

Instructions for filling the Application Form.

1. Form No. AF-I, AF-II, AF-IV, AF-V – to be filled in correctly by the applicant in duplicate

Whereas, Form AF-1: Acknowledgement card

Form AF-IIP: Application form for Pension Benefits (Only for retirees)

Form AF-IID: Application for disability Benefits

Form AF-IIS: Application for Spouse/ Children/Dependent Parent Benefit

Form AF-IIO: Orphan Benefits

Form AF-III: Form for opening pension savings Account With the bank

Form AF-IV: Letter of Lien

Form AF-V: letter of Undertaking

Form AF-VI: Confirmation of pension savings Account with the Bank

Form AF-VII: Life Certificate

Form AF-VIII: Certificate of Non-remarriage

2. Incomplete applications and application with wrong information are liable to be rejected by NPPF.
3. The forms should be filled in clearly without any correction/ overwriting.
4. Complete details of spouse children and orphans should be given correctly to avoid complication in future. Modification of such information will not be entertained by NPPF.
5. On receipt of the application by Despatch Section of NPPF, first copy of Form AF-I will be stamped and signed by NPPF with date and receipt No. The receipt No. and date should be mentioned in all correspondence/ communications with NPPF till the Pension is finally sanctioned.
6. On receipt of the application, the same should be forwarded by Despatch department to Pension Department. Pension Department will verify the particulars with PIS details and other available information. Check the completeness/correctness of the form. If the application is rejected, the same should be returned with specific remarks mentioning the reason for rejection. Otherwise application should be forwarded to the Authorised Signatories after filling up Form AF-III in duplicate.
7. Upon authorisation, Form AF- III with one copy of Form AF- II, AF-IV, AF-V & AF-VI will be forwarded to the designated branch of Bank of Bhutan for opening the Pension Savings Account.
8. On receipt of Form AF-VI from the designated branch of Bank of Bhutan, approval for payment of benefits shall be placed before the Director, NPPF for approval.

9. On approval of the Pension, the details should be recorded. Pensioners ID Card and letter to the designated Branch of Bank of Bhutan with a copy of Life Certificate (FORM AF-VII)/Non-remarriage Certificate (FORM AF- VIII) for payment of pension should be taken out from the system and forwarded to the designated branch of Bank of Bhutan for handing over the ID Card and the Life Certificate/Non-remarriage Certificate to the Pensioner and effect payment of pension.