

PROGRESS SHEET FOR TIMELY FINALIZATION OF PENSION CASES FOR FY 2017-18

Name: Amir Hamza
Designation: Telex/Fax Operator (BS-11)

Date of Birth: 28-02-1958
Date of Retirement: 27-02-2018

Stage	S#	Activities / Steps	Due Date	Implementation Status	Remarks
Pre-Stage	1.	Seeking / Submission of application by the would be Pensioner	25 Jan, 2017	17-05-2017	Submission of application delayed by the applicant due to DOB correction in the CNIC.
	2.	Issuance of Retirement Notice	15 Jan, 2017	19-05-2017	
	3.	Completion of Service Book / Verification	Jan-Feb, 2017	Up-to-date	
	4.	Verified Service Statement from AGPR	Jan-Feb, 2017	Up-to-date	
ONE YEAR BEFORE THE DATE OF RETIREMENT					
Stage-I	1.	Preparation of working copy of pension application form	Mar-Jul, 2017	Under process.	
	2.	Status of pending recoveries of govt. due in coordination with DDO			
SIX MONTHS BEFORE THE DATE OF RETIREMENT					
Stage-II	1.	Seek formal application from would be pensioner	August, 2017		
	2.	Submission of formal application by the official	Aug-Sep, 2017		
	3.	Issuance of No Demand Certificate	Sep, 2017		
	4.	Approach Estate Office to bring rent account up-to-date.	Sep, 2017		
ACTIONS TO BE TAKEN					
Stage-III	1.	Completion of Pension Paper & submission to the sanctioning authority.	Oct-Nov, 2017		
	2.	Sanctioning authority records approval / orders.	Oct-Nov, 2017		
	3.	Forwarding of Pension Paper alongwith Progress Sheet to the Audit Office.	Nov, 2017		
THREE MONTHS TO FORTNIGHT BEFORE THE DATE OF RETIREMENT					
Stage-IV	1.	Audit Office checks the pension papers.	Dec, 2017		
	2.	Audit Office issues the Pension Payment Order.	January, 2018		
	3.	Allows anticipatory pension in case delay is likely to take place in finalization.	February, 2018		
AFTER THE ISSUE OF PPO					
Stage-V	1.	Audit Office returns the Progress Sheet.	10 Feb, 2018		
	2.	SO (A) sends Progress Sheet to DS (A) & JS (A) for information.	15 Feb, 2018		
	3.	Hold simple ceremony to hand over Pension Payment Order to retiring officer / official.	28 Feb, 2018		