**CHECK LIST**

**LEAVE ENCASHMENT & GIS DILNA**

**NPS SUPERANNUATION & PREMATURE EXIT**

|  |  |
| --- | --- |
| 1. | Released Order |
| 2 | L.P.C. |
| 3 | Form 5 |
| 4 | Provisional Leave Encashment paid or not paid |
| 5 | Provisional DCRG paid or not paid |
| 6 | Specimen signature etc. (2 Copies) |
| 7 | Demand/No Demand Certificate of Pay and Allowances |
| 8 | Demand/No Demand Certificate of HBA/MCA/SA/Computer |
| 9 | Demand/No Demand Certificate of License Fee |
| 10 | Demand/No Demand Certificate of Water Charges |
| 11 | Demand/No Demand Certificate of Energy Charges |
| 12 | Demand/No Demand Certificate of HUDCO/LIC(HBA) |
| 13 | IPS : MROP – 10 |
| 14 | MACPS 2010 : DSC Minute |
| 15 | MACPS 2010 : Pay Fixation Statement |
| 16 | IPS 2018 |
| 17 | Service Book : Over-aged Appointment Details |
| 18 | Service Book : Attestation of Bio-Data |
| 19 | Service Book : Date of Birth Service Record |
| 20 | Service Book : Ending of Service Record |
| 21 | Service Book : Uptodate Service Verification |
| 22 | Service Book : UTGEGIS-1984 Enrolment |
| 23 | Service Book : STGEGIS-1992 Enrolment |
| 24 | Service Book : MSGEGIS-2014 Enrolment |
| 25 | Service Book : Group Change Record |
| 26 | GIS : Group |
| 27 | GIS : Form-1 UTGEGIS-1984 |
| 28 | GIS : Form-1 STEGEGIS-1992 |
| 29 | GIS : Form-1 ‘A’ MSGEGIS-2014 |
| 30 | GIS : Form-2 |
| 31 | GIS : Form-3 MSGEGIS-2014 |
| 32 | GIS : GAR 44 (2 Copies) |
| 33 | GIS : Deduction Certificate |