

## Check List of Documents required for Family Pension in Death case

<u>S.No</u>	<u>Documents</u>	<u>DESCRIPTION</u>	<u>REMARKS</u>
1.	FORM NO 19	<u>Letter to the Accounts Officer regarding forwarding of Papers for grant of Family Pension</u>	
2.	FORM NO 12	<u>Application for grant of Death Gratuity on the death of the Govt servant</u>	
3.	FORM NO 14	<u>Application for grant of Family Pension on Death of Govt servant or Pensioner or on Death or ineligibility of a Family Pensioner.</u>	
4.	FORM NO 18 Part-I & II	<u>For( in service) death of a Govt servant.</u>	
5.	Specimen Signature		
6.	Undertaking regarding Refund of Excess payment		
7.	Descriptive roll	<u>Height and Identification mark</u>	
8.	Form-3	<u>Details of Family</u>	
9.	Undertaking regarding handover of PPO		

## FORM 18

[See rules 78(1), 80(1), 80(3), 80 (5), 80-B (1) and 80-B (5)]  
Form for assessing and authorising the payment of family pension  
and death gratuity when a Government servant dies while in service

PART I  
Section I

1. Name of the deceased Government servant ...
2. Father's name ...
3. Husband's name in the case of female Government servant...
4. Date of birth (by Christian era) ...
5. Date of death (by Christian era) ...
6. Religion...
7. Particulars of post held at the time of death
  - (a) Name of the Office
  - (b) Post held substantively:
  - (c) Officiating post:
  - (d) Scale of pay/Pay Band & Grade Pay
  - (e) Basic Pay/Pay in Pay Band & Grade Pay
  - (f) Whether the last post held was under the Government or outside the Government on foreign service terms
  - (g) If on foreign service, scale of pay/pay band, pay in the pay band and grade pay of the post in the parent department
8. Date of beginning of service ...
9. (i) Total period of military service, if any, for which pension and/or gratuity was sanctioned:  
(ii) Amount and nature of any pension/gratuity received for the military service
10. Particulars relating to service in autonomous body/State Government, if any -
  - (a) Particulars of service :
 

Name of Organization	Post held	Period of service		
		From	To	Period
  - (b) Whether the above service is to be counted for gratuity in the Government ... ..
  - (c) Whether the autonomous organization has discharged its pensionary liability to the Central Government ... ..
11. Amount and nature of any pension/gratuity received for previous civil service, if any
12. Service qualifying for death gratuity -
  - (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 59 (1) (b) (ii) ] -

## (b) Periods of non-qualifying service -

From

To

- (i) Interruption in service condoned under rules 27 & 28
- (ii) Extraordinary leave not qualifying for gratuity
- (iii) Period of suspension treated as non-qualifying
- (iv) Boy service (2nd proviso to rule 13)
- (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)
- (vi) Any other service not treated as qualifying service

Total period of non-qualifying service

## (c) Additions to qualifying service -

- (i) Civil service (Rule 18)
- (ii) Military service (Rule 19)
- (iii) Benefit of service in an autonomous body

Total period of qualifying service

## (d) Net qualifying service

(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49)

13. (a) Emoluments reckoning for death gratuity ...  
(b) Amount of death gratuity ...

## 14. Details of Government dues recoverable out of death gratuity -

- (i) Licence fee for occupation of Government accommodation [See rule 80-C]....
- (ii) Amount to be withheld as indicated by the Directorate of Estates [See rule 80-C (i) (v)]....
- (iii) Dues referred to in rule 80-C (2) ...

## 15. Net amount payable as death gratuity

## 16. Details of the nominee(s) to whom death gratuity is payable

S. No.	Name	Share in death gratuity	Date of Birth	Address	Relationship with deceased Govt. servant

17. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S. No.	Name of minor/mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

18. The date on which intimation regarding the death of Government servant was received by the Head of Office

19. The date on which action initiated to -

- (i) obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in rule 77;
- (ii) obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1);
- (iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2);
- (iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79.

20. Details of payment of Family Pension -

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

21. Persons to whom family pension is payable -

- (i) Name ...
- (ii) Relationship with the deceased Government servant ...
- (iii) Full postal address ...

22. Details of guardian who will receive payment of family pension in the case of minor/mentally disabled children

S. No.	Name of minor/mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

23. Head of Account to which death gratuity and family pension are debitable

Place

Dated the.....

Signature of Registrar

### Section II

**Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with rule 80A.**

Provisional family pension.....	Rs.....p.m.
Death Gratuity [amount mentioned in item 13(b) of Section I]	Rs.....
Less	
(a) Licence fee recoverable from gratuity for occupation of Government accommodation [as in item 14(i) of Section I]	Rs.....
(b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as the item 14(ii) of Section I]	Rs.....
(c) Other Government dues as mentioned in item 14 (iii) of Section I	Rs.....
(d) Total of (a), (b) and (c)	Rs.....

Place

Dated, the

Signature of Registrar

## PART II

### Account Enforcement

#### Section 1

1. (i) Total period of qualifying service accepted for Death gratuity ...  
(ii) Total period of continuous service accepted for Family Pension
2. Net amount of death gratuity after adjusting Government dues
3. Amount and the period of tenability of Family Pension –

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

4. Date from which family pension is admissible:
5. Head of Account to which death gratuity and family pension are debitable:

#### 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 Accounts 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

Dated, the

Signature of Registrar

**FORM 14**

[See rules 77 (3) and 81 (2)]

Form of application for family pension on death of a Government servant or pensioner or on death or ineligibility of a family pensioner

- 1 (i) Name of the Government servant in respect of whom family pension is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of Government servant
- (iv) Date of death of Government servant/pensioner/ date of death or ineligibility of family pensioner
- (v) PPO No. of Government servant/pensioner/ family pensioner

2 Name and other details of claimant—

Name	Date of birth	Relationship with the deceased Government servant	Postal Address

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable—

Name	Date of birth	Relationship with the minor/ mentally disabled claimant	Relationship with the deceased Government servant	Postal Address

4. Details of surviving widow/widower, children, dependent parents and disabled siblings of the deceased Government servant / pensioner are enclosed in Form 3.

5. Account No., name and BSR code of Branch of Bank to which family pension is to be credited:

6. Other source of family pension - Military or State Government and/or a Public Sector Undertaking/ Autonomous body/Local Fund under the Central or a State Government, if any—

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Encl: As per the check-list.

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No.....

Permanent Account Number for Income Tax (PAN).....

Aadhar No., if available - .....

Signatures of two Witnesses with names and full addresses:

(i)

(ii)

Note: Form 14 is not to be filled if the spouse had a joint account with the deceased pensioner. In such cases, family pension shall be allowed by the Pension Disbursing Authority on the basis of an application on plain paper. The permanently disabled children/siblings and dependent parents to whom family pension has been authorised in the PPO of the pensioner will submit this Form to the Pension Disbursing Authority.

Check List of Documents to be submitted with Form 14

1.	Two specimen signatures of claimant (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.  (Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.)	
2.	Two copies of passport size photographs of the claimant, duly attested	
3.	Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Govt.	
4.	Details of the family in Form 3.	
5.	Certificate(s) of age showing the dates of birth of the children. The certificates should be from the Municipal authorities or from the local panchayat or from the head of a recognized school or Central/State Board of Education.	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Specimen signature or left hand thumb and finger impressions of guardian duly attested, in the case of the guardian who is not literate enough to sign his or her name	
8.	Two attested copies of passport size photograph of the guardian/nominee	
9.	Descriptive roll of the guardian/nominee, Showing the particulars of height and identification marks, duly attested.	
10.	Copy of PPO of previous pensioner/family pensioner	
11.	Proof of permanent address of the guardian.	
12.	Copy of death certificate of the deceased employee or pensioner/previous family pensioner, if applicable.	
13.	Copy of document regarding ineligibility of previous family pensioner, if applicable.	



## 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 and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. (i) Name of the deceased Government servant in respect of whom gratuity is being claimed
- (ii) Date of death of Government servant
- (iii) Office/Department/Ministry in which the deceased served last

## 2. Name and other details of claimant(s)-

Serial No.	Name	Date of birth	Relationship with the deceased Government servant	Postal Address

## 3. In case the claimant(s) is/are minor, details of guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address

## Details of Bank with Account No.,

4. IFS Code for e-Payment/ECS

Signature/Thumb-  
impression of the  
claimant/guardian

## Enclosures:

- (i) Death Certificate,
- (ii) Date of Birth Certificate, (in case of minors)
- (iii) Specimen signature/left hand thumb and finger impressions of the claimant/guardian.

FORM 19  
(See rule 81)

Form of letter to the Accounts Officer forwarding papers for the  
grant of family pension and death gratuity to the family of a  
Government servant who dies while in service

No.....  
Government of India  
Ministry of.....  
Department/Office.....

To  
The Controller of Financer  
.....  
.....

Dated the.....

**Subject:- Grant of family pension and death gratuity.**

I am directed to say that

Shri/Smt./Kumari.....(Name and designation) died on.....His family has become eligible for the grant of family pension and death gratuity. Form 18 duly completed is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered out of the death gratuity as indicated in Section II of Part I of Form 18.
3. Your attention is invited to the enclosures forwarded herewith.
4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension and death gratuity have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours Faithfully

Registrar

List of enclosures

1. Forms 14 (along with check-list) and Form 18 duly completed.
2. Service book (date of death to be indicated in the service book).

Discription Roll

PERSONAL IDENTIFICATION OF .....

Retiring on ..... on superannuation.

HEIGHT:-

IDENTIFICATION:-

THUMB & FINGER IMPRESSION,

THUMB

FORE FINGER

MIDDLE FINGER

RING FINGER

LITTLE FINGER

Residential Address:-

DDO

HOO



**Guru Gobind Singh Indraprastha University**  
Sector-16 C, Dwarka, New Delhi-110078

Sub: Undertaking from pensioner regarding to handover Pension Payment Order(PPO) (Pensioner's portion) him/her at the time of retirement alongwith other retirement dues.

I.....Designation.....  
retired on superannuation/voluntary from GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY holding PPO No.....and having my pensioner Bank account No. .... Name and Address of the bank.....  
.....

In compliance of Office Memorendum No.1/27/2011-P&PW(E), Govt of India, Ministry of Personnel,PG&Pensioner,Department of Pension& Pension's Welfare dated 07.05.2014, do hereby undertake that:

My Pension Payment Order (PPO)(Pensioner's Portion) may be handedover to me through DDO/HOO at the time of my retirement alongwith other retirement dues.

( Signature of the Pensioner)

Name :

Designation :



**Guru Gobind Singh Indraprastha University**  
Sector-16 C, Dwarka, New Delhi-110078

**DECLARATION REGARDING REFUND OF EXCESS PAYMENT**

I..... do hereby declare that the amount of Pension/Gratuity as authorized by the Pay and Accounts officer if afterwards found to be in excess of the amount by which entitled under the rules, I refund such excess on demand within two months.

Signature :

Name in full :

Address :



# FORM 3

[See Rule 54 (12)]

## DETAILS OF FAMILY

1. Name of the Government Servant .....

2. Designation .....

3. Date of birth .....

4. Date of appointment .....

### DETAILS OF THE MEMBER OF FAMILY\* AS ON .....

Sl. No.	Names of the members of family*	Date of birth	Relationship with the Officer	Marital Status	Remarks	Dated sign. of Head of Office
1.	2.	3.	4.	5.	6.	7.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office any addition or alteration.

Place : .....

*Signature of Government Servant.*

Dated the : .....

Note 1. - The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. - The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. - The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km .....

Designation .....

1.

2.

Thumb/finger Impression of Shri/Smt./Km .....

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km .....

Designation .....

1.

2.

Thumb/finger Impression of Shri/Smt./Km .....

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km .....

Designation .....

1.

2.

Thumb/finger impression of Shri/Smt./Km .....

