

**MINISTRY OF PETROLEUM AND NATURAL RESOURCES**  
**ID 1590 (MAIN SECRETARIAT)**

**STATEMENT SHOWING STEPS FOR COMPLETION OF PENSION DUES**


Sr. No	Name of Officer/ Official and date of retirement	Issuance of Retirement Notification	Completion of Service Book / Service statement & Leave Account Record	Issuance of LPG/ NOC from Department	Issuance/ Preparation of General Provident Fund (GPF) Contribution Statement for Non Gazeted Staff	Preparation of Pension Papers with all enclosures & approval for submission to AGPR	Issuance of Transfer Grant Sanction letter	Issuance of Leave Encashment Sanction letter	Prescribe Application for submission to AGPR for GPF final payment	NOC from Estate Office	Undertaking required under F.D Notification No.SRO.144(K)65(MF-1(7)-R.1/64) dated 01-1965	Payment of Monthly Pension by AGPR	Payment of Commutation by AGPR	Lim sum amount on account of death cases, Death Grant/ Marriage Grants one Child/Plot Grant
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	M. Sharif (Qasid)  30.6.2016	Issued	Verified by AGPR	Issued	Issued	Prepared	Prepared	Prepared	Issued to AGPR	-	-	-	-	-

*Asiqul*  
Asst. Incharge  
Pension cell.  
M/O P&NR

## STATEMENT SHOWING STEPS FOR COMPLETION OF PENSION DUES (POLICY WING) ID-1600

Sr. No.	Name of Officer/Official Date of retirement	Issuance of Retirement Notification	Completion of Service Book/Service statement & Leave Account Record	Issuance of LPC/NOC from Department	Issuance/Preparation of General Provident Fund (GPF) Contribution Statement for Non Gazeted Staff	Preparation of Pension Papers with all enclosures & approval for submission to AGPR	Issuance of Transfer Grant Sanction letter	Issuance of Leave Encashment Sanction letter	Prescribe Application for submission to AGPR for GPF final payment	NOC from Estate Office	Undertaking required under F.D. Notification No. SRO.144(K)65(MF-1(7)-R-1/64)dated 01.1965	Payment of Monthly Pension by AGPR	Payment of Commutation by AGPR	Lum-Sum amount on account of death cases. Death Grant Marriage Grants one Child/Plot Grant	Benevolent Fund & Group Insurance Grant.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Mr. M. Azam, DG /B-20 03-05-2016	Issued	Under process in AGPR	Under Process in AGPR	N/A	Enquiry against officer is under process in E.D.	Not done	Not done	Under process in AGPR	NOC received from E.O	Done	-	-	N/A	N/A
2.	Mr. M. Saleem Akhtar, Dy. Director, B-18, 09-12-2014	Issued	Done	Done	N/A	Done	Paid	Paid	Paid	Not required	Done	Under process in AGPR	Under process in AGPR	Paid	Under process in Policy Wing
3.	Mr. M. Zaheer Qureshi, B-14 07-12-2015	Issued	Done	Done	Done	Done	Done	Done	Done	awaited	Done	Under process in AGPR	Under process in AGPR	Under process in AGPR	Plot Grant awaited
4.	Mr. M. Yaqoob, Naib Qasid, B.02 09-11-2015	Issued	Done	Done	Done	Done	Done	Done	Done	N/A	Done	Under process in AGPR	Under process in AGPR	Under process in AGPR	Plot grant awaited, B.F. Grant under process
5.	Mr. Shabbir Ahmed, DAD, B-16 31-01-2016	Issued	done	Done	Done	Done	Done	Done	Done	Done	Done	Under process in AGPR	Under process in AGPR	N/A	N/A

✓ Mr. Asghar A.I.  
A.I.  
m/o P&N.R.

  
**FAROOQ MINHAS**  
Dy. Asstt. Director (Admin)  
Ministry of Petroleum & Natural Resources  
Policy Wing  
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