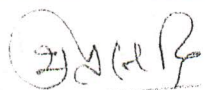


**Check list to be tickmarked before sending the retirement papers to  
CCA unit for issue of PPO**

Sl. No.	Check Points	Yes	No	Remarks
1.	Whether Form-5 duly got filled by the retiring employee has been collected			
2.	Whether date of birth and the date of confirmation in the service has been properly recorded in the Service Book of the retiree			
3.	Whether the Annual certificates of verification of service with reference to pay bills have been regularly recorded in the Service Book.			
4.	whether entry has been made in the Service Book regarding counting the period of extraordinary leave as qualifying for pension.			
5.	Whether an entry has been made in the Service Book if the pre-break in service period would qualify or amount to forfeiture of past service.			
6.	Whether entry has been made in the Service Book regarding recovery of leave and pension contributions for BSNL period/ foreign service, if any, specifying the period.			
7.	Whether nomination for Retirement/Death Gratuity/ GPF and GSLIS have been properly recorded in Service Book of the retiree.			
8.	Whether leave Account of the retiring personnel has been up dated with the latest leave availed by him.			
9.	Whether list of family members has been checked in Part II of the Service Book.			
10.	Whether no dues Certificate and Vigilance Clearance of the retiring employee has been collected in the retiring month.			
11.	Whether calculation sheet has been prepared in the prescribed form.			
12.	Whether form 7 has been duly completed with a covering letter in Form 8 alongwith Service Book of the BSNL absorbed employee duly completed up to date and any other documents relied upon for the verification of service.			



Accounts Officer