



ASSAM VETERINARY AND FISHERY UNIVERSITY
G.S. Road, Khanapara, Guwahati-22.

Checklist for application of Pension Paper & Service book for settlement of family pension cases where the AVFU servant dies while in service:

1. Family pension papers (Revised Form No. 10, Form No. 20 Part-I & Part-II & Revised Form No.3) signed by the family pensioner & Head of Office wherever applicable.
2. Service book and leave account in original with up-to-date entries and duly verified.
3. Copy of death Certificate duly attested by Gazetted officer.
4. Next of kin Certificate duly attested by Gazetted officer.
5. Last pay Certificate.
6. Leave encashment order
7. Three copies of passport photo duly attested by Gazetted officer.
8. Two slips containing specimen signature & descriptive roll (height & identification mark) duly attested by Gazetted officer.
9. Left hand finger impressions of the family pensioner duly attested.
10. No liabilities Certificate from respective establishments such as Bank/DPP Unit/ Library/ Head of Office etc.
11. Certificate of no DP against the employee as per format.
12. Certificate of non-marriage & non-employment/employment after death of spouse.
13. Any other document in support of the claim.

**REVISED FORM NO.10
(PENSION)
FORMOF APPLICATION FOR FAMILY PENSION
(Under the Family Pension Scheme, 1965)**

1. Name of the 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
AVFU employee / pensioner :-

Sl. No	Name	Relationship with Deceased person	Date of birth by Christian era
1			
2			
3			
4			
5			
6			

3. Date of death of the AVFU employee / pensioner. :-

4. Office/Deptt. in which the deceased AVFU
Employee / pensioner served last. :-

5. If the applicant is guardian, his date of birth
and relationship with the deceased AVFU
Employee / pensioner. :-

(A) If the applicant is a widow/widower the amount
of service pension which she/he may be in receipt
on the date of death of the husband/wife. :-

6. Full address of the applicant :-

7. Name of the Bank at which payment is desired :-

8. Enclosures:

(i) Two specimen signature of the applicant, duly
Attested (to be furnished in two separate sheets). :-

(ii) Three 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) Descriptive Roll of the applicant duly attested,
Indicating (a) height and (b) personal marks, if any,
on the hand, face, etc (to be furnished in duplicate). :-

(v) Certificate (s) of age (in original with two attested
Copies) showing the date of birth of the children. :-
The certificate should be from the Municipal
Authorized or from the Local Panchayat or from
the Head of a recognized school (This information
should be furnished in respect of such child or
children the particulars of whose date of birth are
not available with the Audit Officer/Head of Office).

9. Signature or left-hand thumb impression to be :-

furnished in case the applicant is not literate enough to sign his name.

10. Attested by:

Name	Full Address	Signature
(i)		
(ii)		

11. Witness:

Name	Full Address	Signature
(i)		
(ii)		

NOTE: Attestation should be done by two Gazetted Government servants / AVFU Officers or two or more persons of responsibility in the town/village or Pargana in which the applicant resides.

FORM 20

FOR ASSESSING AND AUTHORISING THE PAYMENT OF FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY WHEN A GOVERNMENT SERVANT/AVFU EMPLOYEE DIES WHILE IN SERVICE.

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

PART-I

SECTION-1

1. Name of the deceased AVFU Employee :-
2. Father's name (and also husband's name :-
in case of female AVFU Employee)
3. Date of birth (by Christian era) :-
4. Date of death (by Christian era) :-
5. Religion :-
6. Office/Department in which last employee :-
7. Appointment held last :-
 - (i) Substantive :-
 - (ii) Officiating :-
8. Date of beginning of service :-
9. Date of ending of service :-
10. Total period of Military service for which :-
pension and gratuity was sanctioned
And
11. Amount and nature of any pension received :-
For previous Civil Service, if any.
12. Department under which service has been :-
rendered.
13. The date on which intimation regarding :-
the death of AVFU Employee was received
by Head of Office.
14. The date of which action initiated to :-
 - (i) Obtain claim or claims from the :-
Claimants in the appropriate form
for death-cum-retirement gratuity and
family pension.
 - (ii) Obtain the no demand certificate :-
from the Estate Officer/Executive
Engineer, etc
 - (iii) Assess the AVFU dues other than the :-
dues pertaining to occupation of
University accommodation.
 - (iv) Assess the service and emoluments :-
qualifying and family pension.
15. Whether nomination made for D.C.R.G. :-
16. Length of service qualifying for death-cum- :-
retirement gratuity/pension
17. Periods of non-qualifying service :-

- (i) Interruption in service condoned.
 - (ii) Extra-ordinary leave not qualifying for gratuity.
 - (iii) Period of suspension treated as qualifying.
 - (iv) Any other service not treated as qualifying service
- Total non-qualifying service

18. (a) Emolument reckoning for death-cum-retirement gratuity
(b) Amount of death-cum-retirement gratuity

19. Family Pension 1964

- (i) Proposed Family Pension at :-
 - a) Enhanced rate (if service rendered at the time of death is more than seven years) :-
 - b) Ordinary rates :-
- (ii) Period of tenability of Family Pension 1964 :-
 - a) Enhanced rate From To :-

20. Person to whom family pension is payable :-

Name :-

Relationship with the deceased AVFU Employee :-
Full postal address :-

21. Details of Government dues recoverable out of gratuity : :-

(i) Licence / rent fee for occupation of University accommodation :-

(ii) Amount of death-cum-retirement gratuity to be held over pending receipt of information from the Estate Officer/ Executive Engineer etc. :-

(iii) Dues other than those pertaining to University accommodation. :-

22. Date on which claims received from the claimants :-

23. Name of guardian who will receive payment of death-cum-retirement gratuity and family pension in the case of minors :-

24. Place of payment of pension (Treasury, Sub-Treasury or Branch of Public sector bank) :-

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

Place.....

Date.....

Signature of Head of Office

REVISED FORM NO.3

Form of Application for the Grant of the Death-Cum-Retirement Gratuity on the death of a AVFU Employee.

(TO BE FILLED IN SEPARATELY BY EACH APPLICANT)

1. Name of the applicant :
2. i) Name of the guardian in case
the applicant is a minor :
- ii) Date of birth of guardian :
3. Name of the deceased AVFU employee :
4. Date of birth of the AVFU employee :
5. Office/Deptt. In which the
Deceased served last :
6. Relationship with deceased :
7. Date of Birth of the applicant :
8. Name of the Treasury or
Sub-Treasury/Bank at
which payment is desired :
9. Full address of the applicant :
10. Signature or thumb impression
of the applicant :

(TO BE FURNISHED IN A SEPARATE SHEET DULY ATTESTED)

11. Attested by:

Name	Full Address	Signature
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i)

ii)

12. Witnesses:

i)

ii)

*Attestation should be done by two Gazetted Govt. Servant or two or more Persons of responsibility in the two, village or pargana in which the applicant resides.

SECTION-II

DETAILS OF PROVISIONAL FAMILY PENSION AND GRATUITY

Provisional family pension Gratuity (the Rs.
amount mentioned in item 18 (b) of Part I)

Less

- | | | |
|---|---|-----|
| (a) Licemefee /Rent recoverable
from gratuity for occupation
of University accommodation (as in
item 21 (ii) of Part-I | : | |
| (b) Amount of gratuity to be held
Over pending receipt of information From the
Estate Officer as in item 21(ii) of Part-I | : | |
| (c) Other University dues as Rs. Mentioned in
item 21(iii)of Part-I | : | |
| (d) Total of(a),(b) and (c) Rs. Total | | Rs. |

Place
Dated: The

Signature of Head of Office

PART-II SECTION-I

Audit Enfacement:-

- | | | |
|--|---|--|
| 1. Total period of qualifying service, which has been
accepted for | : | |
| (i) Death-cum-retirement gratuity | | |
| (ii) Family Pension 1964 | | |
| 2. Net amount of gratuity after adjustment of AVFU dues | : | |
| 3. Amount and the period of tenability of Family pension
1964. If death took place. | : | |
| (i) Before seven years service | : | |
| (ii) After seven years service | : | |
| 4. Date from which family pension is admissible | : | |
| 5. Head of Account to which death-cum-retirement
gratuity and family pension are chargeable | : | |

SECTION-II

- 1.Name of the deceased AVFU Employee :-
- 2.Date of death of the AVFU Employee :-
- 3.Date on which pension papers received by
the Audit Officer :-
- 4.Amount of family pension authorized :-
- 5.Amount of gratuity authorized :-
- 6.Date of commencement of family. :-
- 7.Date on which payment of family pension
and gratuity authorized. :-
- 8.Amount recoverable from gratuity :-
- 9.Amount of gratuity held over pending receipt
of 'No demand Certificate'. :-

Place.....

Dated the.....

Audit Officer

FORM OF LETTER TO THE FINANCIAL OFFICER, ASSAM VETERINARY AND FISHERY UNIVERSITY, KHANAPARA, GUWAHATI-781022 FORWARDING THE PENSION PAPERS OF A ASSAM VETERINARY AND FISHERY UNIVERSITY EMPLOYEE.

To,

The Financial Officer,
Assam Veterinary and Fishery University,
Khanapara, Guwahati-781022

Sub:- Pension papers of Dr./Sri/Mrs./Kumari
.....
For authorization of pension.

Sir,

I have the honour to I am directed to forward herewith the pension papers of Dr./Sri/Mrs/Kumari..... for further necessary action.

The details of University dues which will remain outstanding on the date of retirement of the Assam Veterinary and Fishery University employee and which need to be recovered out of the amount of death-cum-retirement gratuity are indicated below:

- | | |
|---|-----|
| (a) Balance of the house building of conveyance advance or any other advance. | Rs. |
| (b) Over payment of pay and allowances including leave salary. | Rs. |
| (c) Arrears licence fee/rent for occupation of University accommodation. | Rs. |
| (d) Any other assessed dues and the nature thereof. | Rs. |
| (e) The amount of gratuity to be with held for adjustment of unassessed dues, if any. | Rs. |

Total Rs. _____

- | | |
|--|-----|
| (f) Provisional pension authorized (if any) (copy enclosed) | Rs. |
| (g) Provisional gratuity authorized (if any) (copy enclosed) | Rs. |

Yours faithfully,

Head of Office

LIST OF ENCLOSURES

1. Form No.1* and Form No. 2 duly completed.
2. Medical Certificate of in-capacity (if the claim is for pension)
3. Statement of savings effected and reason why employment could not be found also where (if the claim is for compantionate pension)
4. Service Book (date of retirement/death to be indicated in the Service Book).
5.
 - (a) Two slips with two specimen signature each duly attested by AVFU Officer or in the case of pensioner not literated enough to sign his name, two slips bearing the left hand thumb and finger impression duly attested by Assam Vety. & Fishery University Officer.
 - (b) Two slip showing the particulars of height and identification marks, duly attested.
 - (c) Three copies of passport size photograph with wife/husband duly attested by Head of Office.
6. A statement indicating the reasons for delay in case where the pension papers were not forwarded before 6 months of the date of retirement of AVFU servant.
7. Written statement, if any, of the AVFU Employee required for pension of service rendered by him for which records remained unverified.
8. Brief statement leading to re-instatement of the AVFU employee in case the AVFU employee has been re-instated after having been suspended, compulsorily retired, removed or dismissed from service.
9. Last pay certificate.

NOTE: When initials or names of the AVFU employee are or is in-correctly given in the various records consulted, the fact should be mentioned in the letter.

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- If a AVFU employee is compulsorily retired from service and delay is anticipated in obtaining Form No.1 from the AVFU employee to the Head of Office / forwarded the pension papers to the Financial Officer without form No. The form may be sent as soon as it is obtained from the AVFU employee.

Particulars of family members of Dr./Sri/Mrs.....
.....
.....

Sl. No.	Name	Relationship	Date of Birth
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Attested by.

Signature of applicant.

Specimen signature of Dr./Sri/Mrs.
.....

1.

2.

3.

4.

Attested by.

Descriptive doll of Dr./Sri/Mrs.

1. Name :-

2. Permanent address :-

3. Date of Birth :-

4. Mark of identification :-

5. Height :-

Attested by.

Signature of applicant.