

**OFFICE OF THE  
MILITARY ACCOUNTANT GENERAL  
Kashmir Road, Rawalpindi Cantt**

No. /AN/213-13B

May, 2024

The Dy. MAG, Rawalpindi.  
All Controllers

Subject: COMPLETION OF INDIVIDUAL RECORD BEFORE RETIREMENT

It is observed with grave concern that individual record of employees under administrative control of respective Controller offices has not been updated timely and diligently resulting into delay in completion of Service book & GP Fund Cards i.e. GP Fund Nominations. This hinders time & accurate in processing of Encashment Cases, Individual Pension Cases, Final payment of G.P Fund and Farewell Grant on retirement.

2. It is therefore directed by the Military Accountant General that following documents at 1) for Encashment/LPR 2) Individual Pension 3) Final payment of G.P Fund 4) Farewell Grant and 5), Premature retirement be completed timely & accurately and documents be properly enclosed while processing pension cases related to individuals:-

1. List of Documents Required for Encashment/LPR (for individual)	
Sr. No	Documents
1	Application (15 Months Prior To Retirement/Notice)
2	Option Certificate (Encashment/LPR, Pension Sub Office)
3	Certificate (No Demand/ No Discipline)
4.	Service Book (CsMA BS-1 To BS-16, Pay Audit Local BS-17, CPA Local BS-18 & Above)
5	Leave Credit Certificate
6	CNIC Copy Of Individual

2. List of Documents for Individual Pension	
Sr. No	Documents
1	Pension Form CSR-25 (Revised Form 2019)
2	Retirement Office Order
3	5 Attested Passport Size Photo
4.	5 Attested Copies Of CNIC
5	Attested List Of Family Members, Specimen Signature, Thumb And Finger Impression, Permanent Address
6	DCS Forms Duly Attested By The Bank Concerned
7	Last Payment Certificate (LPC)
8	PAFA-357 (For Verification Of Service)
9	Service Book (BS-1 to BS-16) And History Of Gazetted Service (Original) (BS-17 & above) (duly verified by respective pay audit office)



Webmaster  
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3. List of Documents Required for Final Payment of GP Fund	
Sr. No	Documents
1	Completion of GP Fund Card mentioning the Nominees
2	Application Forward To Fund Section
3	Final Intimation To GP Fund Issued By Fund Section
4	Contingent Bill
5	02 Attested Copies Of CNIC

4. List of Documents Required for Farewell Grant	
Sr. No	Documents
1	Prescribed Form
2	Last Payment Certificate
3	Initial Appointment Letter
4	First, Second and Last Page Of Service Book
5	Notification Of Retirement
6	Pension Payment Order
7	CNIC Of Employee
8	Last Month Schedule Of Recovery
9	List Of Family Members
10	Cheque Leaf Copy

5. List of Documents Required for Premature Retirement	
Sr. No	Documents
1	Application
2	Verification of 25 years qualifying service duly countersigned by the CMA
3	No Demand Certificate
4	No Discipline Certificate
5	Certificate regarding non payment of Encashment of LPR
6	Service Book and History of Gazetted service duly completed (in original)

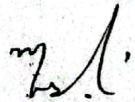
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(Muhammad Bashir)  
Accounts Officer (AN-I)

No. <sup>327</sup> /AN/213-133 dated. <sup>21</sup> /05/2024

Copy to:-

1. ✓ The Director MIS Rawalpindi with a request to place this circular on official website of PMAD
2. The AMAG (ME & A)
3. The Accounts Officer, Automation Cell (Local)
3. The Accounts Officer, Digital Library (Local)
4. The Accounts Officer, CPA Section (Local)
5. The Accounts Officer, Pay Audit Section (Local)
6. The Accounts Officers, AT Pay, AT Fund, AT Pension and ME & A Section (Local)
7. PS to the MAG
8. APS to the Dy. MAG
9. All Groups of AN' Section (Local)

  
Accounts Officer (AN-I)