

CHECKLIST FOR FAMILY PENSION

Part-I

1. Pension Forms 12, 14, 18
2. No Demand Certificate - (a) Power (b) PHE (c) Estate
"OR"
Non-Allotment of Govt. Quarter Certificate
3. No Demand Certificate - HBA & Motor Car /Scooter/Computer Advance
4. Service Book
5. Photo 4 (three) copies of claimant
6. Succession Certificate
7. Death Certificate from Economics & Statistics Deptt.
8. L.P.C (*countersigned by the concerned Treasury Officer*)
9. Specimen Signature & Descriptive Roll of claimant
10. Birth Certificates of Spouse and Children (*to be attested*)
11. Guardianship Certificate (Minor children)

Part - II (GIS)

1. GIS Card
2. Death Certificate
3. Succession Certificate

Part - III (GPF Final Withdrawal)

1. GPF Application Form (*one passport photo of claimant*)
2. GPF Latest Statement
3. Specimen signature
4. Death Certificate
5. Succession Certificate
6. Drawal / Non-Drawal Certificate for the last 5(five) years
7. Missing Credit (If any)

Part - IV (Leave Encashment)

1. Leave Admissibility Report
2. L.P.C.
3. Death Certificate
4. Succession Certificate

FORM 12
(See Rule 77 (2))

Form of application for the grant of death gratuity on the death of a Government servant.

To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor, the guardian should claim gratuity in one Form on their behalf.

1. (i) Name of the claimant in case he is not minor _____
(ii) Date of birth of the claimant _____
2. (i) Name of the guardian in case the claimants are minor _____
(ii) Date of birth of the guardian _____
3. (i) Name of the deceased Government servant in respect of whom gratuity is being claimed _____
(ii) Date of Birth of Government Servant _____
(iii) Office/Department/Ministry in which the deceased served last _____
4. Relationship of the claimant/guardian with the deceased Government servant _____
5. Full Postal Address of the claimant guardian :- _____
6. (i) Where gratuity is claimed by the guardian on behalf of minor, the names of the minors, their ages, relationship with the deceased Govt. Servant, etc. :- _____

Sl. No.	Name	Age	Relationship with the deceased Govt. servant	Postal Address.
1.				
2.				
3.				
4.				

- (ii) Relationship of the guardian with minor :-
7. Place of payment of pension and gratuity (Treasury, Sub-Treasury, Public Sector Bank Branch, or the Pay and Accounts Office.)

Signature/Thumb
impression of the
claimant/guardian.

8. Two specimen signature or left hand thumb and finger impressions of the claimant/guardian duly attested :-

(To be furnished in a separate sheet)

9. Attested By :-

Name	Full address	Signature
1.		
2.		
10. Witness :-
 - 1.
 - 2.

FORM – 14
[See Rules 77 (3), 79 (3) and 81 (2)

**FORM OF APPLICATION FOR THE GRANT OF FAMILY PENSION ON THE DEATH OF
GOVERNMENT SERVANT/PENSIONER.**

1. Name of applicant
(i) Widow/Widower :
(ii) Guardian if the deceased person
is survived by child or children :

2. Name and age of surviving widow/widower and children of the deceased Government
servant/ pensioner.

Sl. No	Name	Relationship with the deceased person	Date of birth by Christian era	Remarks
1				
2				
3				
4				
5				

3. Name and No. of the PPO of the Deceased person. :
4. Date of death of the Government servant/pensioner :
5. Office/Department in which the deceased Government servant/pensioner served last :
6. If the applicant is guardian his date of birth and relationship with the deceased Government servant/pensioner. :
- 6.A If the applicant is a widow/widower, the Amount of service pension which she/he may be in receipt on the date of the husband/wife. :
7. Full address of the applicant. :
8. Name of the Treasury or sub-Treasury at which payment is desired :

ENCLOSURES:-

- (i) Two specimen signature of the applicant duly attested (to be furnished in two separate sheet)

- (ii) Two copies of Passport size photograph of the applicant duly attested.
 - (iii) Two slips each bearing left hand thumb and finger impression of the applicant duly attested.
 - (iv) Description roll of the applicant, duly attested, indicating (a) height and (b) personal identification marks, if any on the left face etc, (to be filled in duplicate)
 - (v) Certificate (s) of age with two attested copies showing the dates of birth by Christian era of the children. The certificate should be from the Municipal authority or from the Local Panchayat or from the Head of recognized School if the child is studying in such school. (This information should be the particulars of whose date of birth are not available with the Audit Officer/head of Office)
9. Indicate whether family pension is admissible from any other source-Military or state government and or Public Sector Undertaking / Autonomous Body fund under the Central or a State Government. :
10. Signature or left hand thumb impression of the applicant :
11. Attested by :

Name

Full Address

Signature

(i)

(ii)

12. Witnesses:-

(i)

(ii)

Note Attestation should be done by two Gazetted Government servants or two or more persons of respectability in the town, village or Pargana in which the applicant resides.

FORM 18

[See Rules 78(1), 80(1), (3) and (5) and 80-B(1) and (5)]

Form for assessing and authorizing the payment of family pension and death gratuity when a Government servant dies while in service.

(To be sent in duplicate if payment is desired in a different circle of accounting unit)

1. Name of the deceased Government servant :
2. Father's name (and also husband's name in the case of a female Government servant) :
3. Date of birth (by Christian era) :
4. Date of death (by Christian era) :
5. Religion :
6. Office/Department/Ministry in which last employed :
7. Appointment held last
 - (i) Substantive :
 - (ii) Officiating :
8. Date of beginning of service :
9. Date of ending of service :
10. (i) Total period of Military service for which pension/gratuity was sanctioned :
- (ii) Amount and nature of any pension, gratuity received for the military service :
11. Amount and nature of any pension received for previous civil service, if any :
12. Government under which service has been rendered in order of employment :
13. The date on which intimation regarding the death of Government servant was received by the Head of Office :
14. Details of omission, imperfections or deficiencies in the Service Book which have been ignored [under Rule 59(1)(b)(ii)] :
15. (a) Emoluments reckoning for death gratuity :
(b) Amount of death gratuity :

- | | <u>From</u> | <u>To</u> |
|---|-------------|-----------|
| 16. Periods of non-qualifying service | | |
| (i) Interruption in service condoned under Rules 27 and 28 | | |
| (ii) Extraordinary leave not qualifying for gratuity | | |
| (iii) Period of suspension treated as non-qualifying | | |
| (iv) Any other service not treated as qualifying service | | |
| Total period of non-qualifying service | | : |
| 17. Details of Government dues recoverable out of death gratuity – | | |
| (a) Licence fee for occupation of Government accommodation [see Rule 80-C] | | : |
| (b) Amount to be withheld as indicated by the Directorate of Estates [see Rule 80-C(i)(v)] | | : |
| (c) Dues referred to in Rule 80-C(2) | | : |
| 18. The date on which action initiated to – | | |
| (a) obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in Rule 77 | | : |
| (b) obtain the 'No Demand Certificate' from the Directorate of Estates as provided in Rule 80-C(i) | | : |
| (c) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in Rule 80-C(2) | | : |
| (d) assess the service and emoluments qualifying for death gratuity and family pension as provided in Rule 78 and 79 | | : |
| 19. Proposed family pension at – | | |
| (a) Enhanced rate [if service rendered at the time of death is more than seven years as in Rule 54(3)] | | : |
| (b) Ordinary rate [as in Rule 54 (2)] | | : |
| 20. Person(s) to whom family pension is payable – | | |
| (a) Name | | : |
| (b) Relationship with the deceased Government servant | | : |
| (c) Full postal address | | : |

- 21. Details of guardian who will receive payment of family pension in the case of minor/ mentally disabled children -
 - (a) Name :
 - (b) Relationship with the deceased :
Government servant
 - (c) Full postal address :

- 22. Person(s) to whom death gratuity is payable –
 - (a) Name :
 - (b) Relationship with the deceased :
Government servant
 - (c) Full postal address :

- 23. Details of guardian who will receive payment of death gratuity in the case of minor/ mentally disabled children -
 - (a) Name :
 - (b) Relationship with the deceased :
Government servant
 - (c) Full postal address :

- 24. Name of the Treasury or Sub-Treasury :
where the payment of family pension and death gratuity is desired

- 25. Head of Account to which family pension :
and death gratuity are debitable

Place.....

Date.....

Signature of the Head of Office