



ASSAM VETERINARY AND FISHERY UNIVERSITY

G.S. Road, Khanapara, Guwahati-22.

CHECKLIST OF DOCUMENTS TO BE APPENDED WITH THE APPLICATION FORM
ANNEXURE-III(A) IN SUPPORT OF FAMILY PENSION CLAIM FOR UNMARRIED
DEPENDENT DAUGHTER:

1. DEATH CERTIFICATE OF PARENTS DULY ATTESTED
2. NOK CERTIFICATE DULY ATTESTED
3. UNMARRIED, UNEMPLOYMENT CERTIFICATE OF THE APPLICANT
(**ANNEXURE-III**)
4. PHOTOCOPY OF PAN CARD
5. PHOTOCOPY OF AADHAR
6. ORIGINAL PPO WITH LAST PAYMENT CERTIFICATE CONTAINED IN THE BODY
OF THE PPO
7. 2 COPIES OF RECENT PASSPORT PHOTO DULY ATTESTED
8. SELF DECLARATIONS DULY SIGNED (AS FORMATS ATTACHED)
9. INDEMNITY BOND DULY SIGNED (AS FORMAT ATTACHED).
10. LEGAL GUARDIANSHIP CERTIFICATE, IN CASE OF MINOR.
11. TWO SLIPS CONTAINING SPECIMEN SIGNATURE & DESCRIPTIVE ROLL OF THE
APPLICANT DULY ATTESTED

Annexure III(A)

**Application form for family pension to unmarried dependent daughter(s) of the Assam
Veterinary and Fishery University Pensioners:**

1. *Name of the applicant (Unmarried Dependent Daughter) (in capital Letters) :
(Refer to the instruction as note overleaf)
2. Name of the deceased AVFU servant with Designation :
3. **Name of other eligible siblings :
(Refer to the instruction as note overleaf)
4. Name of the Office where the deceased AVFU servant had served last :
5. (a) Date of Joining in Service :
(b) Date of retirement/date of death (death certificate is to be enclosed) :
(c) Last pay of the deceased AVFU Servant :
(d) Last payment certificate from the concerned pension disbursing authority :
(Copy to be enclosed)
6. Date of death of the Spouse of the deceased AVFU Servant :
(Death Certificate to be enclosed)
7. Name of the Office/H.Q. from where applicant want to draw family pension :
8. PPO No.(Photocopy of the Pensioner's halve of PPO/FPPO to be enclosed) :
9. Full Address of the Applicant :
10. Mobile No. of the Applicant :
11. Permanent Account Number (PAN) of the applicant & other members :
(Photocopy to be enclosed)
12. Aadhar No. of the Applicant & other members (if any) :
(Photocopy to be enclosed)
13. Self declaration by the unmarried dependent daughter that there is no :
disabled child in the family eligible for life time family pension
14. Next of Kin certificate(Photocopy to be enclosed) :
15. Duly attested Descriptive Roll, Specimen Signature, Recent Passport Size :

Photograph three copies each

Yours faithfully,

Date:.....

Signature of the Applicant

Certified by the DDO/HOD of the Department that all the relevant documents as per checklist has been enclosed and that the aforesaid information is true to the best of my knowledge.

Date:.....

Signature of the DDO/HOD
(with date, seal and
signature)

*1. The family pension recipient has to sign and submit an indemnity bond to the competent authority, so that the recipient divides the amount amongst the beneficiaries in equal share in cases where applicable as per Note -2 of P & PG Department's notification No. PPG(G) 10/2013/49 dated. 09.08.2018.

**2. In case of minor daughter, a "Legal Guardianship Certificate" from the competent court of law has to be furnished.

CERTIFICATE TO BE SUBMITTED BY PENSIONER

CERTIFICATRE OF NON-EMPLOYMENT

I declare that I have not been serving in any capacity either in a Government Department / Office, Corporation, Undertaking, Autonomous Body, Statutory Body of Central or State Government or Union Territory or a Local Fund during the past one year.

Signature

Name of the Pensioner

PPO No.....

Date:.....

CERTIFICATE OF NON-MARRIAGE

I hereby declare that I am not married / I have not been married during the past one year.

Signature

Name of the Pensioner

PPO No.....

Date:.....

Verified & found to be correct.

Signature of C.O. / B.D.O.

With Seal & Date

SELF DECLARATION

Certified that I Miss/Ms.....
(Name) do hereby solemnly declare that I am the unmarried dependent daughter of Late
.....holder of PPO NO of
AVFU and that there is no disabled child in the family eligible for life time family pension.

(Name & signature of the applicant)

SELF DECLARATION

Certified that I Miss/Ms.....
(Name) hereby solemnly declare that I am the bonafide daughter of Late.....
..... holder of PPO NO..... of AVFU
eligible for family Pension in terms of GOA’s O.M. No. PPG(G) 10/2013/49-A dtd 9/8/2018.

I also certify that I am unmarried and unemployed and will report to the appropriate authority to discontinue my family pension either from the date of my appointment in a Govt. job/job in an organization, salary of which is paid out of GIA from Govt. or from the date of my marriage if taken place in future.

I further declare that all the documents furnished by me for drawal of family pension are true and genuine to the best of my knowledge and do hereby empower the AVFU authority to recover the amount, if any, drawn by me if the information/documents are found incorrect.

(Name & signature of the applicant)

SELF DECLARATION

Indemnity Bond to be submitted by an unemployed and unmarried daughter of a deceased AVFU Employee while applying for family pension

I, Miss..... unmarried and unemployed daughter of Late..... holder of PPO Nowho was drawing pension from Assam Veterinary and Fishery University do hereby undertake to divide the family pension granted to me amongst the other beneficiaries in equal shares. In case of my failure to distribute the amount amongst the beneficiaries I shall be personally liable to refund double the amount of divisible shares to the university authorities to enable them to distribute the amount amongst the beneficiaries. Further, my failure to divide the amount amongst the other beneficiaries I shall have no objection whatsoever if University authority decides to with held the family pension payable to me for a definite period or perpetually as deemed fit by the authority.

Witness Full Name & signature:

(Signature of the Beneficiary)

1.

Full Name :

2.

Address :

Phone No. :