

**FORM 10**

\* [See rule 77(2)]

**Form of Letter to the Member or Members of the Family of a Deceased  
Government Servant where valid nomination for the grant of the  
Death-cum-Retirement Gratuity Exists**

No. ....

Government of India .....

Ministry of. ....

Department of .....

Dated the.....

To

.....  
.....  
.....  
.....

**Subject : Payment of death-cum-retirement gratuity in respect of the late**

**Shri/Shrimati** .....

Sir/Madam,

I am directed to state that in terms of the nomination made by the late Shri/Shrimati.....  
.....cum-retirement gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

2. I am 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.

Yours faithfully

Head of Office \*\* |

\* Substituted by Notification No. 6(1)-Per (A)/79, dated 19.5.80.

\*\* The words Audit Officer' omitted by Notification No. 6(1)-Per (A)/79, 19.5.80.

FORM 11

\*[See rule 77(2)]

Form of letter to the member or members of the family of a deceased Government servant where valid nomination for the grant of the death-cum-retirement gratuity does not exist.

No. ....  
Government of India  
Ministry. ....  
Department of .....  
Dated the. ....

To

.....  
.....  
.....  
.....

Subject : Payment of death-cum-retirement gratuity in respect of the late Shri/Shrimati.....

Sir/Madam,

I am directed to say that in terms of rule 50 of the Central Services (Pension) Rules, 1972, a death-cum-retirement gratuity is payable to the following members of the family of late Shri/Shrimati.....(Designation), in the Office/Department/Ministry of..... in equal shares :-

- \* (i) wife/husband including separated wife/husband.
- (ii) sons
- (iii) unmarried daughters ] including step children and adopted children.

2. In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares :-

- \* (i) widowed daughters including step daughters and adopted daughter.
- (ii) father, ] including adoptive parents in case of individuals
- (iii) mother, ] whose personal law permits adoption.
- (iv) brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters.
- (v) married daughters, and
- (vi) children of a pre-deceased son.

3. It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,

Head of Office [ ]

\*Substituted by Notification No. 6(1)-Pen (A)/79, dated 19-5-80.

\*The word 'Audit Officer' omitted by Notification No. 6(1)-Pen (A)/79 dated 19-5-80.

**FORM 12**  
 \*[See rule 77 (2)]  
**Form of application for the grant of death-cum-retirement 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, the guardian should claim gratuity in one Form on their behalf).

1. (i) Name of the claimant in case he is not minor.  
 (ii) Date of birth of the claimant.
2. (i) Name of the guardian in case the claimants are minors.  
 (ii) Date of birth of the guardian.
3. (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.
4. Relationship of the claimant/ guardian with the deceased Government servant.
5. Full Postal Address of the claimant/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. Government servant, etc:-

Serial No.	Name	Age	Relation with the deceased Government Servant	Postal Address
1	2	3	4	5
1.				
2.				
3.				
4.				

(ii) Relationship of the guardian with minor.

\*7. Place of payment of pension and gratuity.

[Treasury, Sub-treasury, Public Sector Bank Branch or the Pay and Accounts Office].

Signature/Thumb impression  
of the claimant/ guardian

8. Two specimen signatures or left hand thumb and finger impressions of the claimant/guardian duly attested.  
 (To be furnished in a separate sheet)

9. \*\*Attested by:-

Name

Full address

Signature

(i) .....

.....

.....

(ii) .....

.....

.....

10. Witnesses:-

(i) .....

.....

.....

(ii) .....

.....

.....

\*Substituted by Notification No. 6(1)-Pen(A)/79, dated 19.5.80.

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

\*Attestation should be done by two gazetted Government servants or two or more persons of respectability in the town, village or Panchayat in which the applicant resides.

FORM 13

[See rule 77(3)]

**Form of letter to the widow/widower of a deceased Government servant  
for grant of [Family Pension 1964]**

No .....

Government of India .....

Ministry of .....

Department of .....

Dated the .....

To

Shrimati/Shri .....

.....

.....

Subject: Payment of [Family Pension 1964] in respect of the late Shri/  
Shrimati .....

Sir/Madam,

I am directed to say that in terms of rule 54 of the Central Civil Services (Pension) rules, 1972, a [Family Pension 1964] is payable to you as widow/widower of the late Shri/Shrimati.....  
(Designation), in the Office/Department/Ministry of.....

2. You are advised that a claim for the grant of Family Pension 1964 may be submitted in the enclosed Form 14.

3. The\*[Family Pension 1964] will be payable till your death or re-marriage whichever event occurs earlier. In the event of your death or re-marriage, the \*[Family Pension 1964] shall be granted to the child or children, if any, through the guardian.

Yours faithfully

Head of Office.\* [ ] ]

\*Substituted by Notification No. 6(1)-Pen(A)/79, dated 19-5-80.

\*The words "Audit Officer" omitted by Notification No. 6(1)-Pen(A)/79, dated 19-5-80.

**FORM 14**

[See rules 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 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.

S.No.	Name	Relationship with the deceased person	Date of birth by Christian era
1.			
2.			
3.			
4.			
5.			
6.			

3. Name and No. of the P.P.O. of the deceased pensioner.
4. Date of death of the Government servant/pensioner.
5. Office/Department/Ministry in which the deceased Government servant/pensioner served last.
6. If the applicant is guardian, his date of birth and relationship with the deceased Government servant/pensioner.
- 6A. 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 address of the applicant.
- \*8. Place of payment of pension and gratuity (Treasury, Sub-treasury or Public Sector Bank Branch or Pay and Accounts Office).
9. Enclosures:
  - (i) Two specimen signatures of the applicant, duly attested (to be furnished in two separate sheets).
  - (ii) Two copies of passport size photograph 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. \*[specify a few conspicuous marks, not less than two, if possible] (To be furnished in duplicate).

(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 recognised school if the child is studying in such school. This information should be furnished in respect of such child or children the particulars of whose date of birth are not available with the Head of Office. \*[ ]

10. Indicate whether family pension is admissible from any other source-Ministry/State Government and/or a public sector under-taking 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
(i) .....	.....	.....
(ii) .....	.....	.....

13. Witnesses:

(i) .....	.....	.....
(ii) .....	.....	.....

Note:- Attestation should be done by two Gazetted Government servants or two or more persons respectability in the town, village or Pargana in which the applicant resides.

\*Substituted by Notification No. 6(1)-Pen(A)/70, dated 19.5.80.  
 \*Inserted by Notification No. 6(1)-Pen(A)/79, dated 19.5.80.  
 \*The words "Audit Officer" omitted by Notification No. 6(1)-Pen(A)/79, dated 19.5.80  
 \*Inserted by Notification No. 1/2/86-P. and P.W., dated 23.4.87.  
 \*To be furnished in case the applicant is not literate enough to sign his name.

**FORM 18.**

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

**Form for Assessing the payment of family pension and death-cum-retirement gratuity when a Government servant dies while in service**

(To be sent in duplicate if desired in a different circle of accounting unit)

**PART-1**

**Section-1**

1. Name of the deceased Government servant.
2. Father's name (and also husband's name in the case of female Govt. 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
  1. Substantive
  2. 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. Govt. under which service has been rendered in order of employment.
13. The date on which intimation regarding the death of Govt. servant was received by the Head of office.
14. The date on which action intimated to :-
  - I. Obtain claim(s) from the claimant in the appropriate form the 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. Asses the Government dues other than the dues pertaining to occupation of government accommodation as provided in Rule No. 80-C2
  - IV. Asses the service and emoluments qualifying for death-cum-retirement gratuity and family pension as provided in Rule 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 rules 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-cum-retirement gratuity  
b. Amount of death-cum-retirement gratuity.

If family pension 1950 applicable the \*emoluments during the last ten months.

Post held	From	To	Pay	Person/Spl. Pay
				Average emoluments

- I. In a case where the last 10 months include some period to be reckoned for calculating average emoluments an 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 applied and the Government servant has rendered more than ten years service :-
- I. Proposed pension
  - II. Proposed family pension 1950.
  - III. Period of tenability of family pension 1950.
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)
  - 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 :-
1. Licence fee for occupation of Government accommodation (See Rule 80-C)
  2. Amount of death-cum-retirement gratuity to be held over pending receipt of information from the Directorate of Estates (See Rule 80-C (i) (v))
  3. Dues referred to in Rule 80-C(2)
24. Date on which claims received from the claimant.
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 Account Office)
27. Head of account to which death-cum-retirement gratuity and family pension are debitible.

Place :  
Date :

Signature of the Head  
of Office

**DETAILS OF PROVISIONAL FAMILY PENSION AND GRATUITY TO BE DRAWN AND DISBURSED  
BY THE HEAD OF OFFICE IN ACCORDANCE WITH RULE 80.....**

Provisional family pension Rs..... P.M.  
 Gratuity (the amount mentioned in item 18 (b) of part I) Rs. .... P.M.

**Less**

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

Signature of the Head of Office

Place :

Date :

**PART II  
SECTION I**

**Account Enforcement**

1. Total period of qualifying service which has been accepted for
  - I. Death cum-retirement gratuity.
  - II. Family pension 1964 or Family pension 1950
2. Net amount of gratuity after adjusting Govt. dues
3. Amount and the period of tenability of family pension 1964 if death took place
  1. before seven years service
  2. after seven years service
4. Amount and the period of tenability of family pension 1950.
5. Date from which family pension is admissible
6. Head of account to which death-cum-retirement gratuity and family pension are chargeable.

<u>Amount</u>	<u>period of tenability</u>
Rs	from To

**SECTION II**

1. Name of the deceased Govt. servant
2. Date of death of Govt. servant
3. Date on which pension papers are received by the Account Officer
4. Amount of family pension authorised
5. Amount of gratuity authorised
6. Date of commencement of family pension
7. Date on which payment of family pension and gratuity authorised
8. Amount recoverable from gratuity
9. Amount of gratuity held over pending receipt of No Demand certificate

Place :

Date :

Account Officer