

Form No 3
[See Rule 54 (12)]
Details of Family

1. **Name of the Government Servant** :
2. **Designation** :
3. **Date of Birth** :
4. **Details of the members of my family *as on** _____

S. No	Name of the members of family*	Date of Birth	Relationship with the officer	Marital Status	Remarks	Dated Signature of Head of Office
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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

Place _____
Dated the _____

Signature of the Government Servant.

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's 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.

FORM 5
[See rules 59 (I) (c) & 61(1)]
[Also see rules 5 (2),12,13 (3),14 (I) and 15 (3) of
Central Civil Services (Commutation of Pension)Rules. 1981]

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement

1	Name		
2	(a)	Permanent Account Number for Income Tax (PAN)	
	(b)	Aadhaar No., if available	
3	Specify a few marks of identification, not less than two, if possible		
	(i)		
	(ii)		
4	Height		
5	Address after retirement/permanent address for future correspondence:		
6	Bank Account No. to which pension is to be credited: (Joint account, either or survivor, with the spouse) (In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).		
7	Name of the Branch of Bank through which pension is to be drawn		
	(a)	BSR code of the branch	
	(b)	IFSC code of the branch	
8	Indicate whether family pension is also admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government		
9.	I desire to commute % (up to 40%) of my superannuation pension in accordance with the Provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.		

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

Enclosures as per check-list are enclosed.

Signature:
Designation:
Ministry/Department/Office:
Mobile No.:
Email-ID:

Place:-

Date:-

Note 1: Commutation of pension is optional. Item 9 may be stuck off if the retiring Government servant does not desire to commute a percentage of pensions.

Note 2: A separate application for commutation of superannuation pension in Form I-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

Check List of Documents to be submitted along with Form 5

S.No	Description of documents to be enclosed	Whether enclosed
1 (a) (b)	(a) Two specimen signatures (to be furnished in a separate sheet) (b) Additional information (Only in case of an illiterate or disabled 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 and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.	
2.	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	
3.	Details of the family in Form 3.	
4.	Undertaking III Form 26, for those who served III Security-related or Intelligence Organizations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5.	Written statement for counting of period of service under rule 59(1)(a), if any	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form.	
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form.	

FORM 7**[See rules 58, 60, 61 (1) & (3) and rule 65(I)J****Form for assessing Pension/Family Pension and Gratuity****[To be sent six months before the Date of Retirement to the PAO]**

PART-I		
1	Name of the retiring Government employee	
2	Father's/Husband's name	
3	PAN No.	
4	Height & Marks of Identification	
5	Date of Birth	
6	Service to which he/she belongs (indicate name of organised service, if any, otherwise say, General Central Service)	
7	Particulars of post held at the time of retirement -	
	(a) Name of the Office	
	(b) Post held	
	(c) Scale of pay/Pay Band & Grade pay of the post	
	(d) Basic Pay / pay in the Pay Band & Grade pay	
	(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms	
	(f) If on foreign service, scale of pay/ pay band, pay in the pay band & grade pay of the post in the parent department.	
8	Whether declared substantive in any post under the Central Government	
9	Date of beginning of service	
10	Date of ending of service	
11	Cause of ending of service (please tick one)	
	(a) Superannuation (Rule 35)	
	(b) Voluntary retirement on being declared surplus (Rule 29-A)	
	(c) Voluntary/premature retirement at the ...initiative of the Government servant [under Rules 48, 48-A and FR 56 (k)]	
	(d) Premature retirement at the initiative of the Government [Rule 48 or FR 56 (j)]	
	(e) Permanent absorption in public sector undertaking/autonomous body (Rule 37 or 37-A/37-B)	
	(f) Invalidment on medical ground (Rule 38)	
	(g) Due to abolition of post (Rule 39)	

	(h) Compulsory retirement (Rule 40)														
	(i) Removal/dismissal from service (Rules 24 and 41)														
	(j) Death														
12	In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40)														
13	In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)														
14	Particulars relating to military service, if any -														
	(a) Period of military service														
	(b) Terminal benefits drawn/being drawn for military service														
	(c) Whether opted for counting of military service towards civil I pension (Rule 19)														
	(d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded														
15	Particulars relating to service in autonomous body/State Government, if any –														
	(a) Particulars of service:														
	<table border="1"> <thead> <tr> <th rowspan="2">Name of the Organization</th> <th rowspan="2">Post held</th> <th colspan="3">Period of Service</th> </tr> <tr> <th>From</th> <th>To</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of the Organization	Post held	Period of Service			From	To	Period						
Name of the Organization	Post held			Period of Service											
		From	To	Period											
	(b) Whether the above service is to be counted for pension in the Government														
	(c) Whether the autonomous organisation has discharged its pensionary liability to the Central Government														
16	Whether any departmental or judicial proceedings in terms of rule 9 of the CCS (Pension) Rules, 1972 are pending against the retiring employee. (If yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue official orders.)														
17	Qualifying service -														
	(a) Details of omission, imperfection or														

	deficiencies in the Service Book which have been ignored [under Rule 59 (1) (b) (ii)]		
	(b)	Period not counting as qualifying service	
	<i>I</i>	Boy service (2nd proviso to Rule 13)	
	<i>ii</i>	Extraordinary leave not counting as qualifying service (Rule 21)	
	<i>iii</i>	Periods of suspension not treated as qualifying service (Rule 23)	
	<i>iv</i>	Interruptions in service [Rule 27 (1) (b) and Rule 28 (c)]	
	<i>V</i>	Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)	
	<i>vi</i>	Any other period not treated as qualifying service (give details)	
	(c)	Additions to qualifying service-	
	<i>I</i>	Civil service (Rule J8)	
	<i>ii</i>	Military service (Rule 19)	
	<i>iii</i>	Benefit of service in an autonomous body	
	(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)	
18	Emoluments		
	(a)	Emoluments in terms of Rule 33	
	(b)	Emoluments drawn during ten months preceding retirement-	
		From	TO
			Rate of Pay (Including NPA)
			Amount
	Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 7 below Rule 33)		
	(c)	Average emoluments (Rule 34)	
	(d)	Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 49)	
	(e)	Emoluments reckoned for retirement gratuity/death gratuity (Rule 50)	
	(f)	Pay reckoned for family pension (Rule 54)	
	19	Amount of retirement gratuity/death gratuity (Rule	

19	Amount of retirement gratuity/death gratuity (Rule 50)(Refer S.No9 of Calculation Sheet.	
20	Details of Government dues recoverable out of gratuity -	
	(a) Licence fee for Government accommodation [see sub-rules (2), (3) and (4) of Rule 72]	
	(b) Dues referred to in Rule 73	
	(c) Amount indicated by Directorate of Estates to be withheld under sub-rule (5) of Rule 72	
21	(a) Proposed pension/service gratuity (Rule 49)	
	(b) Proposed dearness relief on pension (as on the date of retirement)	
	(c) Date from which pension is to commence (Rule 83)	
22	Rate of Family Pension -	
	(a) Enhanced rate [Rule 54(3)]	
	(b) Period for which family pension will be payable at enhanced rate	
	(c) Ordinary rate [Rule 54(2)]	
	(d) Date from which ordinary rate of family pension will be payable	
23	Commutation of pension -	
	(a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)	
	(b) The percentage of pension commuted	
	(c) Amount of monthly pension commuted	
	(d) Commuted value of pension	
	(f) Date from which reduced pension is payable	
	(g) Date from which commuted pension is to be restored	
24	Post-retirement address of the retiree	
25	e-mail ID, if any	
26	Mobile number, if any	

Signature of tile
Head of Office

FORM 7 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

S.No	Description of documents to be enclosed	Whether enclosed
1	Whether retiring employee is an allottee of Government accommodation	
2.	If retiring employee is not an allottee of Government accommodation, date on which ,'No demand certificate' issued by the office	
3.	The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57-	
4.	Date of receipt of 'No demand certificate' from Directorate of Estates	
5.	Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates	
6.	Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59	
7.	Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73 (I)	
8.	Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension.	
9	Whether any objection received from the employee on the above certificate	
10	Date on which the employee submitted his application for pension in Form 5	
11	Whether nominations made in Common Nomination Forms for (i) death gratuity/retirement gratuity (ii) payment under CGEGIS (iii) amount of GPF, if applicable (iv) arrears of pension (v) commuted value of pension (if applicable)	
12	(i) Has the retiring Government servant worked in any of the organizations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972 (ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record	
13	Whether Details of Family in Form 3 attached	
14	Whether Medical certificate of incapacity (for invalid pension) attached.	
15	Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).	
16	Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal/removal	

	against Item No. 12 or 13 placed on record.	
17	Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.	
18	Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)	
PART-II		
1	Date of receipt of pension papers by the Accounts Officer from Head of Office	
2	A Length of qualifying service	
	B Pension	
	(i) Class of Pension	
	(ii) Amount of monthly pension	
	(iii) Date of Commencement	
	C Commutation of Pension	
	(i) Portion of pension commuted, if any	
	(ii) Commuted value of portion of pension commuted, if any	
	(iii) Residuary pension after commutation	
	(iv) Date from which reduced pension is payable	
	(v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live	
	D. Retirement/Death Gratuity -	
	(i) Total amount of gratuity	
	(ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 72(I) and 72(4))	
	(iii) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 72(5))	
	(iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 73)	
	(v) Net amount to be released immediately	
	E. Family Pension -	
	(i) At enhanced rate	
	(ii) Period for which Family Pension at	

		enhanced rate is payable	
	(iii)	At normal rate	
3		Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited	

Accounts Officer

PENSION CALCULATION SHEET

1	Name	
2	Designation	
3	Scale of pay / Pay Band & Grade Pay	
4	Date of Birth	
5	Date of entry in the Government Service	
6	Date of Retirement	
7	Length of qualifying <i>service</i> reckoned for pension/gratuity (as indicated in PPO)	
8	Emoluments drawn during the last ten months	
9	(1) Emoluments or <i>Average</i> emoluments, whichever is more beneficial for pension (as indicated in PPO)	
	(2) Pension admissible (if qualifying <i>service</i> is ten years or more) Calculations to be shown as follows :- Emoluments or <i>Average</i> Emoluments/2	
10	(1) Emoluments for gratuity (as indicated in PPO)	
	(2) Retirement gratuity admissible Calculation to be shown as follows Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.)	
11	(1) Pay for Family Pension (as indicated in PPO)	
	(2) Family Pension admissible	
	Calculations to be shown as follows :- (a) Ordinary Family Pension: Pay X 30% subject to prescribed minimum and maximum	
	(b) Enhanced Family Pension: Pay -i- 2 [Subject to prescribed minimum and maximum as per Rule 54]	

Head of Office

Countersigned by AO(Pension)

Copy to:- Shri Smt. I. Kumari , ,
retiring Govt. Servant

FORM 8

[See rule 61 (1)]

[Form of *letter* to the Accounts Officer forwarding the pension papers of a Government servant]

No .

Government of India

Ministry of

Department/Office

Dated the

To

The Pay and Accounts Officer/ Accountant-General

Subject:- Pension papers of Shri/Srnt./Kumari_____ for
authorisation of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Smt/Kumari
_____, of this Ministry/ Department/Office for further
necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Govt. servant and which need to be recovered out of the amount of retirement gratuity are indicated below: -

- | | | |
|-----|--|-----|
| (a) | Balance of the house-building or conveyance advance | Rs. |
| (b) | Overpayment of pay and allowances including leave salary | Rs. |
| (c) | Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961) | Rs. |
| (d) | Arrears of licence fee for occupation of Government accommodation | Rs. |
| (e) | The amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement | Rs. |
| (f) | Amount to be withheld as per intimation of the Directorate of Estates under rule 72(5), if any | Rs. |
| (g) | Any other assessed dues and the nature thereof | Rs. |

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 pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/pensioner.

5. The retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Your faithfully,

Head of Office.

List of enclosures

- 1) Form 5 and Form 7 duly completed, along with enclosures and checklists.
- 2) Service Book (date of retirement to be indicated in the service book).

NOTES

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

FORM 10

[See rule 77(2)]

**Form of letter to the nominee of a deceased Government servant where valid nomination
for the grant of the death gratuity exists**

No .

Government of India

Ministry of. .

Department/Office .

Dated the .

To

_____,
_____,
_____,

Subject:- Payment of death gratuity in respect of the late

Shri/Smt/Kumari_____ . .

Sir/Madam,

I am directed to state that in terms of the nomination made by the late Shri/Smt.,_____ (Name & Designation) in the Office/Department/Ministry of_____ a death gratuity is payable to his/hernominee(s). A copy of the said nomination is enclosed herewith.

2. I am to request that a claim for the grant of the gratuity may be submitted by you in the enclosed Form 12.

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

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 pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/pensioner.

5. The retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Yours faithfully,

Head of Office

List of enclosures

- 1) Form 5 and Form 7 duly completed, along with enclosures and checklists.
- 2) Service Book (date of retirement to be indicated in the service book).

NOTES

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

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)-				
S.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
4	Details of Bank with Account No., IPSC 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 13

[See rule 77(3)]

(Form of letter to family member of a deceased Government Servant for grant of family pension)

No .

Government of India

Ministry of. .

Department/Office .

Dated the .

To

_____,
_____,
_____,

Subject:- Payment of Family Pension in respect of the Late Shri /Smt / Kumari

_____.

Sir/Madam,

I am directed to state that in terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, a family pension is payable to you in respect of the late Shri/Smt _____, (Name and Designation) in the Office/Department/Ministry of _____

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 14.

3. In the event of death or ineligibility after re-marriage of the widow/widower, the Family Pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of rule 54 of Central Civil Service (Pension) Rules. 1972.

4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the condition that her earning is less than or equal to the sum of minimum family pension under the Central Civil Service (Pension) Rules, 1972 and Dearness Relief on it.

Yours faithfully.

Head of Office

FORM 14

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

Form of application for family pension on death of a Government servant pensioner / 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 / family pensioner			
	(v)	PPO No. of Government servant pensioner / family pensioner			
2	Name and other details of claimant(s)				
S. No	Name	Date of birth	Relationship with deceased servant.	with Govt	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-				
S. No	Name	Date of Birth	Relationship with the minor/ mentally disabled claimant	Relationship with deceased Govt 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 the 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	

Encl: As per 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)

(i i)

Note 1.- Form J 4 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 FOR DOCUMENTS TO BE SUBMITTED WITH FORM 14

S. No	Description of documents to be enclosed	Whether enclosed
1	<p>Two specimen signatures of claimant (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.</p> <p>(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.</p> <p>If such an on account of physical disability is unable to give left hand thumb and finger impression 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.)</p>	
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 18

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

Form for assessing and authorizing 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 named 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 substantatively			
	(c) Officiating post			
	(d) Scale of pay/Pay Band & Grade pay			
	(e) Basic Pay / pay in the Pay Band & Grade pay			
	(f) Whether the last post held was under the Government or outside the Government on foreign service term.			
	(g) If on foreign service, scale of pay/ pay band, pay in the pay band & 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 the 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)	Period of non-qualifying service -	From
	<i>I</i>	Interruption in service condoned under rule 27 & 28	To
	<i>II</i>	Extraordinary leave not counting as qualifying gratuity	
	<i>III</i>	Periods of suspension treated as non-qualifying service	
	<i>IV</i>	Boy service (2 nd proviso of rule 13)	
	<i>V</i>	Period of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)	
	<i>VI</i>	Any other service not treated as qualifying service.	
		Total period of non-qualifying service	
	(C)	Addition of qualifying service -	
	<i>I</i>	Civil service (Rule 18)	
	<i>II</i>	Military service (Rule 19)	
	<i>III</i>	Benefit of service in an autonomous body	
	Total period of non-qualifying service		
(d)	Net qualifying service		
(e)	Qualifying service expressed in terms of completed six monthly period (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:-		
	(a)	Licence fee for occupation of Government accommodation [See rule 80-C]	
	(b)	Amount to be withheld as indicated by the Directorate of Estates [See rule 80-C (i) (v)]	
	(c)	Dues referred to in rule 80-C (2)	

15	Net amount payable as death gratuity				
16	Details of nominee(s) to who death gratuity is payable				
S.No	Name	Share in 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 the guardian	Date of birth Address	Relationship 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-				
S.No	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 the guardian	Address of the guardian	Relationship with deceased Govt servant.
23	Head of Account to which death gratuity and family pension are debitible			

Place:-

Dated the

Signature
Head of Office

PART II
Account Enforcement
Section I

1	(i) Total period of qualifying service accepted for Death Gratuity.			
	(ii) Total period of qualifying 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			
S. No	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,
Accounts Officer

the

Section II

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

1	Provision family pension	Rs	p.m
2	Death Gratuity [amount mentioned in item 13(b) of Section I]	Rs	
	Less (3) 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
Head of Office

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 .

Dated, the _____

To

The Pay and Accounts Officer

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,

Head of office

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).

FORM 20
[See rule 81(2)]

**Form of letter sanctioning Family Pension to a member (other than spouse)
on death of a retired Government servant**

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

Dated the _____

To

The Pay and Accounts Officer

Subject:- Grant of Family Pension to the child/children/dependent parents/disabled siblings.

Sir/Madam,

I am directed to say that Shri/Smt _____ formerly _____ (Designation) in this Ministry/Department was authorized pension of Rs _____ with effect from on his/her retirement from service.

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt _____, died on _____ and that at the time of death left no widow/widower but was survived by the following members of family:-

S. No	Name	Date of Birth	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

3. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt.....

.....The Family Pension will be payable, on behalf of the
minor/mentally disabled child, to
Shri/Smt. _____
who is the nominee/guardian.

4. Sanction for the grant of Family Pension of Rs per month to Shri/Kumari/Smt. . . .
. is hereby accorded. The Family Pension will take effect
from and will be tenable as per the provisions of sub-rule (6) of rule 54 of the Central
Civil Services (Pension) Rules, 1972.

5. The Family Pension is debitable to the Head .

6. Your attention is invited to the enclosures forwarded herewith.

7. The receipt of this letter may be acknowledged and this
Ministry/Department/Office informed that necessary instructions for the disbursement of
family pension have been issued to the disbursing authority concerned, under intimation
to family pensioner.

Yours faithfully,

Head of Office

List of enclosures-

1. Forms 14 (along with check-list)

FORM 21

[See rule 81(2)]

Form of letter sanctioning Family Pension to another member of family
on death or Ineligibility of a recipient of Family Pension

No .

Government of India

Ministry of. .

Department/Office .

Dated the _____

To

The Pay and Accounts Officer

Subject:- Grant of Family Pension on death or ineligibility or a recipient of Family Pension

Sir/Madam,

I am directed to say that
Shri/Smt _____ (relationship) of late
Shri/Smt _____ formerly
_____ (Designation) in this Ministry/Department was
authorized payment of Family Pension of Rs _____ with effect
from _____ vide PPO
No _____.

2. Intimation has been received in this Ministry/Department/Office that
Shri/Smt _____ died /ceased to be eligible for family
pension on account of _____ on _____ (date)

**3. There are the following surviving members of family of the deceased Government
servant/pensioner: -**

S. No	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

4. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt..... The Family Pension will be payable on behalf of the minor/mentally disabled child to Shri/Smt..... who is the nominee/guardian.

5. Sanction for the grant of Family Pension of Rs _____ per month to Shri/Kumari/Smt _____ is hereby accorded. The Family Pension will take effect from _____ and will be tenable as per the provisions of sub-rule (6) of rule 54 of the Central Civil Services (Pension) Rules, 1972.

6. The Family Pension is debitable to the Head _____

7. Your attention is invited to the enclosures forwarded herewith.

8. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,

Head of Office

List of enclosures-

1. Form 14 (along with check-list)

FORM 22

[See rule 81(4)]

Form of application for the grant of Residuary Gratuity on the death of a pensioner
(To be filled in separately by each claimant)

1	(i)	Name of the pensioner in respect of whom residuary gratuity is being claimed			
	(ii)	Office/Department/Ministry served last			
	(iii)	Date of retirement of pensioner			
	(iv)	Date of death of pensioner			
	(v)	PPO No. of pensioner, if applicable			
2	Name and other details of claimant(s)				
S. No	Name	Date of birth	Relationship with deceased servant.	with Govt	Postal Address
3	In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian-				
S. No	Name	Date of Birth	Relationship with the minor	Relationship with deceased servant.	with Govt
4	Account No., name and BSR code of the Branch of Bank to which amount is to be credited:				
5	Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to deceased pensioner:				
6	Amount of retirement gratuity received by the				

	deceased pensioner:	
7	The amount of pension (including ad hoc increase, if any)/service gratuity drawn by the deceased till the date of death:	
8	If the deceased had commuted a portion of pension before his death, the commuted value of the pension:	
9	Total of items 6,7 and 8:	
10	Amount of death gratuity equal to 12 times of the emoluments:	
11	The amount of residuary gratuity claimed, i.e., the difference between the amount shown against items 10 and 9:	

Encl: Specimen signatures/thumb impression
duly attested by a Gazetted Government servant

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)

(i i)

Note 1.- If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad-hoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.

Note 2.- Two specimen signatures duly attested by a Gazetted Government servant (to be furnished in a separate sheet). 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 a person 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.

FORM 23
See rule 38(3)J
Form of Medical Certificate

Certified that I/(We) have carefully examined
_____ son of
_____, a
_____ in the His age by his own statement
is _____ years, and by appearance about. years. I/(We) consider
_____ to be completely and permanently
incapacitated for further service of any kind in the Department to which he belongs in
consequence of (here state disease or cause).

(If the incapacity does not appear to be complete and permanent, the certificate
should be modified accordingly and the following addition should be made.)

"I am/We are of opinion that AB is fit for further service of a less laborious
character than that which he had been doing/may, after resting
for _____ months, be fit for further service of
less laborious character than that which he had been doing. "

Medical Authority

Place
Dated the

FORM 24
[See rule 32]
Form of certificate of verification of service for pension
No
Government of India
Ministry of
Department/Office
Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt..Km _____
_____(Name and Designation) has completed a qualifying service of years months, days as on (date), as per details given below. The service has been verified on the basis of his service documents-and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S.No	Name of Ministry / Department /Office	From	To	Length of Qualifying Service
1				
2				
3				
4				

Signature & Stamp of Head of Office

To

Shri .
(Name & Designation)

