

Revised Form No.10
(Pension)
Form of Application for Family Pension
(Under the Family Pension Scheme, 1964)

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
Government Servant/Pensioner.

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

3. Date of the death of the
Government Servant/Pensioner. :-

4. Office /Department in which the
deceased Government Servant/
Pensioner served last. :-

5. If the applicant is guardian his
date of birth and relationship
with the deceased Government
Servant/Pensioner. :-

5.(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 Treasury or
Sub Treasury 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 identification
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 Municipal Authorities or from the Local
Panchayat or from the head of the recognized school
if the child is studying in such school. (This information
should be furnished in respect of such child or
children the particulars of whose date of birth
are not available with Audit Officer /Head of the office.

9. Signature or left hand thumb impression to be furnished :-
in case of the applicant if not literate enough to sign
his/her name of the applicant.

10. Attested by:-

Name	Full Address	Signature
i)		
ii)		

11. Witness:-

- i)
- ii)

Note: The attestation should be done by two gazette Govt. servant or two or more Persons of responsibility in the town, village or paragana in which the applicant resides

FORM NO.20

(Pension)

For assessing and authorising the payment of Family Pension and death –cum- retirement 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.)

PART-I SECTION-I

1. Name of the deceased Government servant :-
2. Father's name (and also husband's name :-
in the case of a female Govt. servant).
3. Date of Birth (by Christian era) :-
4. Date of death (by Christian era) :-
5. Religion :-
6. Office/ Department, in which last employed:-
7. Appointment held last.
(I) Substantive:-
(II) Officiating:-
8. Date of beginning of service :-
9. Date of ending service :-
10. (I) Total period of Military service for :-
which pension gratuity was sanctioned and

(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. Department under which service has been :-
rendered.
13. The date on which intimation regarding :-
the death of Government servant was
received by the 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 Government dues pertaining to occupation of Government Accommodation. :-
- (iv) Asses the service of the Government servants :- qualifying for death-cum- retirement gratuity.

15. Whether nomination made for :-

- (i) D.C.R.G. :-
- (ii) Length of service qualifying for death –cum-retirement gratuity and family pension. :-

16. Period of non-qualifying service :-

- (i) Interruption in service condoned :-
- (ii) Extraordinary leave not qualifying for gratuity:-
- (iii) Period of suspension treated as non-qualifying service. :- from to.
- (iv) Any other service not treated as qualifying service.:-

17. Total period of non- qualifying service prior to death. :-

18. (i) Emoluments reckoning for death –cum-retirement gratuity. :-

- (ii) Amount of death –cum-retirement gratuity :-

19. Family Pension 1964.

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

20. Person to whom family pension is payable:-

Name :-

Relationship with the deceased Government servant:-

Full postal Address. :-

21. Details of Govt. dues recoverable out of gratuity.

(i) Licence /rent fee for occupation of Government 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 pending to Government accommodation :-

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

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

24. Place of payment (Treasury, Sub-Treasury or :-
of public sector bank.)

25. Head of account to which death –cum- :-
retirement gratuity and family pension
are debitale.

Place:-

Date:-

Signature of Head of Office.

(6)

SECTION-II
Details of provisional Family Pension and Gratuity

Provisional Family Pension :-Rs.

Gratuity (the amount mentioned in item 18(b) of part-I) :-Rs.

Less:-

- | | |
|---|--------|
| (A) Licence fee/Rent recoverable from gratuity for occupation of Government accommodation (as in item 21(i) 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 Govt. dues as mentioned in item 21 | :-Rs. |
| (iii)Of Part-I | :- Rs. |
| (D) Total of (a), (b) and (c) | :- Rs. |
| Total | :- |

Place:-

Date:

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
Government dues :-
3. Amount and the period of tenability of
family pension 1964. If death took place :- Rs. From to
4. Before seven years of service :-
5. After seven years of service :-
6. Date from which family pension is admissible:-
7. Head of account to which death-cum-
retirement-gratuity and family pension are
Chargeable. :-

Section-II

1. Name of the deceased Government servant:-
2. Date of death of the Government servant :-
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 pension :-
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:-

Date:-

Audit/ Accounts Officer

REVISED FORM NO-3**Form of application for the grant of the death-cum-retirement gratuity on the death of a
Government servant.****(To be filled in separately by each application)**

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 Government servant:-
4. Date of death of the Government servant:-
5. Office/Department in which the deceased served last:-
6. Relationship with the deceased Government servant:-
7. Date of birth of the applicant:-
8. Name of the Treasury or Sub-Treasury 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

i)

ii)

12. Witness:-

i)

ii)

Note: The attestation should be done by two gazette Govt. servant or two or more Persons of responsibility in the town, village or paragona in which the applicant resides.