-2025

The Secretary,  
All Ministries/Divisions.  
Islamabad.

Subject: SIMPLIFICATION OF PENSION PAPERS.

The undersigned is directed to refer to the subject cited above.

2. In continuation of the better public service delivery and simplification of the pension processing procedure, the Finance Division vide the letter No. F.12(9)-Reg.6/2012-855 dated 28-11-2012 has already revised the checklist of pension documents (copy enclosed) according to which the thumb impressions of the retired employees are not required to be sent along the pension papers. However, some Federal Government departments are still submitting the thumb impressions which are no longer required.

3. It is, therefore, requested that necessary directions may be issued to the quarter concened to discontinue the above said practice of sending the thumb impressions alongwith the pension papers.

Encl: As above.

*(Signature)*  
Aster.

(Ammara Hassan)  
DEPUTY ACCOUNTANT GENERAL  
(FUND & PENSION)

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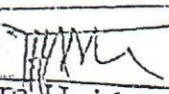
- 1. PS to A.G.P.R.
- ✓ 2. APS to D.G.P.R.



*Seen. Appreciated  
It should appear  
F.P. agpr website as well.  
DAG  
16/01/25 On website please  
System Administrator*

<u>CHECK LIST OF PENSION DOCUMENTS</u>		Page No
1	Application for Pension Form CSR-25 (Revised)	
2	Office order for retirement from Administrative Department	
3	List of Family members	
4	Name of Bank & Branch & Account Number (DCS Form verified from Bank)	
5	Last Pay Certificate	
6	Service Book and Service Statement	
7	Copy of CNIC	
<u>ADDITIONAL REQUIREMENT IN CASE OF DEATH DURING SERVICE</u>		
8	Undertaking on stamp paper regarding non-remarriage, non-separation and only widow or non marriage (in case of unmarried daughter)	
9	Death Certificate of Deceased employee	
10	Sanction to waive off loans & advances (if any)	
11	NADRA Family Registration Certificate (FRC)*	
<u>CONVERSION TO FAMILY PENSION</u>		
1	Application for family pension through Administrative Department	
2	Death Certificate	
3	List of family members along with NADRA Family Registration Certificate (FRC)	
4	Name of Bank & Branch & Account Number (DCS form verified from Bank)	
5	Undertaking on stamp paper regarding non-remarriage, non-separation and only widow or non marriage (in case of unmarried daughter)	
6	Copy of CNIC	

\* NADRA FRC is required for family pension cases therefore, also included in cases of death during service at Sr No. 11)

  
(Ghulam Haider Alvi)  
Accounts Officer (PFC)