

(Family Pension Forms to be filled in triplicate)

Form : 12

See Rules 77(2)

**FORM OF APPLICATION FOR THE GRANT OF THE DEATH CUM RETIREMENT
GRATUITY IN THE DEATH OF A GOVERNMENT SERVANT:**

(To be filled in separately by each applicant in triplicate)

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/Ministry 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)

Attestation should be done by two Gazetted Govt. Servants or two or more persons of respectability in the Town, Village or Pargana in which the applicant resides.

FORM : 14

[See Rules 77(3) & 81(2)]

FORM OF APPLICATION FOR THE GRANT OF FAMILY PENSION, 1964 ON THE DEATH OF A GOVERNMENT SERVANT/PENSIONER

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.	Relationship with The deceased pension	Date of birth by Christian era.
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

3. Date of death of the Govt. servant/pensioner.
4. Office/Department/Ministry 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.
6. Full address of the applicant.
7. Name of the Treasury or Sub-Treasury at which payment is Desired.
8. **Enclosures:**
 - (i) Three specimen signatures 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) Three slips each bearing
left hand thumb and finger
impressions 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 triplicate)
- (v) Certificate(s) of age (in original
with two attested copies) 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 the recognized school if the
child is studying in such school. The 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 of left hand thumb impression
of the applicant.

10. Attested by

	Name	Full Address	Signature
(i)			
(ii)			

11. 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.

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

FORM-18

See rules 78 (1), 80 (i) (3) and (5) and 80-B-(1) and (5)

Form for assessing the authority 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-1 SECTION-1

1. Name of the deceased Government servant.
2. Father's name (and husband's name in the case of 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, 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. Government under which service has been rendered in order of employment.
13. The date on which intimation regarding the death Government servant was received by the head of office.
14. The date on which action initiated to :
 - (i) Obtain claim or claims from the claimants in the appropriate form for death-cum-retirement 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) and
 - (iv) Assess the service and emoluments qualifying for death-cum-retirement gratuity and family pension as provided in Rules 78 and 79.
15. Whether nomination made for :-
- (i) Death-cum-retirement gratuity
 - (ii) Family pension 1950 if applicable
16. Length of service qualifying for death-cum-retirement gratuity/pension.
17. Periods of non qualifying service :
- (i) Interruption in service condoned under Rule 28
 - (ii) Extra ordinary leave not qualifying for gratuity.
 - (iii) Period of suspension treated as non-qualifying.
 - (iv) Any other service not treated as qualifying service.
 - (v) Total period of non-qualifying service.
18. (a) Emoluments reckoning for death cum retirement gratuity.
(b) Amount of death cum retirement gratuity.
19. If family pension 1950 applicable-the emoluments drawn during the last ten months.

Post held	From	To	Pay	Personal/Special pay
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Average Emoluments

- (i) In a case where the last ten months include same periods not to be reckoned for calculating average emoluments and equal period backward has to be taken for calculating average emoluments.
 - (ii) The calculation of average emoluments should be based on actual number of days contained in each month.
20. If family pension 1950 applies and the Government servant has rendered more than ten years service:
- (i) Proposed pension.....
 - (ii) Proposed family pension 1950.....
 - (iii) Period of tentability of family pension 1950 From.....to.....
21. If family pension 1964 applies
- (i) Proposed family pension at
 - (a) Enhanced rates—if service rendered at the time of death is more than seven years as in Rule 54(3).
 - (b) Ordinary rates—as in Rule 54(2).....
 - From.....To.....
 - (ii) Period of tenability of Family Pension 1964-
 - (a) Enhanced rates
 - (b) Ordinary rates
22. Person to whom family pension is payable:
- Name
- Relationship with the deceased Government Servant.
- Full postal Address:-
23. Details of Government dues recoverable out of gratuity.....
- (i) Licence-fee for occupation of Government accommodation (See Rule 80-C)
 - (ii) Amount of death-cum-retirement gratuity to be held over pending receipt of information from the Directorate of Estates.
[See Rule 80-C(i)(iv)]
 - (iii) Dues referred to in Rule 80-C(2)
24. Date on which claims received from the claimants.

25. Name of guardian who will receive payment of death-cum-retirement gratuity and family pension in the case of minors.
26. Place of payment (treasury, sub-treasury or branch of public sector Bank or the pay and accounts office).
27. Head of Account to which death-cum-retirement gratuity and family pension are debitable.

Place

Dated the

Signature of Head of Office
Office Seal

Section-II

Details of provisional family pension and gratuity to be drawn and disbursed by the Head office in accordance with Rule 80-A

Provisional family pension Rs.....

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

Less

- (a) Licence fee recoverable from gratuity for occupation of Government accommodation.
(as in item 23(1) of part I) Rs.....
- (b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates
(as in item 23(ii) of part I) Rs.....
- (c) Other Government dues as mentioned in item 23(iii) of part I Rs.....
- (d) Total of (a),(b) and (c) Rs.

Place

Dated the

Signature of Head of Office
Office Seal

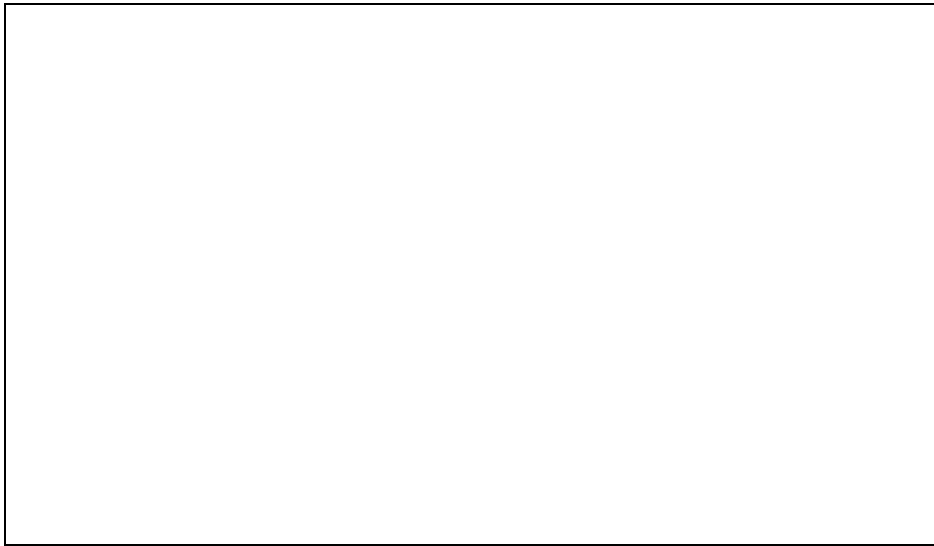
Photograph of Shri/Shrimati.....

..... with his/her wife/ husband.

Sri/Shrimati.....

.....

Attested



**Signature of D.D.O.
Office Seal**

OFFICE OF THE ACCOUNTANT GENERAL(A&E)-II, U.P. ALLAHABAD.

Personal marks of identification of Shri/Shrimati.....

..... Designation.....

Personal No.....

Retiring on.....

1. Height.....

2.

Attested

OFFICE OF THE ACCOUNTANT GENERAL(A&E)-II, U.P. ALLAHABAD.

Personal marks of identification of Shri/Shrimati.....

..... Designation.....

Personal No.....

Retiring on.....

1. Height.....

2.

Attested

CONSENT FOR RECOVERY

I hereby give my consent that any amount of family pension/DCRG found to have been paid to me in excess of what I am entitled under rules or any other amount found as recoverable from me may be deducted from my family pension and/ or DCR Gratuity.

Place.....

(Signature of the Applicant)

Date.....

Attested

Signature.....

Designation.....

CONSENT FOR RECOVERY

I hereby give my consent that any amount of family pension/DCRG found to have been paid to me in excess of what I am entitled under rules or any other amount found as recoverable from me may be deducted from my family pension and/ or DCR Gratuity.

Place.....

(Signature of the Applicant)

Date.....

Attested

Signature.....

Designation.....

OFFICE OF THE ACCOUNTANT GENERAL(A&E)-II, U.P. ALLAHABAD

Specimen signature in respect of Shri.....

.....Designation.....

Personal No.....

1.....

Signature Attested
D.D.O.
Office Seal

2.....

3.....

OFFICE OF THE ACCOUNTANT GENERAL(A&E)-II, U.P. ALLAHABAD

Specimen signature in respect of Shri.....

.....Designation.....

Personal No.....

1.....

Signature Attested
D.D.O.
Office Seal

2.....

3.....

Detail of Earned Leave Account of Shri.....

DAO-I/DAO-II/Sr. DAO

Sl. No.	Period	Leave Earned	Total Earned Leave	Leave Taken		Balance E/L

**Signature of D.D.O./Ex. En.
Office Seal**

ANNEXURE 'C'

RECEIPTED BILL

Received the sum of Rs.....
..... being the total of entitlement of Rs.....
from the Insurance Fund and/or Rs..... from
the saving fund accrued to
Name
DesignationGroup A/B/C/D.....Central
Govt. Employees Group Insurance Scheme 1990.

Affix Revenue Stamp

Signature (s) of receipt(s)

Dated

(Name in block letters)

FOR USE IN DEPARTMENT/OFFICE

- (a) Relevant bio-data of the member
 - 1. Type of group of the member (i.e. lowest Viz * DCBA on initially joining the scheme on).
 - 2. Year of acquiring membership of higher group.

(i)	C	19
(ii)	B	19
(iii)	A	19

be countersigned for payment of Rs.....
(Rupees)
to claimant(s).

Signature

Date

Designation of DDO

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for payment of Rs.....

Payment through cheque (s) No..... Date.....(Rs.)

Pay and Accounts Officer

* Delete whichever is not applicable

वसूली जाँच अनुशासनात्मक कार्यवाही सम्बन्धी प्रमाण पत्र

प्रमाणित किया जाता है कि श्री
ख0ले0अ0.1 / ख0ले0अ0.2 / व0ख0ले0अ0.....के
विरुद्ध कोई भी वसूली शेष नहीं है तथा उनके विरुद्ध कोई भी जाँच एवं अनुशासनात्मक कार्यवाही नहीं चल
रही है ।

श्री ख0ले0अ0.1/ख0ले0अ0.2/व0ख0ले0अ0 का

सेवा सत्यापन विवरण

1. जन्म तिथि
2. कार्यभार ग्रहण करने की तिथि
3. सेवा निवृत्ति की तिथि

क्रमांक	तैनाती का स्थान	पद	अवधि	सेवा सत्यापन का विवरण	
				अवधि	सेवा पुस्तिका का पृष्ठ सं०