



ISO : 9001: 2015 CERTIFIED

(A) Items to be scanned and to upload on SAMPANN

Sr. No.	All photographs will be in passport size i.e. (3.5x4.5)cm.		
1	Pensioner Photo	In Jpeg Format	Less than 70Kb
2	Pensioner Signature	In Jpeg Format	Less than 70Kb
3	Pensioner Joint Photograph	In Jpeg Format	Less than 70Kb
4	Spouse Photograph	In Jpeg Format	Less than 70Kb
5	Photographs of each family Members	In Jpeg Format	Less than 70Kb

(B) Documents to be scanned to upload on SAMPANN In PDF Format

1	Service Verification of Pensioner	In PDF Format	Less than 1Mb
2	Pensioner's letter of Authority and Undertaking (Annexure -1)	In PDF Format	Less than 1Mb

(C) Documents to be sent by SSA unit with Pension file.

1	Print out all Forms downloaded from SAMPANN duly signed by Pensioner and counter signed by the authority designated for the purpose.
2	Cancelled Cheque duly signed and it may also be ensured that the name Printed on the cheque should match with record.
3	One single photograph of each family member (Name should be written on Back side of Photograph) duly attested by the Head of the office.
4	Two set of Copy of Aadhar Card, PAN card of pensioner, ECS Mandate Form and Pensioner letter of Authority and Undertaking (Annexure-1)