

## 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 Water Resources,  
River Development & Ganga  
Rejuvenation,  
Central Ground Water Board,

Dated:

To

The Pay & Accounts Officer,  
Central Ground Water Board  
NH IV, Faridabad

**Subject :- Pension papers of**

**for authorization of Pension**

Sir,

I am directed to forward herewith the pension papers of Sh./Smt. \_\_\_\_\_ Central Ground Water Board for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Government 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	<b>Rs.</b>
b)	Overpayment of pay and allowances including leave salary	<b>Rs.</b>
c)	Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)	<b>Rs.</b>
d)	Arrears of License fee for the occupation of Government accommodation.	<b>Rs.</b>
e)	The amount of License fee for the retention of Government accommodation for the permissible period of two months beyond the date of retirement	<b>Rs.</b>
f)	The amount to be withheld as per intimation of the Directorate of Estate Under rule 72(5), if any	<b>Rs.</b>
g)	Any other assessed dues and the nature thereof	<b>Rs.</b>
	<b>TOTAL</b>	<b>Rs.</b>

3. Your attention is invited to the list of enclosures which is forwarded herewith

4. The receipt of this letter may be acknowledged and this Ministry/ Department / Office informed that necessary instructions for disbursement of pension have been issued to disbursing authority concerned.

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

6. **It is also certified that 'no Vigilance Case is either pending or contemplated against the above retiring person.**

Yours faithfully

**Head of Office**

#### LIST OF ENCLOSURES

- Form 5 and Form 7 duly completed, along with enclosures and checklist.
- Service Book (Date of retirement to be indicated in the Service Book)

#### **NOTES**

- When initial or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
- 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 Account Officer without Form 5. The Form 5 may be sent as soon as it is obtained From the Government servant.

## FORM 7

**Form for assessing Pension/ Family Pension and Gratuity**

**[See Rules 58, 60, 61 (1) and (3) and 65 (1)]**

## PART I

1. Name of the retiring Government employee
2. **Father's** / Husband's name
3. PAN No. & Aadhar No.
4. Height Marks of Identification
5. Date of Birth
6. Service to which belongs (indicate name of Organized service, if any, otherwise say General Central Service)
7. Particulars of post held at the time of retirement
  - a) Name of the Office **Central Ground Water Board**
  - 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 **Rs.**
  - f) If on foreign service, scale of pay/pay band, pay in the pay band & grade pay of the post in the present department
8. Whether Declared substantive in any post under the Central Government?
9. Date of beginning of service
10. Date 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, 48A and FR 56(k)]
  - d) Premature retirement at the initiative of the Government [rule48 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 pension ( Rule 19)
- d) If answer to © 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

Name of Organization	Post Held	Period of service	
		From	To

- b) Whether the above service is to be counted for pension?
- c) Whether the autonomous organization has discharged its pensioners 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 of final orders.)

**17.** Qualifying Service

- a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 59]
- b) Period not counted as qualifying service
  - i) Boy service (2<sup>nd</sup> proviso to Rule 13)
  - ii) Extraordinary Leave not counting as qualifying service (Rule 21)
  - iii) Periods of suspension not treated as qualifying service (Rule 23)
  - iv) Interruptions in service [Rule 27(1)(b) and Rule 28(c)]
  - v) Periods of foreign service with United Nations bodies for which United Nations Pension has been availed (Rule 31)
  - vi) Any other period not treated as qualifying service (give details)
- c) Additions to qualifying service
  - i) Civil service service (Rule 18)
  - ii) Military service (Rule 19)
  - iii) Benefit of service in an Autonomous Body (Rule 37)
- d) Net qualifying service
- e) Qualifying service expressed in terms of completed six monthly periods[period of three months and over is

treated as completed six monthly period] (Rule 49)

18. a) Emoluments:  
b) Emoluments drawn during ten months proceeding retirement –

Form	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 reckoned for retirement gratuity  
e) Emoluments reckoned for family pension  
f) Pay reckoned for family pension (Rule 54)  
19. Amount of retirement gratuity/death gratuity (Rule 50)  
(Refer S. No.9 of Calculation Sheet)  
20. Details of Government dues recoverable out of gratuity-

a)	License fee for Government accommodation [see sub-Rules (2), (3) and (4) of Rule 72]
b)	Dues referred to in Rule 73
c)	Amount indicate by Directorate of Estate 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  
e) Amount of residuary pension after deducting Commuted portion

**Rs.**

- 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

Bank Address :

25. e-mail ID, if any

26. Mobile Number, if any

**Signature of the Head of Office**

### **PENSION CALCULATION SHEET**

1. Name
2. Designation
3. Scale of pay/Pay Band & Grade pay
4. Date of Birth

5. Date of entry in Government service
6. Date of retirement
7. Length of qualifying service reckoned for pension / gratuity  
(as indicated in PPO)
8. Emoluments drawn the last ten Months
9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO) **Rs**
- (2) Pension admissible (if qualifying service is ten years or more)
- Calculation to be shown as follows : **Rs.**  
Emoluments or Average Emoluments/2
10. (1) Emoluments for gratuity (as indicated in PPO) **Rs.**
- (2) Retirement gratuity admissible  
Calculation to be shown as follows :  
Emoluments 4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)
11. (1) Pay for family Pension (as indicated in PPO) **Rs.**
- (2) Family Pension admissible  
Calculations to be shown as follows :  
(a) Ordinary Family Pension : **Rs.**  
Pay x 30% subject to minimum and maximum
- (ii) Enhanced Family Pension : **Rs.**  
Pay / 2

**Head of Office**

**FORM 1-A**

**FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF  
SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION  
WHEN APPLICANT DESIRES THAT PAYMENT OF THE COMMUTED  
VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER**

**PART I**

To

**SUBJECT: Commutation of pension without medical examination**

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below:

1.	Name (in Block letters)	
2.	Father's name (and also husband's name in case of a female government servant)	
3.	Designation	
4.	Name of Office / Department / Ministry in which employed	<b>Central Ground Water Board, Ministry of Water Resources,</b>
5.	Date of Birth (By Christian era)	
6.	Date of retirement on superannuation or on the expiry of extension in service granted under FR 56 (d)	
7.	Percentage of superannuation pension proposed to be commuted (The applicant should indicate the percentage of the amount of monthly pension subject to be maximum of forty percent thereof which he/she desires to commute and not the amount in Rupees)	<b>40% of Basic Pension</b>
8.	Disbursing authority from which pension is to be drawn after retirement (score out which is not applicable)	
(a)	Treasury/Sub-Treasury (Name and complete address of the treasury/Sub-Treasury to be indicated)	
(b) i)	Branch of the nominated nationalized Bank with complete postal address	
ii)	Bank Account No. to which monthly pension is to credited each month	
(c)	Account Office of the Ministry/Department/Office	

**Signature:**

Present Postal Address  
Central Ground Water Board,

Place :  
Dated :

**NOTE :** 1. The applicant should indicate the percentage of the amount of monthly pension (subject to a maximum of forty percent thereof) which he/she desires to commute and not the amount in rupees.

2. Score out which is not applicable.

**PART II**  
**(ACKNOWLEDGEMENT)**

Received from \_\_\_\_\_ (Designation) \_\_\_\_\_ an application in  
Part-I of Form 1-A for commutation of a fraction of pension without medical examination.

Place :  
Dated :

**Signature**  
(Head of Office)

**NOTE :** If the application has been received by the Head of Office before the date of retirement on superannuation, this acknowledgement should be detached from the form and handed over to the applicant, if the form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover to the applicant. In case it is received after the specified date, it should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.

---

]

**PART II**

9. Date of receipt of pension papers by the Account Officer from Head of Office  
Entitlement admitted

A. Length of qualifying service

B. Pension –

(i) Class of pension

(ii) Amount of monthly pension

**Rs.**



- (iii) Date of commencement
- C. Commutation of Pension –
- (i) Portion of pension commuted, if any **40%**
- (ii) Commuted Value of portion of pension  
Committed, if any **Rs.**
- (iii) Residuary pension after commutation **Rs.**
- (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 – **Rs.**
- (i) Total amount gratuity
- (ii) Amount to be adjusted towards arrears  
of license fee for Government  
accommodation and license fee for  
retention of Govt. accommodation  
beyond retirement (Rule 72(1) and 72(4)  
amount intimated by Directorate Estate for  
being withheld
- (iii) on account of unassisted license 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 **Rs.**
- E. Family Pension –
- (i) At enhanced rate **Rs.**
- (ii) Period of which Family Pension at  
Enhanced rate is payable
- (iii) At normal rate **Rs.**
1. Head of Account to which the amount of pension, retirement/death gratuity  
And family pension are to be debited

Head of Office

### PART III

**Forwarded to:-**

**The Pay & Accounts Officer,  
Central Ground Water Board,  
Faridabad**

- i) the particulars furnished by the applicant in Part-I have been verified and are correct.
- ii) the applicant is eligible to get a fraction of his pension commuted without medical examination

iii) the commuted value of pension determined with reference to the Table applicable at present comes to **Rs.**

iv) the amount of residuary pension after commutation will be **Rs.**

2. The pension papers of the applicant completed in all respects were forwarded under this Ministry / Department / Office Letter No. \_\_\_\_\_ dated \_\_\_\_\_. It is requested that the payment order of commuted value of pension be issued one month before the retirement of the applicant.

3. The receipt of Part-I of this Form has been acknowledged in Part-II, which has been forwarded separately to the applicant on \_\_\_\_\_.

4. The commuted value of pension is debatable to Head of Account 2071-Pension & retirement benefits.

**Signature**  
(Head of Office)

Place :

Date :

5. Any subsequent change of address should be notified to the Head of Office.

**FORM 5**

[See rules 59 (1) (c) & 61(1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) 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)

(a) Aadhar No., if available

3. Specify a few marks of identification, not less than two, if possible

1. Height

2. 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
- (c) MICR CODE

i. 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 -

ii. I desire to commute ...40..... % (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 :

Place :

Name :  
Designation :  
Ministry/Department/Office : CGWB  
Mobile No :  
Email ID :

Dated :

Note 1: Commutation of pension is optional. Item 9 may be struck 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 1 -A of Central Civil Service (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government Servant.

## **FORM OF OPTION**

(L) (i) I, \_\_\_\_\_ hereby option of the Medical facilities under Central Government Health Scheme OR other Similar Health Scheme.

OR

(R) (ii) I \_\_\_\_\_ hereby option to claim Fixed Medical Allowance of Rs. 500/- P. M. as I am residing in an where no Central Government Health Scheme facilities are available.

### **TEMPORARY/PERMANENT ADDRESS**

Signature :

Name :

Designation :

Office to which Employed : CENTRAL GROUND WATER BAORD,

Place :

Dated :

(L) (i) To be score out if not applicable

(L) (ii) This is one time OPTION.

**SPECIMAN SIGNATURE OF WHO IS  
DUE TO RETIRE FROM GOVERNMENT  
SERVICE ON SUPERANNUATION ON (A/N).**

Attested Signature of

1.

2.

3.

**PARTICULARS SHOWING THE HEIGHT  
AND PERSONAL IDENTIFICATION MARKS  
OF WHO IS DUE TO**

**RETIRE FROM GOVERNMENT SERVICE ON  
SUPERANNUATION ON (A/N).**

**HEIGHT :**

**MARKS OF PERSONAL :  
IDENTIFICATION**

**LEFT HAND THUMB AND FINGERS IMPRESION  
IN RESPECT OF WHO  
IS DUE TO RETIRE FROM GOVERNMENT  
SERVICE ON SUPERANNUATION ON (A/N).**

**1. Thumb Impression :**

**2. Index Finger :**

**3. Middle Finger :**

**4. Ring Finger :**

**5. Little Finger**

The permanent Residential Address of the retiring  
Person duly attested by Gazetted Officer.

1. Permanent (Home Town) Address :

2. Temporary Address :

**Performa For Example**

**Service Verification Certificate in respect of**

Sr. No.	Period From to	Page No. of Service Book
1.	06.01.1978 to 31.03.1978	Page No. 11 (Volume I)
2.	01.04.1978 to 31.10.1979	Page No. 15 (Volume I)
3.	01.11.1979 to 31.03.1980	-do-
4.	01.04.1980 to 31.12.1980	Page No. 19 (Volume I)



5.	01.01.1981 to 31.03.1981	Page No. 21 (Volume I)
6.	01.04.1981 to 31.03.1983	Page No. 25 (Volume I)
8.	01.04.1983 to 31.03.1984	Page No. 13 (Volume II)
9.	01.04.1984 to 28.02.1999	Page No. 23 (Volume III)
10.	01.03.1999 to 30.11.2002	Page No. 17 (Volume IV)
11.	01.12.2002 to 30.11.2003	-do-

**25 years 10 months 26 days completed as on 30.11.2003 on Page No. 6 (Volume V) as per PAO.**

12.	01.12.2003 to 31.03.2005	Page No. 17 (Volume IV)
13.	01.04.2005 to 30.06.2006	Page No. 16 (Volume IV)
14.	01.07.2006 to 30.06.2013	Page No. 55 (Volume V)
15.	01.07.2013 to 01.01.2016	Page No. 15 (Volume V)

### **Performa For Example**

#### **Deducted Contribution of CGEGIS in respect of Sh./Smt.**

Sr. No.	Amount and Period From to	Page No. of Service Book
1.	Rs. 20/-p.m. from 01.01.1982 to 31.12.1989	Front side of S/B Green Flap

- |    |  |      |
|----|--|------|
| 2. | Rs. 30/-p.m. from 01.01.1990 to 31.12.2009 | -do- |
| 3. | Rs. 60/-p.m. from 01.01.2010 to 31.12.1915 | -do- |

**BSR Code, Full Bank detail with Address**

BSR Code :  
IFSC Code :  
MICR CODE :  
A/C No.

BANK :  
BRANCH :

**E Mail ID and Mobile No.**

**C E R T I F I C A T E**

This is to certify that I,

Central Ground Water Board,

i) is not receipt of any other Pension through any source?

i) is occupying Government Quarter.

Signature :

Name :

Designation :

**ANNEXURE-XI**  
(See Para 12.3 page 6)

**SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER**

Dated :

To

The Branch Manager,  
BANK :  
BRANCH :

Pin :.

Dear Sir,

Payment of pension under P.P.O. No. \_\_\_\_\_ through your Office.

In consideration of you're having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the under signed agree and undertake to refund or make

good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorize the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

Yours faithfully

Signature :  
Name :  
Address :

**Witness :**

(1) Signature :

Name :

Address :

Dated :

(2) Signature :

Name :

Address :

Dated :

## FORM 3

[ See Rule 54 (12) ]

### Details of Family

Name of the Government Servant :

Designation :

Date of Birth :

Date of appointment :

Details of the members of my family ( \*as on )

Serial No.	Name of the members of family*	Date of Birth	Relationship with the officer	Initials of the Head of Office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

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 Government servant*

\*Family for this purpose means family as defined in Clause (b) of Sub-rul (14) of Rule 54 of the CCS (pension) Rules, 1972.

Note:- Wife and husband shall include respectively judicially separated wife and husband.

**FORM 18(Revised as 6<sup>th</sup> CPC)**

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

**Form for assessing and authorizing the payment of family pension and death 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 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 of 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 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 gratuity and family pension as provided in Rules 78 and 79
15. Whether nomination made for death gratuity ?
16. Length of service qualifying for death gratuity / pension

17. Periods of non qualifying service
  - i) Interruption in service condoned under Rule 28
  - ii) Extraordinary leave not qualifying for gratuity
  - iii) Period of suspension treated as non-qualifying
  - iv) Any other service not treated as qualifying service

Total period of non-qualifying service

18 a) Emoluments reckoning for death gratuity

19. Deleted

20. Deleted

21.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 Ruls 54(3))

ii) Period of tenability of Family Pension

a) enhanced rates

b) ordinary rates

22. Persons to whom family pension is payable

i) Name

ii) Relationship with the deceased Government servant

iii) Full postal address

23. Details of Government dues recoverable out of gratuity

i) License fee for occupation of Government accommodation [See Rule 80-C]

ii) Amount of death gratuity to be held over pending receipt of information from the Directorate of Estates [See Rule 80-C (i), (v)]

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 gratuity and family pension in the case of minors ---

26. Place of payment (Treasure, Sub-Treasury of Branch or Public Sector Bank of the Pay and Accounts Office)

27. Head of Account to which death gratuity and family pension are debatable

Place

Dated the

Signature of Head of Office

**FORM-12**

**{See Rule-77(2)}**



**FORM OF APPLICATION FOR THE GRANT OF DEATH GRATUITY ON THE  
DEATH OF A GOVERNMENT SERVANT**

1. (I) Name of the claimant :
- (ii) Date of birth :
2. (i) Name of the guardian in case the claimants are minors :
- (ii) Date of birth :
3. (i) Name of the deceased Govt. Servant in respect of whom gratuity is being claimed :
- (ii) Date of death of Govt. Servant :
- (iii) Office / Ministry in which the deceased served last. :
4. Relationship of the claimant/guardian
5. Full Postal Address of the claimed/guardian:
6. (i) Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their ages, relationship with the deceased Govt. Servant etc.

Sl.No.	Name	Age	Relationship with the deceased Govt. Servant	Postal Address

- (ii) Relationship of the guardian with minor. :
7. Place of Payment of Pension and Gratuity

Signature/Thumb impression  
of the claimant/guardian

8. Two specimen signatures or left hand thumb and finger impressions of the claimant/guardian duly attested.

**9. Attested by:-**

	Name	Full Address	Signature
1			

<b>2</b>			

**10. Witnesses:-**

	<b>Name</b>	<b>Full Address</b>	<b>Signature</b>
<b>1</b>			
<b>2</b>			

## FORM-14

{See Rule-77(3) and 81 (2)}

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

1	Name of 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 Govt. Servant Pensioner.

Sl.No.	Name	Age	Relationship with the deceased Govt. Servant	Date of birth

3	Name and No. of the PPO of the deceased pensioner.	
4	Date of death of Govt. Servant	
5	Office / Ministry in which the deceased served last	
6	If the applicant is guardian, his date of birth and relationship with the deceased Govt. Servant.	
	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	
7	Full Postal Address of the claimed/guardian	
8	Place of Payment of Pension and Gratuity	
9	Enclosures	
	(i) Two specimen signatures of the applicant, duly attested	
	(ii) Two copies of passport size photographs of the applicant, duly attested.	
	(iii) Two 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.	

----2---

	(v) Certificate(s) of age (in original with two attested copies) showing the dates of birth of the children. The certificate should be from the Municipal	
--	---	--

	Authorities or from the local panchayat or from the head of a recognized school.	
10	Indicate whether family pension is 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	
11	Signature or left hand thumb-impression of the applicant	

**12. Attested by:-**

	Name	Full Address	Signature
1			
2			

**13. Witnesses:-**

	Name	Full Address	Signature
1			
2			