Defined Contribution Pension Scheme

Employee Onboarding Compliance Checklist

1. Purpose of This Checklist

This checklist serves three purposes:

1. **Compliance Control**
   To ensure that every newly appointed employee completes all mandatory pension onboarding steps within the prescribed timeline.

2. **Contribution Risk Prevention**
   To reduce the risk of:

   - Delayed pension account activation
   - Missed or incorrect salary deductions
   - Non-transfer of government contributions
   - Loss of early investment time

3. **Documentation & Accountability**
   To create a written record confirming that:

   - The employee has fulfilled their responsibilities
   - The department has processed required documentation
   - Contributions have started correctly

This checklist is an internal administrative control tool. It does not replace official rules or portal processes.

2. Who Must Complete This Checklist?

This checklist must be completed by:

- All regular employees covered under the Defined Contribution Pension Scheme / CPF
- Employees joining government service on or after the scheme's effective date

Completion is the responsibility of the employee.

However, certain sections require confirmation from the Drawing & Disbursing Officer (DDO).

3. When Must It Be Completed?

The checklist must be completed:

- Within 30 days of joining service

- Or immediately after receipt of first salary (whichever is earlier)

Delay in completion may result in:

- Late investment of contributions

- Temporary salary processing issues

- Administrative complications

4. To Whom Must It Be Submitted?

After completion:

1. The employee signs the checklist.

2. The checklist is submitted to the employee's DDO.

3. The DDO verifies departmental actions (FORM-1 submission, AG processing).

4. A signed copy is:

   - Placed in the employee's service file; and

   - Provided to the employee for personal record.

Note:
The checklist is not submitted to the Pension Fund Manager. It is an internal department compliance record.

Onboarding Compliance Checklist

Section A – Employee Account Registration

Task	Completed (✓)	Date	Remarks
Registered on official pension portal			
Profile created and verified (OTP)			
Personal information entered correctly			
Professional/service details entered			
Required documents uploaded			
Pension Fund Manager selected			
Scheme/fund option selected			
Application submitted			
Account approved by PFM			
Pension Account Number received			

Section B – Departmental Processing (DDO Verification Required)

Task	Completed (✓)	Date	DDO Signature
Pension Account Number received from employee			
FORM-1 forwarded to AG Office			
Confirmation received from AG Office			

Section C – First Salary & Contribution Verification

Verification Item	Confirmed (✓)	Date Checked	
10% of basic pay deducted from salary			
12% Government contribution processed			
Contributions credited to pension account			

Pension statement accessible online			

Section D – Employee Confirmation

I confirm that:

      1) My pension account has been opened and approved.

      2) My Pension Account Number has been shared with my department.

      3) My contributions are being deducted and credited correctly.

      4) I understand my rights and responsibilities under the scheme.

Employee Name: _____

CNIC: _____

Personnel ID: _____

Signature: _____

Date: _____

Section E – Department Certification

I certify that FORM-1 has been processed and contribution deduction has been activated in payroll through AG Office / DAO.

DDO Name: _____

Signature: _____

Date: _____