

**CHECKLIST FOR CONSIDERATION OF MERCY APPEAL**

<b>Sl. No.</b>	<b>Description</b>	<b>Detail</b>	<b>Details of supporting documents if any</b>	<b>Encl No.</b>
1.	Name of Applicant			
2.	Date of Enrolment In Service (copy of joining report)			
3.	Date of Discharge/ Dismissal (copy of discharge/ dismissal)			
4.	Reason for dismissal/discharge from service			
5.	Details of Col, if conducted. (copy of Conclusion of Col to be enclosed)			
6.	Details of any appeal against the order of dismissal/discharge, etc. and its outcome.			
7.	Total service rendered			
8.	Total qualifying period for grant of pension			
9.	Date of present Mercy appeal (Original signed copy to be enclosed)			
10.	Details of any cases/appeals filed against dismissal and/or grant of pension and their outcome/present status (Copy of the orders in each case to be enclosed)			
11.	Details of previous penalties imposed, if any			
12.	Details of previous punishment awarded, if any			
13.	Annual income certificate duly countersigned by the concerned BRO/ZSB			
14.	Family details duly countersigned by the concerned BRO/ZSB			
15.	Details of movable property duly countersigned by the concerned BRO/ZSB			
16.	Details of immovable property and other assets & liabilities duly countersigned by the concerned BRO/ZSB			
17.	Whether applicant is presently working and/or details of present source of livelihood.			

**Signature**