

## CHECK LIST FOR DGEHS CARD FOR RETIRED EMPLOYEES

Sl. No.	Details of Check List	Page No.
1	Application submitted by the official/dependent of employee (duly addressed to HOS)	
2	Copy of Retirement Order of the employee	
3	Copy of Pension Order (PPO)/Family Pension of the dependent/Spouse	
4	Challan copy duly deposited in Govt. Treasury (after retirement)	
5	Original Medical Card issued in Service to the employee. (If not, an affidavit in this regard from the official that the same was not applied and issue to him by the office, duly verified by the Head of School)	
6	Certificate issued by the Bank that Pensioner is not being paid fixed Medical Allowance in Pension/Family Pension) ( <b>if PPO is not available</b> )	
7	Present Residential Address proof of the official/Spouse/ dependent (in case of Mother/Father/Mother-in-law/Father-in-law/etc.) if any, duly countersigned by the HOS. <u>The dependent family member shall be deemed to be depended on the Govt. Servant if they are normally residing with him/her. (As an exception, parents can live away from the employee in another station with other members of family).</u>	
8	Present Residential Address proof of the official as per service records duly countersigned by the HOS	
9	Updated Family detail Proforma i.e. Form No. 3 of the official concerned duly accepted and attested by the HOS (within prescribed proforma Form 3 in column no. 5 or 7.	
10	Copy of 1 <sup>st</sup> Page of Service Book of official indicating <b>Permanent and Present residential address</b> of the official duly countersigned by the HOS	
11	All the documents submitted by the individual to be attested/ countersigned by the HOS duly stamped	
12	Any other documents, if any	

Head of School