

PRECAUTIONS WHILE FILLING & PROCESSING OF PENSION, ECHS AND ROIC FORMS

Pension Papers. In order to ensure smooth passage of pension papers in audit, officers must take following precautions:-

- (a) Officer to open a joint account with Spouse positively in a Nationalised Bank and submit a Bank Certificate duly signed by the Manager of Pension Disbursing Bank containing complete postal address of its Main/Link Branch along with Pension Papers (Specimen of a bank certificate is with pension papers). Re-verify correctness of account number, names of account holders, BSR codes of both the banks.
- (b) All pension papers and documents/photographs attached along with must be in three original ink signed copies. Every form should have complete service particulars of officer. No photo copy of pension papers is accepted by Dy CDA (AF).
- (c) 03 copies of Joint photographs / single photo (in civil dress) [size 5cm x 3cm] should be attested by Adjt on reverse with an annotation "Joint Photograph of (Rank and Name of officer) and his spouse (Name of spouse)."
- (d) Statement of particulars should contain address, contact number and email address on which the officer can be contacted.
- (e) Family Particulars mentioned in pension papers, should be same as those in Service Documents, Draft Certificate of Service and Bank Certificate. Inclusion of surname with the names of spouse and children is to be taken into consideration. Form of Particular of spouse should be attested by Adjt with unit seal (round stamp) affixed.
- (f) Percentage of amount to be commuted has been enhanced to 50% as per VIth CPC and the same can be written in Declaration Form and Application for Commutation if maximum permissible amount is required to be commuted.
- (g) Address of Nominee is also to be written in Nomination Form. Witness signature is mandatory on nomination form.

ECHS Form In order to ensure smooth scrutiny of ECHS forms in the ECHS Regional Centre Delhi, officers must take following precautions:-

- (a) The Photographs of the officer should be in Civil clothes in red background without any annotation. All photographs of the officer and dependents (Spouse, children, parents etc) should be in good quality and should be attested by AOC/Stn Cdr/CO/Adjt of unit except for the photographs pasted on ECHS receipt which will be attested by DAV.
- (b) The address to be restricted to maximum 60 characters.
- (c) **BLUE INK** is to be used for filling ECHS Forms. Forms will be rejected if any other colored ink is used.
- (d) **BLACK INK** is to be used for signatures. Forms will be rejected if any other colored ink is used.
- (e) Demand Draft is to be sent only after confirmation/intimation from this Dte. The amount of DD will also be intimated later.
- (f) Officer is required to sign the form at a total of **FOUR** places.
- (g) A dependent Certificate duly signed by Adjt is required to be annexed along with ECHS application for the officers applying for ECHS Cards for dependant parents / siblings.
- (h) Disability Certificate issued by Competent Authority is to be attached for the officers applying for ECHS Cards for disabled child.
- (j) Affidavit is to be prepared as per the specimen given in ECHS application and the same is to be attested by Notary public/Magistrate.
- (k) Submission of Receipt of Documents affixing photographs of pensioner and all family members are mandatory along with ECHS application.
- (l) ECHS application is to be forwarded in DUPLICATE (One original + one photocopy of Page no. 1 to 5).
- (m) Latest ECHS application and instructions are available on www.echs.gov.in

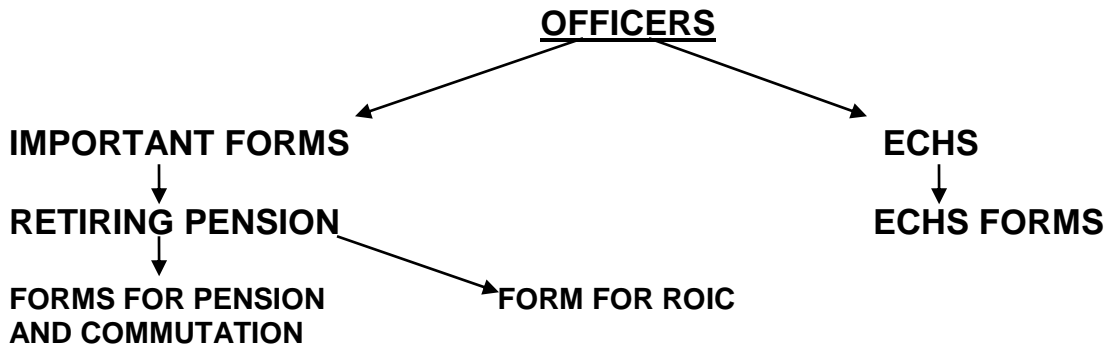
ROIC Form
application

Following precautions to be taken while filling up ROIC

- (a) The photographs of the officer should be in civil clothes in red background with service number endorsed on the right top corner of the photograph. The photograph should be of good quality.
- (b) The visible identification marks should be given within a total of 32 characters including spacing.
- (c) **BLUE LINK** is to be used for filling ROIC Form and **BLACK INK** is to be used for specimen signature. Form will be rejected if any other coloured ink is used.
- (d) **THUMB IMPRESSION & SIGNATURE** to be done in appropriate block without touching the border of boxes.
- (e) ROIC form should be attested by Adjt of the unit.

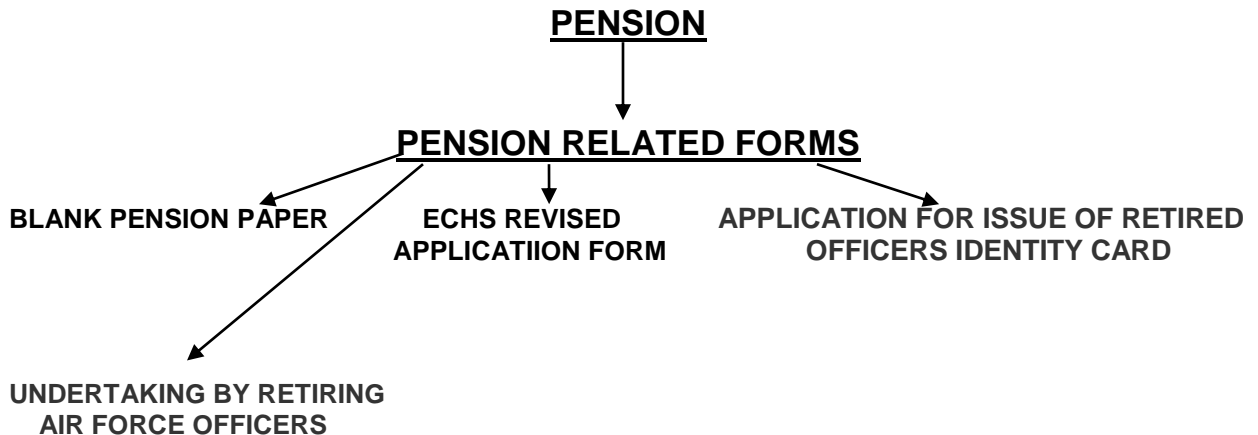
NOTE

ALL BLANK FORMS ARE AVAILABLE ON DAV CIVIL WEBSITE
www.iafpensioners.gov.in UNDER HEADING



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ALL BLANK FORMS ARE AVAILABLE ON DAV AFNET WEBSITE
www.dav.iaf.in UNDER HEADING



(Blank ROIC application is also available at DAV Civil website www.iafpensioners.gov.in under link <http://iafpensioners.gov.in/PensionerLogin/images/pdf/officers/RP/ROICApplicationBlank.pdf> and on DAV AF Net website www.dav.iaf.in under link [http://www.dav.iaf.in/home/pdf/aboutPension/pension_related_forms/ROIC BLANK APPLICATION.pdf](http://www.dav.iaf.in/home/pdf/aboutPension/pension_related_forms/ROIC_BLANK_APPLICATION.pdf) (DAV AF Net site)