# Pre-Requisites for All types of Exit (Retirement) Process

The following should be ensured before initiating the Exit on Superannuation in the system.

1. The below mentioned Post to post relationship are to be maintained for the post of employee on EXIT.
   a. A911-Reporting Authority (RA)
   b. A953-Pension Sanctioning Authority (PSA)
   c. A954-Pension Authorising Authority. (PAA)
2. Date of birth and Date of Joining are correctly updated in the system.
3. Qualifying services, non-qualifying service are correctly maintained in IT2006.
4. Ensure the email-id of different authorities (RA/PSA/PAA) and employee concerned are updated in Info type 0105 -sub info type 0010.
5. Family details are updated (Form 3) in IT0021.
6. Nominee and alternate nominee details (Form1) are updated in IT0591.
7. The permanent Address for "communication details" should be complete in all aspect in IT 0006-Sty-1. (Address line /city/district/state/pin code).
8. Ensure the date of retirement is updated in PA 41.
9. Aadhar number and PAN of the employee are updated in IT0185 sty-06 and 02 respectively.
10. All personal details of the employee (Marks of identification /height / educational qualification etc.) are updated in the system.