

FORM 1

(See Rule 9(1))

Application for permission to Central Services Officers to accept commercial employment within a period of one year after retirement.

A. Particulars of Officer

1.	Name of the Pensioner(in block letters)	
2.	Date of retirement	
3.	Particulars of the Ministry/Department/Office in which the pensioner served during the last five years preceding retirement (with duration)	
4.	Post held at the time of Retirement and period for which held	
5.	Pay scale/Pay Band & Grade Pay of the post and the Pay drawn by the officer at the time of retirement	
6.	Pensionary benefits (a) Gross monthly Pension sanctioned/expected (b) Commutation, if any. (c) Gratuity, if any	

B. Particulars of proposed employment

7.	<p>Details regarding commercial employment proposed to be taken up:- (a) (i) Name of organisation (firm or company or co-operative society, etc.).</p> <p>(ii) Brief nature of the organisation.</p> <p>(iii) Full address of the registered office of the organisation.</p> <p>(iv) Permanent Account Number or Tax Identification Number or Registration Number of the organisation.</p> <p>(b) Products being manufactured by the firm/type of business carried out by the firm etc.</p> <p>(c) Whether the officer had during the last three years of his official career, any dealings with the firm or company or cooperative society, etc.</p> <p>(d) Duration and nature of the Official dealing with the firm</p> <p>(e) Name of the job/post offered</p> <p>(f) Whether post was advertised, if not, how offer made (Attach Newspaper cutting of the advertisement and copy of the offer of appointment, if any)</p> <p>(g) Description of the duties of the Post/job, Remuneration offered for the post/job.</p> <p>(h) If proposing to set up practice, indicate:</p> <p>(i) Professional Qualification in the field of practice</p> <p>(ii) Nature of proposed practice</p>	
8	Any other information which the Applicant desires to furnish in support of his request	

9. Declaration:

I hereby declare that –

(a) I have not been privy to sensitive or strategic information in the last three years of service, which is directly related to the areas of interest or work of the organisation that I propose to join or to the areas in which I propose to practice or consult.

(b) The proposed employment will not involve conflict of interest with the policies of the office held by me during the last three years and the interest represented or work undertaken by the organisation I propose to join will not bring me into conflict with the working of the Government.

(c) The organisation in which I am seeking employment is not involved in activities which are conflict with or prejudicial to India's foreign relations, national security and domestic harmony. The organisation is not undertaking any activity for intelligence gathering. The employment, which I propose to take up also will not entail activities which are in conflict with or involve activities prejudicial to India's foreign relations, national security and domestic harmony.

(d) My service record is clear, particularly with respect to integrity and dealings with Non-Government Organisations.

(e) The proposed emoluments and pecuniary benefits are in conformity with the industry standards.

(f) I agree to withdraw from the commercial employment in case of any objection by the Government.

Undertaking

I hereby solemnly declare that the above information is true to the best of my knowledge and belief and that no material information has been concealed. In the event of any of the information being found to be false the permission may be withdrawn without assigning any reason and without prejudice to any other action the Government may consider appropriate including action under Central Civil Services (Pension) Rules, 2021 and criminal proceedings.

Signature of applicant

Date:

Place :

Address of the Applicant"

FORM 2

(See Rule 9(5))

Check list for processing requests of pensioners for permission to accept commercial employment after retirement

Subject: – Grant of permission to retired Group 'A' Officers for commercial employment after retirement– Case of

.....

1. Date of receipt of application in Office/Ministry/Department

2. Comment with reference to the prescribed criteria –

	Criteria	Comments
a.	The nature of the employment proposed to be taken up and the antecedents of the employer. (If the firm concerned was black-listed by the Government, this should be clearly indicated)	
b.	Are his duties in the employment which he proposes to take up such as might bring him into conflict with Government?	

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant

Mobile No.

Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed.

Note 3 : The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated, under the following Rules :—

1. Central Civil Services (Pension) Rules, 2021 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government Employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Verified that the nomination(s) made by the Government servant is/are in accordance with the provisions of the relevant rules. Entry of receipt of nomination(s) has been made in pageVolume.....of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

FORM 4

[See rules 50 (15), 57, 58, 59, 60, 62, 74, 79 and 80]

Details of Family

Important

1. The original Form submitted by the Government servant is to be retained. All additions/alterations are to be communicated by the Government servant/pensioner along with the supporting documents and the changes shall be recorded in this Form under the signature of Head of Office in column (7). No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 6.

2. The details of all members of family (whether eligible for family pension or not) including spouse, all children, parents /parents in law and disabled siblings (brothers and sisters) may be given.
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.
4. Wife and husband shall include judicially separated wife and husband.
5. The pensioner shall intimate the details of change in family structure after retirement in Form 5.
6. Copies of birth certificates to be attached. If birth certificate is not available, then copy of any other certificate, as proof of date of birth, may be attached.

Name of the Government servant		Designation		Nationality	
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Details of family members:

S.N.	Name	Date of birth (DD/MM/YYYY)	Aadhaar no.* (voluntary)	Relationship with Govt. servant	Marital status	Remarks	Dated signature of Head of Office
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

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

E-mail: (Optional) Place:

Mobile: Date (Signature)

**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to Bank Account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

FORM 5**(See Rule 50(15))****Intimation regarding marriage/birth of a child after retirement****To****The Head of Office**

.....

Sub: Intimation regarding marriage/birth of a child after retirement

Sir,

I am to state that I have married/remarried on..... I give below the requisite particulars of my spouse for necessary endorsement on my PPO. I also enclose three copies of passport size joint photograph with my spouse for necessary action.

1. Name of the Pensioner (as recorded in PPO)

2. Full present Address

3. Date of Retirement

4. (i) PPO No. & Date

(ii) Name of PPO Issuing Authority

5. Name of the Pension Disbursing Authority

(i) Station

(ii) Treasury/DPDO/PAO/PSB, as the case may be

(iii) Bank Branch with full Address and A/c. No.

6. (a) Details of family (as already available in records)

S.No	Name(s) and Address of members of family	Relationship with the Pensioner	Marital Status in case of son/ daughter	Whether the child is physically handicapped

(b) If the application is for inclusion of post-retiral spouse, the date of death/divorce of the previous spouse (Self - attested copies of death certificate/ divorce decree to be enclosed)

7. Particulars of spouse from post-retiral marriage

(i) Name

(ii) Date of marriage with the pensioner. (Please attach self-attested copy of marriage certificate)

(iii) If the pensioner is having a spouse living in addition to the one whose name is proposed to be included, is this marriage valid as per the personal law applicable to the pensioner? If so, give details.

8. Particulars of Children born after retirement

S. No	Name of child born after retirement	Date of Birth (Attach Birth certificate)	Whether the child suffers from any disability

9. Verification

I certify that the particulars furnished above are correct.

Signature of Pensioner

(with name in Block letters and address)

Date

List of Documents to be submitted with Form 5

1. Copy of PPO.
2. Three copies of passport size joint photograph with spouse.
3. Photocopy of the first page of Pass Book of the Joint Bank Account (with spouse) in which the pension is to be credited
4. Self -attested copies of death certificate/ divorce decree
5. Self-attested copy of marriage certificate
6. Birth certificate of child borne after retirement.
7. Disability certificate of child (If the child suffers from a disability)

FORM 6

[See rules 57(1), 58, 59 and 60, 62, 80]

Particulars to be obtained by the Head of Office from the retiring/retired Government Servant**Photograph(s)****1. Detail of Government servant:**

Name		Designation/ Rank	
Date of birth		Date of retirement	
Ministry/Department/Office		PAN No.	
Aadhaar No.*(voluntary)		Nationality	

2. Address after retirement for future correspondence:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone No. (If any)		Mobile No.	
E-mail ID			

3. Details of Bank through which Pension is to be drawn:

Type of A/c	<input type="checkbox"/> Single <input type="checkbox"/> Joint with Spouse	A/c No.	
Bank's Name		Branch	
IFS Code			

Note 1: Please attach a copy of the first page of passbook/cancelled cheque/document showing the name of Account Holder. (The name should be the same in the bank account, this form and the office records.)

Note 2: Please ensure that the Government servant is the Primary Account holder in the Joint Account

Note 3: In case 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.

4. Details of member of the family of Government servant who has been authorised under Rule 57(3) to submit this Form on behalf of the retiring/retired Government servant:

Name		Relationship with the Government servant	
Aadhaar No.*(voluntary)		Nationality	
Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone No. (If any)		Mobile No.	
E-mail ID		Reasons why Government servant is not able to submit this form	

5. I desire to commute % of my pension under Central Civil Services (Pension) Rules, 2021 in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

Note : A member of family who has been authorised under Rule 57(3) to submit this Form on behalf of the retiring/retired Government servant shall not be eligible to apply for commutation of a percentage of pension.

6. Indicate whether family pension is also admissible from any other source- (Tick whichever is applicable)
 Military
 State Govt.
 Public sector undertaking/ autonomous body/ local fund under the Central or State Govt.
7. Whether any departmental or judicial proceedings pending against the Government servant? If so, the details thereof.
8. Whether any member of the family (other than spouse) is proposed to be co-authorised for family pension? (If yes, please attach Form 8.).....Yes/No
9. Whether the Government servant wants to receive Pension Payment Order (PPO) in Office through Head of Office? Yes/No

Declarations:

*** (1)** I am satisfied with the length of qualifying service to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c)

OR

I am not satisfied with the length of qualifying service to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c) and I have submitted a representation in this respect separately.

OR

I have not been intimated about the length of qualifying service to be reckoned for pension and gratuity.

***Tick the statement which is applicable.**

*** (2)** I am satisfied with the emoluments and average emoluments to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c).

OR

I am not satisfied with the emoluments and average emoluments to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c) and I have submitted a representation in this respect separately.

OR

I have not been intimated about the emoluments and average emoluments to be reckoned for pension and gratuity.

***Tick the statement which is applicable.**

(3) 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 list attached

Place:

Date:

(Signature of Government servant/Family member
(with name) authorised to submit this Form)

Note 1: Commutation of pension is optional. Item 5 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring/retired Government servant desires to apply for commutation of pension after submission of this form.

Note 3: Commutation of pension after one year or for commutation of pension in case of compulsory retirement pension/invalid pension/compassionate allowance will be applied in Form-2 of Central Civil Services (Commutation of Pension) Rules, 1981.

**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

List of Documents to be attached with Form 6

1. Two specimen signatures (to be furnished in a separate sheet). If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb on the document in lieu of specimen signature.
2. Form 8, if a family member is proposed to be co-authorised for family pension. In accordance with Rule 63(1), the following members of family are eligible for co-authorisation for family pension along with spouse, if there is no other member of family eligible for family pension before them:
 - Disabled child/ children (Disability certificate to be attached for co-authorisation.)
 - Dependent parents.
 - Disabled siblings. (Disability certificate to be attached for co-authorisation.)
3. Three copies of Joint photograph with spouse or, if it is not possible to submit joint photograph with spouse, separate photographs of self and spouse, along with three copies of photograph of the member or members of the family whose names are to be included in the Pension Payment Order as a co-authorised family pensioner. (Photographs to be attested by Head of Office).
4. Form 4 – Details of Family.
5. Undertaking in Format 9 for refunding any excess payment made by the pension disbursing bank.
6. Nomination for Gratuity, Central Government Employees' Group Insurance Scheme and General Provident Fund in Common Nomination Form –Form 3.
7. Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in common nomination form - Form A.
8. Undertaking in Format 1 (applicable for those who served in Security-related or Intelligence Organizations referred to in rule 7 of the Central Civil Services (Pension) Rules, 2021).
9. Form for submitting details under Anubhav (optional).
10. Form of option for availing Medical facilities of Central Government Health Scheme or Fixed Medical Allowance after retirement
11. Photocopy of the first page of Pass Book of the Bank Account in which the pension is to be credited or any other bank document showing the name and account details of Account Holder
12. Copy of PAN Card

FORM 7

[See rules 59, 60, 63, 80]

Form for Assessing Pension/Family Pension and Gratuity

[To be sent to the PAO four months before the date of retirement]

PART-I (To be filed by Head of Office)

1. Name of the retiring Government servant		Nationality	
Name of Mother/Father		<input type="checkbox"/> Mother	<input type="checkbox"/> Father
*Aadhaar No. (if available)	PAN no.	Date of Birth (DD/MM/YYYY)	
2. Post held at the time of retirement: -			
(a) Name of the office	(b) Post held	(c) Level of pay in the pay matrix	(D) Basic pay
(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms			
(f) Level of pay /basic pay in the pay matrix of the post in the parent department			
Whether declared substantive in any post under the Central Government			
3. Date of beginning of service (DD/MM/YYYY)	4. Date of ending of service (DD/MM/YYYY)		
5. Cause of ending of service (please tick one)			
(a) Superannuation (Rule 33)	(b) Voluntary retirement on being declared surplus (Rule 34)		
(c) Voluntary retirement [under Rules 43 or FR 56 (k)]			
(d) Premature retirement at the initiative of the Government [Rule 42 or FR 56 (j)]			
(e) Permanent absorption in State Government/ public sector undertaking/autonomous body (Rules 35, 36, 37 or 38)			
(f) Invalidation on medical grounds (Rule 39)			
(g) Compulsory retirement (Rule 40)	(h) Dismissal/Removal from service (Rules 24 and 41)		
5.A. 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)			
5.B. 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)			
6. 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 20)			
(d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded			

7. Service in Autonomous body/State Government, if any :-												
(a) Details of service :			Name of organisation				Post held					
Period of service		From (DD/MM/YYYY)				To (DD/MM/YYYY)						
(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												
8. Whether any departmental or judicial proceedings are pending against the retiring Government servant. If yes, particulars of Memorandum of charges/suspension order/criminal case may be indicated.(In terms of Rule 8, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders thereon.)												
9. Details of Service												
(a) Period of service		From To				Total duration of service						
(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 57(1) (b)(ii)]												
(c) Period not counted as qualifying service :-												
(i) Boy service (2nd proviso to Rule 11)												
(ii) Extraordinary leave not counted 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 Nation Bodies for which no pension contributions are payable/paid (Rule 29)												
(vi) Any other period not treated as qualifying service (give details)												
(d) Additions to qualifying service :-												
(i) Civil service (Rule 19)						(ii) Military service (Rule 20)						
(iii) Benefit of service in a State Government or Autonomous Body (Rule 13/Rule 14)						Temporary Status service (Rule 15)						
(e) Net qualifying service (a – b – c + d)												
(f) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (Rule 44 and Rule 45)												
10. Emoluments :-												
(a) Emoluments in terms of Rule 31												
(b) Emoluments during ten months preceding retirement-			From (DD/MM/YYYY)				To (DD/MM/YYYY)					
From Date	To Date	Basic Rate	NPA			Other pay			Basic pay for the purpose of Average Emoluments			

						(including NPA)
<p>Note : If the officer was on foreign service immediately before retirement, the emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Rule 31)</p>						
(c) Average emoluments (Rule 32)						
(d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 44)						
(e) Emoluments reckoned for retirement gratuity [(a) or (c), whichever is higher] (Rule 45)						
(f) Pay reckoned for family pension [(a) or (c), whichever is higher] (Rule 50)						
11. Proposed Pension Details:-						
(a) Proposed pension / service gratuity (Rule 44)						
(b) Proposed dearness relief on pension (as on the date of retirement)						
(c) Date from which pension is to commence (Rule 81)						
(d) Date from which provisional pension under Rule 62 being paid, if any.		Date upto which provisional pension is sanctioned by HOO		Amount of provisional pension being paid (per month)		
12. (a) Amount of retirement gratuity (Rule 45)						
(b) Amount of Provisional gratuity paid under Rule 62, if any						
13. Details of Government dues recoverable out of gratuity						
(a) Licence fee for Government accommodation [see sub-rules (2), (3) & (4) of Rule 68]						
(b) Dues referred to in Rule 69						
(c) Amount indicated by Directorate of Estates to be withheld under sub-Rule (5) of Rule 68						
14. Amount and Period of family pension :						Amount
(a) Enhanced rate [Rule 50(2)(a)(iii)]						
(b) Ordinary rate [Rule 50(2)(a)(i)]						
Note: In the event of death of pensioner, the family pension at enhanced rate shall be payable for a period of seven years, or for a period up to the date on which the retired deceased Government servant would have attained the age of 67 years had he survived, whichever is less.						
15. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order						
a. Name of the Spouse						
b. Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife)						
c. Names and relationship of other family members, referred to in (b) above.					1.	
					2.	
					3.	
d. Name of family member to be co-authorized (i.e. disabled child/dependant parent/disabled sibling)						

16. Whether Fixed Medical Allowance is admissible		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount(₹)
17. Commutation of pension :-				
(a) Percentage of pension commuted				
(b) Amount of monthly pension commuted				
(c) Commuted value of pension				
(d) Amount of residuary pension after deducting commuted portion				
Post-retirement address of the retiree				
e-mail ID, if any		Mobile number		
<i>*Providing Aadhaar No. is voluntary. However, if it is provided consent to link it to Bank Account for authentication of identity from UIDAI for pension related purpose only, is presumed.</i>				

Note: Commuted part of pension will be restored after 15 years from the date of retirement or payment of commuted value of pension, whichever is later.

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

1. Whether retiring Government servant is an allottee of Government accommodation											
2. The date on which action initiated to obtain the 'No demand certificate from the Directorate of Estates as provided in Rule 55.											
3. Date of receipt of 'No Demand Certificate' from Directorate of Estates											
4. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates											
5. If retiring Government servant is not an allottee of Government accommodation, date on which 'No Demand Certificate' issued by the office(DD/MM/YYYY)											
6. Date on which a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity and pension was provided to the Government servant. (DD/MM/YYYY)											
7. Whether any objection received from the Government servant on the above certificate											
8. Whether the objection has been resolved to the satisfaction of Government servant											
9. Whether nominations made in common nomination forms for											
(i) Death gratuity/retirement gratuity		(ii) Payment under Central Government Employees' Group Insurance Scheme									
(iii) Amount of General Provident Fund, if applicable		(iv) Arrears of pension									
(v) Commuted value of pension (if applicable)											
10.(i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 4 of Rule 7 of the Central Civil Services (Pension) Rules, 2021											
(ii) If yes, whether an undertaking in Format 1 has been obtained along with Form 6 and placed on record											
11. Whether name in 'Pension Disbursing Authority' i.e. Bank Account is tallying with service records		<input type="checkbox"/> Yes	<input type="checkbox"/> No								
12. Disbursement of commuted value of pension		<input type="checkbox"/> PAO	<input type="checkbox"/> Disbursing Authority								

PART-II
(Account Authorisation (by Accounts Officer))

Date of receipt of pension papers by the Accounts Officer from Head of Office(DD/MM/YYYY)																							
Entitlements admitted -																							
A. Length of qualifying service																							
B. Pension -		(i) Class of pension								(ii) Amount of monthly pension													
(iii) Date from which provisional pension under Rule 62 being paid by Head of Office, if any.										(iv) Amount of Provisional Pension being paid													
(v) Date up to which provisional pension to be continued																							
										(vi) Date from which regular pension is to commence													
<p>Note 1 : The date from which the final pension shall be commenced by the Pension Disbursing Authority shall be at least two months after the date of issue of the PPO, taking into consideration the time likely to be taken by CPAO and CPPC to process the pension case. Pay & Accounts Office shall record a note in this regard in the PPO while authorizing the final pension.</p> <p>Note 2: The payment of provisional pension shall, accordingly, continue from the office till the date mentioned in the PPO for commencement of final pension by the PDA.</p> <p>Note 3: The HOO will draw and disburse the difference between the amount of pension finally assessed and the amount of provisional pension. If the amount of pension finally assessed is less than the amount of provisional pension, the difference will be adjusted from the amount of gratuity payable failing which, in instalments from pension payable in future.</p>																							
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(DD/MM/YYYY)																							
(v) Date of restoration of commuted portion of pension (subject to the pensioner continuing to live) (DD/MM/YYYY)																							
D. Retirement Gratuity -																							
(i) Total amount of gratuity																							
(ii) Provisional gratuity paid by Head of Office under Rule 62																							
(iii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Government accommodation beyond retirement [Rule 68(1) and 68(4)]																							
(iv) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 68(5))																							
(v) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 69)																							
(vi) Net amount to be released immediately																							
E. Amount and period of Family pension –												Amount				Period							
(i) At enhanced rate																							
(ii) At normal rate																							
F. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order																							
(a) Name of the Spouse																							

(b) Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife)	
(c) Names and relationship of other family members, referred to in (b) above.	
(d) Name of family member to be co-authorised (i.e. disabled child/dependant parent/disabled sibling)	
G. Head of account to which the amount of pension, retirement/death gratuity and family pension are to be debited	

Signature of Accounts Officer

PENSION CALCULATION SHEET

1. Name		2. Designation	
3. Date of birth		4. Level of pay in the pay matrix	5. Basic pay
6 Date of entry in the Government service(DD/MM/YYYY)		7.Date of retirement (DD/MM/YYYY)	
8. Length of qualifying service reckoned for pension/gratuity(as indicated in PPO)			
9(a). Emoluments for pension			
9(b). Emoluments drawn during the last ten months			
9(c). Average emoluments			
10. Emoluments or average emoluments, whichever is more beneficial for pension (as indicated in PPO)			
11. Pension admissible (if qualifying service is ten years or more) calculations to be shown as follows :- Emoluments or average emoluments/2			
12. Emoluments for gratuity (as indicated in PPO)			
13. Retirement gratuity admissible: calculation to be shown as follows :- Emoluments/4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)			
14. Pay for family pension (as indicated in Pension Payment Order)			
15. Family pension admissible (calculation to be shown as follows) :-			

(a) Ordinary family pension : Pay x 30% (subject to prescribed minimum and maximum)	
(b) Enhanced family pension: Pay /2 (Subject to prescribed minimum and maximum)	
16. Details of Commutation of Pension, if any	
(a) The percentage of pension commuted	
(b) Amount of monthly pension commuted	
(c) Commuted value of pension	
(d) Amount of residuary pension after deducting commuted portion	
17. Amount of Fixed Medical Allowance, if admissible	

Office

Signature of the Head of

Countersigned by PAO

Copy to:- Shri/Smt./Kumari

(Retired/retiring Govt. servant)

Form 7-A

[See Rule 63(5)]

Form for Assessing Pension/Family Pension and Gratuity in respect of a Government servant against whom departmental or judicial proceedings were pending at the time of retirement and to whom provisional pension was sanctioned in accordance with Rule 8

PART-I (To be filed by Head of Office)

1. Name of the retiring Government servant					
Name of <input type="checkbox"/> Mother <input type="checkbox"/> Father		<input type="checkbox"/> Mother			
		<input type="checkbox"/> Father			
*Aadhaar No. (if available)		PAN no.		Date of Birth DD-MM-YYYY	
2. Post held at the time of retirement: -					
(a) Name of the office		(b) Post held			
(c) Level of pay in the pay matrix		(d) Basic pay			
(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms					
(f) Level of pay /basic pay in the pay matrix of the post in the parent department					
Whether declared substantive in any post under the Central Government					
3. Date of beginning of service (DD/MM/YYYY)		4. Date of ending of service (DD/MM/YYYY)			
5. Cause of ending of service (please tick one)					
(a) Superannuation (Rule 33)		(b) Voluntary retirement on being declared surplus (Rule 34)			
(c) Voluntary retirement [under Rules 43 and FR 56 (k)]					

(d) Premature retirement at the initiative of the Government [Rule 42 or FR 56 (j)]			
(e) Permanent absorption in State Government/public sector undertaking/Autonomous Body (Rule 35, 36, 37 or 38)			
(f) Invalidation on medical ground (Rule 39)			
(g) Compulsory retirement (Rule 40)	(h) Dismissal/ Removal from service (Rules 24 and 41)		
6. Details of Service			
(a) Period of service	From	To	Total duration of service
(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 57]			
(c) Period not counted as qualifying service :-			
(i) Boy service (2nd proviso to Rule 11)			
(ii) Extraordinary leave not counted 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 Nation Bodies for which no pension contributions are payable/paid (Rule 29)			
(vi) Any other period not treated as qualifying service (give details)			
(d) Additions to qualifying service :-			
(i) Civil service (Rule 19)		(ii) Military service (Rule 20)	
(iii) Benefit of service in a State Government/ Autonomous Body (Rule 13/Rule 14)		Temporary status service (Rule 15)	
(e) Net qualifying service (a – b – c + d)			
(f) 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 44 and Rule 45)			
7. Emoluments :-			
(a) Emoluments in terms of Rule 31			
(b) Emoluments drawn during ten months preceding retirement-	From (DD/MM/YY)	To (DD/MM/YY)	
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 (Rule 32)			
(c) Average emoluments (Rule 32)			
(d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 44)			
(e) Emoluments reckoned for retirement gratuity (Rule 45)			
(f) Pay reckoned for family pension (Rule 50)			
8. Proposed Pension Details:-			
(a) Amount of pension/service gratuity at full rates (Rule 44)			
(b) Amount of retirement gratuity at full rates (Rule 45)			
(c) Whether any part of pension or gratuity to be withheld/withdrawn on conclusion of departmental/judicial proceedings under Rule 8			

(d) Percentage of pension to be withheld / withdrawn		
(e) Whether pension is to be withheld/withdrawn permanently or for a specified period		
(f) Date from which pension is to be withdrawn / withheld		
(g) Date up to which pension is to be withdrawn/withheld (if withheld/withdrawn for a specified period)		
(h) Amount of pension payable after deduction of the amount withheld / withdrawn		
(i) Date from which regular pension is to commence		
(j) Percentage of gratuity to be withheld under Rule 8		
(k) Amount of gratuity after deduction of amount withheld		
(l) Amount of provisional pension which was sanctioned under Rule 8		
(m) Date from which provisional pension paid		
9. Details of Government dues recoverable out of gratuity		
(a) Licence fee for Government accommodation [see sub-rules (2), (3) & (4) of Rule 68]		
(b) Dues referred to in Rule 69		
(c) Amount indicated by Directorate of Estates to be withheld under sub-Rule (5) of Rule 68		
10. Amount and Period of family pension :		Amount
(a) Enhanced rate [Rule 50(2)(a)(iii)]		
(b) Ordinary rate [Rule 50(2)(a)(i)]		
Note: In the event of death of pensioner, the family pension at enhanced rate shall be payable for a period of seven years, or for a period up to the date on which the retired deceased Government servant would have attained the age of 67 years had he survived, whichever is less.		
11. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order		
(a) Name of the Spouse		
(b) Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife)		
(c) Names and relationship of other family members, referred to in (b) above.		1 2 3
(d) Name of family member to be co-authorized (i.e. disabled child/dependant parent/disabled sibling)		
12. Commutation of pension :-		
(a) The percentage of pension commuted		
(b) Amount of monthly pension commuted		
(c) Commuted value of pension		
(d) Amount of residuary pension after deducting commuted portion		
Post-retirement address of the retiree		
e-mail ID, if any		Mobile number

Note: Commuted part of pension will be restored after 15 years from the date of payment of commuted value of pension.

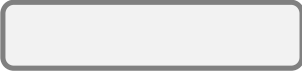

PART-II
(Account Authorisation (by Accounts Officer))

Date of receipt of pension papers by the Accounts Officer from Head of Office (DD/MM/YYYY)																			
Entitlements admitted -																			
A. Length of qualifying service																			
B. Pension -		(i) Class of pension								(ii) Amount of monthly pension									
(iii) Percentage of pension to be withheld / withdrawn under Rule 8																			
(iv) Amount of pension payable after deduction of the amount withheld / withdrawn																			
(v) Period for which pension is to be withdrawn / withheld																			
(vi) Date of commencement																			
(vii) Amount of provisional pension paid (Statement of provisional pension paid every month to be attached)																			
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 (DD/MM/YYYY)																			
(v) Date of restoration of commuted portion of pension (subject to the pensioner continuing to live) (DD/MM/YYYY)																			
D. Retirement/Death Gratuity -																			
(i) Total amount of gratuity																			
(ii) Percentage of gratuity to be withheld under Rule 8																			
(iii) Amount of gratuity after deduction of amount withheld																			
(iv) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 68(1) and 68(4))																			
(v) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 68(5))																			
(vi) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 69)																			
(v) Net amount to be released immediately																			
E. Amount and period of Family pension -										Amount		Period							
(i) At enhanced rate																			
(ii) At normal rate																			
F. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order																			
(a) Name of the Spouse																			
(b) Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife)																			
(c) Names and relationship of other family members, referred to in (b) above.										1									
										2									
										3									
(d) Name of family member to be co-authorized (i.e. disabled child/dependant parent/disabled sibling)																			
G. Head of account to which the amount of pension, retirement/death gratuity and family pension are to be debited																			
H. Whether any order affecting pension/ gratuity issued under Rule 8 of CCS (Pension) Rules.										Yes <input type="checkbox"/>		No <input type="checkbox"/>							
If so, details thereof																			

Signature of Accounts Officer

PENSION CALCULATION SHEET

1. Name				2. Designation				
3. Date of birth			4. Level of pay in the pay matrix			5. Basic pay		
6 Date of entry in the Government service (DD/MM/YYYY)						7.Date of retirement (DD/MM/YYYY)		
8. Length of qualifying service reckoned for pension/gratuity(as indicated in PPO)								
9. Emoluments drawn during the last ten months								
10. Emoluments or average emoluments, whichever is more beneficial for pension (as indicated in PPO)								
11. Pension admissible (if qualifying service is ten years or more) calculations to be shown as follows :- Emoluments or average emoluments/2								
12. Amount of pension withheld/withdrawn								
13. Amount of pension payable								
14. Emoluments for gratuity (as indicated in PPO)								
15. Retirement gratuity admissible at full rates: calculation to be shown as follows :- Emoluments/4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)								
16. Amount of Retirement Gratuity to be withheld/withdrawn								
17. Amount of Retirement Gratuity payable								
18. Pay for family pension (as indicated in PPO)								
19. Family pension admissible (calculation to be shown as follows) :-								
(a) Ordinary family pension : Pay x 30% subject to prescribed minimum and maximum								
(b) Enhanced family pension: Pay /2 [Subject to prescribed minimum and maximum]								
20. Details of Commutation of Pension, If any								
(a) The percentage of pension commuted								
(b) Amount of monthly pension commuted								
(c) Commuted value of pension								
(d) Amount of residuary pension after deducting commuted portion								


 Signature of the Head of Office

 Countersigned by PAO

Copy to:- Shri/Smt./Kumari

(Retired/retiring Govt. servant)

FORM 8

(See Rule 63(1) and 79(2))

Application by a Government servant/pensioner or his/her spouse for including /co-authorisation of names of permanently disabled child/dependent parents/disabled sibling as family pensioner in the Pension Payment Order

Photograph(s)
of the Family
member(s) to
be co-
authorised

1. Details of Government servant/Pensioner :

Name		Office/Dept./Ministry		Nationality	
Date of retirement (DD/MM/YYYY)		Date of death (DD/MM/YYYY)		PPO No. (If issued)	

2. Details of primary/existing family pensioner :

Name		Relationship with deceased Government servant/pensioner		PPO No.	
------	--	--	--	---------	--

3. Details of family member to be co-authorised for family pension i.e. Permanently Disabled Child/Dependent Parents / Permanently Disabled Sibling:

Name		Date of birth (DD/MM/YYYY)		Aadhaar No. *(voluntary)	
PAN		Relationship with deceased Govt. servant		Personal marks of identification	
Signature/left hand Thumb impression		Whether in receipt of any other pension/family pension. If so, particulars and source from which being drawn			

4. Postal address of family member to be co-authorised for family pension:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone /Mobile No.		E-mail ID	

5. In case the family member to be co-authorised is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/ nominee, wherever applicable:

Name		Date of Birth (DD/MM/YYYY)		Aadhaar No. *(voluntary)	
PAN		Relationship with minor/ mentally disabled family member			
Relationship with the Government servant /pensioner					

Postal address of guardian/nominee:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone /Mobile No.		E-mail ID	

6. Details of Bank account of family member to be co-authorised (Optional):

A/c No. (Optional)		Bank's Name and branch	
IFS Code			

Signature or left hand thumb impression of the Government servant/Pensioner/family pensioner
Address.....

Mobile/Telephone No.....

Notes:- (i) If more than one family member are proposed to be co-authorised for family pension, photographs and details in item 3 to item 6 above in respect of all such family members may be given in separate sheets with this Form

(ii) The name(s) of permanently disabled child/children/siblings and/or dependent parents shall be added in the PPO only if there is no other eligible prior claimant for family pension

(iii) The co-authorisation shall become invalid in case any other member of family becomes entitled to family pension prior to the co-authorised family member.

List of Documents to be submitted with Form 8 in respect of each family member who is proposed to be co-authorised for family pension.

1. Two specimen signatures (to be furnished in a separate sheet) .If the member of the family cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.
2. Proof of identity.
3. Proof of relationship with the deceased Government servant/pensioner.
4. Two copies of self attested passport size photographs of the member of the family.
5. Certificate of age showing the dates of birth. The certificate 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. Two specimen signatures of guardian (to be furnished in a separate sheet if the member of the family is minor or suffering from mental disability)
7. If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.
8. A copy of Photo ID proof of the guardian along with proof of Permanent Address.
9. Two self attested copies of passport size photograph of the guardian/nominee
10. Last Income Tax Return failing which Certificate from SDM failing which any other document regarding income in support of the claim for family pension.
11. Copy of the first page of the Pass Book or cancelled cheque or any other document showing name and account number in which the family pension is to be credited. (Name of the claimant in the form and in the bank account should be the same)

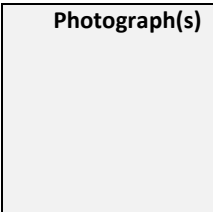
FORM 9

[See rules 71(2)(b) and 71(6)]

Application for the Grant of Gratuity in respect of a deceased/missing 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 with one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

Photograph(s)



1. Details of deceased/missing Government servant:

Name		Date of death (DD/MM/YYYY)		Date from which missing (DD/MM/YYYY)	
Office/Department/Ministry in which the deceased/missing Government servant served last		Date of lodging report with Police (in case of missing Government servant only) (DD/MM/YYYY)		Nationality	

2. Details of claimants:

Sl. No	Name	Date of birth (DD/MM/YYYY)	Aadhaar No.* (Voluntary)	Relationship with deceased/missing Government servant	Postal address	Mobile No.
1.						
2.						
3.						

3. In case the claimant is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

Name	Date of birth (DD/MM/YYYY)	Aadhaar No.* (Voluntary)	Relationship with the minor/mentally disabled	Relationship with the deceased/missing Govt. Servant	Postal address

4. Details of bank:

Bank's Name and address of the Bank Branch		A/c No.		IFS Code	
---	--	---------	--	----------	--

Place:

Date:

(Signature of the claimant/guardian)

Mobile no.:

Enclosure:.

- Death certificate
- Guardianship Certificate/ Indemnity Bond (Format 7) and Date of Birth Certificate in case the claimant is a minor.
- Guardianship Certificate/ nomination and Medical Certificate in case the claimant is mentally disabled.
- Copy of the report lodged with the police. (in the case of missing Government servant only)
- Copy of the report from the police that the Government servant could not be traced so far despite all efforts made (in the case of missing Government servant only)
- Indemnity Bond in Format 8 (in the case of missing Government servant only)

**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

FORM 10

[See rules 50, 71, 74, 76, 79 and 80]

Application to the Head of Office for Family Pension on Death of a Government Servant or Pensioner or on Death or Ineligibility of a Family Pensioner or when a Government Servant or Pensioner or Family Pensioner goes missing**Photograph**

Application for family Pension on : (Tick one box)

Death of Government servant	Death of Pensioner	Death of Family Pensioner	Ineligibility of Family Pensioner
Disappearance of Government servant	Disappearance of Pensioner	Disappearance of Family Pensioner	

1. Details of deceased/missing Government Servant/Pensioner (To be filled only if a Government servant/pensioner has died or gone missing)

Name		Office/Dept./Ministry		Nationality
Date of retirement (in case of pensioner) (DD/MM/YYYY)		Date of death (in case of death of Government servant/pensioner) (DD/MM/YYYY)		Date from which missing (in case of missing Government servant/pensioner)(DD/MM/YYYY)
Date of lodging of report with Police (In case of missing Government servant/pensioner) (DD/MM/YYYY)			PPO No. (If issued)(in case of pensioner)	

2. Details of previous family pensioner who has died or become ineligible or gone missing (To be filled only if a family pensioner has died or become ineligible or gone missing):

*Name of deceased Government servant/ pensioner		*Office/Dept./Ministry		*Nationality
*Date of retirement of Government servant (DD/MM/YYYY)		*Date of death of Government servant/pensioner (DD/MM/YYYY)		*PPO No. (Issued on retirement/ death of Government servant)
Name of previous family pensioner who has died/become ineligible or gone missing		Date of death/ineligibility of previous family pensioner (DD/MM/YYYY)		Date from which missing (in case of missing family pensioner only) (DD/MM/YYYY)
Date of lodging of report with Police (In case of missing family pensioner) (DD/MM/YYYY)			PPO No. sanctioning family pension to previous family pensioner who has died or become ineligible or gone missing	

Note: The information for items marked (*) is to be given in respect of the person who was employed in the Department and on whose death, family pension was originally sanctioned. Remaining information is to be given in respect of deceased/ineligible/missing family pensioner.

3. Details of claimant:

Name		Date of birth (DD/MM/YYYY)		Aadhaar No. *(Voluntary)	
PAN		Relationship with deceased/missing Govt. servant/pensioner			
If the claimant is a widowed daughter, date of death of husband of the claimant (DD/MM/YYYY)		If the claimant is a divorced daughter		If the claimant is a disabled child/sibling, date from which suffering from the disability (DD/MM/YYYY)	
		Date of filing of divorce petition (DD/MM/YYYY)			
		Date of divorce (DD/MM/YYYY)			

4. Postal address:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone /Mobile No.		E-mail ID	

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

Name		Date of Birth (DD/MM/YYYY)		Aadhaar No. *(Voluntary)	
PAN		Relationship with minor/ mentally disabled claimant			
Relationship with the deceased /missing Government servant /pensioner					

Postal address:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone /Mobile No.		E-mail ID	

6. Details of Bank:

A/c No.		Bank's Name and branch	
IFS Code			

7. Indicate whether family pension is also admissible from any other source- (Tick whichever is applicable)
 Military
 State Govt.

Public sector undertaking/ autonomous body/ local fund under the Central or State Govt.

8. Are there any criminal proceedings pending against the claimant? If so, give details.

9. Are there any charges of fraud or any other serious crime against the missing Government servant/pensioner/family pensioner ? If so give details. (Applicable in case of missing Government servant/pensioner/family pensioner)

I declare that the information given by me is true to the best of my knowledge and nothing has been concealed therefrom.

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

Place:

Date:

(Signature of the claimant/guardian)

**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

Note: If a member or members of family is/are proposed to be co-authorised for family pension, an application in Form 8 may be attached. In accordance with Rule 63(1), the following members of family are eligible for co-authorisation for family pension along with spouse, if there is no other member of family eligible for family pension before them:

- Disabled child/ children
- Dependent parents.
- Disabled siblings.

List of Documents to be submitted with Form 10

1. Two specimen signatures (to be furnished in a separate sheet) .If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.
2. Proof of identity.
3. Proof of relationship with the deceased/missing Government servant/pensioner
4. Two copies of self attested passport size photographs of the claimant.
5. Details of family in Form 4.
6. Undertaking for refunding any excess payment made by the pension disbursing bank in Format 9.
7. 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.
8. Two specimen signatures of guardian (to be furnished in a separate sheet if the claimant is minor or suffering from mental disability)
9. If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.
10. A copy of Photo ID proof of the guardian along with proof of Permanent Address.
11. Two self attested copies of passport size photograph of the guardian/nominee
12. Copy of Pension Payment Order of previous pensioner/family pensioner.
13. Copy of death certificate of Government servant/pensioner/previous family pensioner , if applicable
14. Copy of document regarding ineligibility of previous family pensioner, if applicable
15. Copy of report lodged with police in respect of missing Government servant or pensioner or previous family pensioner.(In case of missing pensioner/family pensioner only)
16. Copy of the report from the police that the Government servant could not be traced so far despite all efforts made (In case of missing pensioner/family pensioner only)
17. Indemnity Bond in Format 8 (In case of missing pensioner/family pensioner only)
18. Last Income Tax Return failing which Certificate from SDM failing which any other document regarding income in support of the claim for family pension (Not applicable in the case of spouse).
19. Copy of the first page of the Pass Book showing name and account number in which the family pension is to be credited. (Name of the claimant in the form and in the bank account should be the same)
20. If the claimant is a widowed/divorced daughter or a disabled child/sibling, document in support of the eligibility of the claimant (i.e death certificate of husband in the case of widowed daughter/divorce decree in the case of divorced daughter/disability certificate in the case of a disabled child)
21. Form 8, if a family member is proposed to be co-authorised for family pension.

FORM 11

[See Rules 74(1), 76(1)]

Assessment and Authorisation of Payment of Family Pension and Death Gratuity when a Government Servant dies or goes missing while in ServicePhotograph of
claimant(s)Family Pension / Death Gratuity case on
(Tick one box)Death of Government
ServantDisappearance of
Government servant**Part I**

Section I

1. Details of deceased/missing Government servant:

(a) Name					(b) Nationality					(c) Religion										
(d) Mother's name					(e) Father's Name					(f) Date of birth(DD/MM/YYYY)										
(g) Date of death (in the case of death of Government servant) (DD/MM/YYYY)										(h) Date from which missing (in the case of missing Government servant) (DD/MM/YYYY)										
(i) Date of lodging of report with police (in the case of missing Government servant) (DD/MM/YYYY)										(j) Date up to which pay and allowances/leave salary has been paid (in the case of missing Government servant) (DD/MM/YYYY)										

2. Post held at the time of death /disappearance:-

(a) Name of the office										
(b) Post held substantively					(c) Officiating post					
(d) Level of pay in the pay matrix					(e) Basic Pay					
(f) In case the last post was held outside the Government on foreign service terms-										
(i) Level of pay of the post held in the parent department					(ii) Basic pay					
(g) Total period of military service, if any, for which pension and/or gratuity was sanctioned										
(h) Amount of any pension/gratuity received for the military service					(i) Nature of any pension/gratuity received for the military service					
3. Date of beginning of service (DD/MM/YYYY)					4. Date of death/disappearance (DD/MM/YYYY)					

5. Service in Autonomous Body/State Government, if any particulars of service:

(a) Name of organization	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government				<input type="radio"/> Yes <input type="radio"/> No

(e) Whether the Autonomous Organization has discharged its pensionary liability to the Central Government		<input type="radio"/> Yes <input type="radio"/> No	
(f) Amount of any pension/gratuity received for the previous civil service, if any		(g) Nature of any pension/gratuity received for the previous civil service, if any	
6. Service qualifying for gratuity:			
(a) Details of omission, imperfection or deficiencies in the service book which have been ignored]			
(b) Periods of non-qualifying service:	From	To	No. of Days
Interruption in service condoned under Rules 27 & 28			
Extraordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Boy service (2nd proviso to Rule 11)			
Periods of foreign service with United Nations bodies for which no pension contributions are payable/paid (Rule 29)			
Any other service not treated as qualifying service			
Total Period of non-qualifying service			
(c) Additions to qualifying service:	From	To	No. of Days
Civil service (Rule 19)			
Military service (Rule 20)			
Benefit of service in a State Government/ Autonomous Body Rule 13/Rule 14)			
Temporary status service (Rule 15) (half of the total period)			
Total Period of qualifying service			
(d) Net qualifying service			
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 45)			
7. Emoluments			
(a) Emoluments in terms of Rule 31			
(b) Emoluments drawn during ten months preceding death/ disappearance-	From (DD/MM/YYYY)		T O
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 5 below Rule 31)			
(c) Average emoluments (Rule 32)			
(d) Emoluments or average emoluments (whichever is higher)			
(e) Pay reckoned for family pension [same as (d)]			
(f) Dearness Allowance on (d) as admissible on the date of death/disappearance			
(g) Emoluments reckoned for gratuity/ gratuity (Rule 45) [(d) +(f)]			
8. Amount of gratuity			
Death gratuity (in case of deceased Government servant)			
Retirement gratuity (in case of missing Government servant)			
Note: Difference between death gratuity and retirement gratuity will be payable in the case of a missing Government servant after the death is conclusively established or on expiry of seven years from the date of disappearance.			

9. Details of Government dues recoverable out of gratuity:							
(a) Licence fee for occupation of Government accommodation [See Rule 77]							
(b) Amount to be withheld as indicated by the Directorate of Estates [See Rule 77 (1) (v)].							
(c) Dues referred to in Rule 77 (2)							
(d) Net amount payable as gratuity							
10. Details of the nominee(s) to whom gratuity is payable:							
S.No.	(a) Name	(b) Date of birth (DD/MM/YY)	(c) Aadhaar No.* (if available)	(d) Share in gratuity	(e) Relationship with deceased/missing Govt. servant	(f) Address	
1.							
2.							
3.							
11. Details of guardian/nominee who will receive payment of gratuity in the case of minor/mentally disabled children							
- S. N.	(a) Name of minor/mentally disabled child	(b) Name of guardian	(c) Aadhaar No.* (if available)	(d) Relationship with deceased/missing Govt. servant	(e) Address of guardian		
1.							
2.							
3.							
12. Details of payment of family pension							
Rate of family pension				Amount of family pension	Period for which it is payable		
					From	To	Total period
(a) Enhanced rate [Rule 50 (2)(ii)]							
(b) Ordinary rate [Rule 50 (2)(i)]							
13. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order							
(a) Details of spouse and other family members, if any, who will share the family pension with percentage of family pension payable to each.	Name	Relation with Government servant	Monthly income	If the claimant is a widowed/divorced daughter, date of death of husband/date of divorce*	If the claimant is a disabled child/sibling, date from which suffering from disability	Postal address (with PIN code), Mobile No. and e-mail ID	Percentage of family pension payable
*If the date of divorce is after the date of death of both parents, then date of filing of divorce petition may be indicated in this column.							
(b) Name and relation of family member to be co-authorized (i.e. disabled child/dependant parent/disabled sibling)			Name		Relation with deceased Government servant/pensioner		
14. Details of guardian who will receive payment of family pension in the case of minor/ mentally disabled children							
S. N.	(a) Name of minor/mentally disabled child	(b) Name of guardian	(c) Aadhaar No.* (if available)	(d) Relationship with deceased/ missing Govt. servant	(e) Address of guardian		
1.							
2.							
3.							

15. Whether Fixed Medical Allowance is admissible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount(₹)
Place: <input type="text"/>			<input type="text"/> (Signature of Head of Office)
Date: <input type="text" value="DD-MM-YYYY"/>			

Section II

Details of provisional family pension and gratuity drawn and disbursed by the Head of Office in accordance with Rule 75 of Central Civil Services (Pension) Rules, 2021.

Name of person to whom Provisional family pension has been sanctioned	Date from which provisional family pension sanctioned	Amount of provisional family pension	Rs.....per month
Death gratuity [amount mentioned in item 9 (d) of Section I]		Rs.....	
Place: <input type="text"/>			<input type="text"/> (Signature of Head of Office)
Date: <input type="text" value="DD-MM-YYYY"/>			

PART II
Account Authorisation

Section I

Total period of qualifying service accepted for gratuity	
Net amount of gratuity after adjusting Government dues	
Family Pension	
Amount of Family Pension	
At enhanced rate [Rule 50 (2)(ii)]	
At ordinary rate[Rule 50 (2)(i)]	
Date from which family pension is admissible (DD/MM/YYYY)	
Head of account to which gratuity and family pension are debitale	

Section II

Details of deceased/missing Government servant											
Name	Date of death (in case or deceased Government servant)										
	Date from which missing (in case of missing Government servant) (DD/MM/YYYY)										
	Date of lodging of report with police (in case of missing Government servant)										
Amount of family pension authorised	Amount of gratuity authorised										
Date of commencement of family pension(DD/MM/YYYY)					Amount recoverable from gratuity						
Amount of gratuity withheld pending receipt of 'No Demand Certificate'											
Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order											
(a) Details of spouse and other family members who will share the family pension, with percentage of family pension payable to each.	Name		Relation with Government servant/pensioner		Percentage of family pension payable						
(b) Name and relation of family member(s) to be co-authorized (i.e. disabled child/dependant parent/disabled sibling)	Name		Relation with deceased Government servant/pensioner								
Name of the person to whom provisional family pension is being paid , if any.											
Date from which provisional family pension under Rule 75 being paid by Head of Office,	Amount of Provisional Family Pension being paid										
Date up to which provisional family pension to be continued (DD/MM/YYYY)	Date from which regular family pension is to commence by Pension Disbursing Authority (DD/MM/YYYY)										

Note 1 : The date from which the final family pension shall be commenced by the Pension Disbursing Authority shall be at least two months after the date of issue of the PPO, taking into consideration the time likely to be taken by CPAO and CPPC to process the pension case. Pay & Accounts Office shall record a note in this regard in the PPO while authorizing the final family pension.

Note 2: The payment of provisional family pension shall, accordingly, continue from the office till the date mentioned in the PPO for commencement of final pension by the PDA so that there is no gap between the date up to which the provisional pension is to be paid and the date of commencement of final pension by the PDA.

Note 3: The HOO will draw and disburse the difference between the amount of family pension finally assessed and the amount of provisional family pension. If the amount of family pension finally assessed is less than the amount of provisional family pension, the difference will be adjusted from the amount of gratuity payable failing which, in instalments from family pension payable in future.

Place:

Date:

(Signature of Account Officer)

CALCULATION SHEET FOR GRATUITY/FAMILY PENSION

1. Name					2. Designation									
3. Date of birth	<input type="text"/>	4. Level of pay in the pay matrix				5. Basic pay								
6 Date of entry in the Government service (DD/MM/YYYY)						7. Date of Death/Disappearance (DD/MM/YYYY)								
8. Length of qualifying service reckoned for pension/gratuity(as indicated in PPO)														
9. Emoluments drawn during the last ten months														
10. Emoluments or average emoluments, whichever is higher														
11. Dearness Allowance on item (10) on the date of death/disappearance														
12. Emoluments for gratuity [(10)+(11)]														
13. Gratuity admissible (In case of missing Government servant): calculation to be shown as follows :-														
Emoluments for gratuity/4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)														
14. Death Gratuity admissible (In case of deceased Government servant):														
15. Pay for family pension (as indicated in Pension Payment Order)														
16. Family pension admissible (calculation to be shown as follows) :-														
(a) Ordinary family pension :														
Pay x 30% subject to prescribed minimum and maximum														
(b) Enhanced family pension:														
Pay /2 [Subject to prescribed minimum and maximum]														
17. Amount of Fixed Medical Allowance, if admissible														

Signature of the Head of Office

Countersigned by PAO

Copy to:- Shri/Smt./Kumari

Family member of deceased/missing Govt. servant

FORM 12**Application to be submitted to Pension Disbursing Authority by spouse/co-authorised family member for commencement of family pension on death of a pensioner or family pensioner****Photograph**

1. (i) Name of the Government servant/pensioner in respect of whom family pension is being claimed
(ii) Name of pensioner/family pensioner on whose death family pension is claimed
(iii) Date of death of pensioner/ family pensioner
(iv) PPO No. of pensioner/ family pensioner

2 Name and other details of claimant—

Name	Date of birth (DD/MM/YYYY)	Relationship with the deceased Government servant/pensioner	Postal Address

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

Name	Date of birth (DD/MM/YYYY)	Relationship with the minor/ mentally disabled claimant	Relationship with the deceased Government servant/pensioner	Postal Address

4. Details of Bank account to which family pension is to be credited

A/c No.	Bank's Name and branch
IFS Code	

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

Signature or left hand thumb impression of the claimant/guardian
Mobile/Telephone No.....
Permanent Account Number for Income Tax (PAN).....
Aadhar No. (voluntary)-

List of Documents to be submitted with Form 12

- Two specimen signatures of claimant (to be furnished in a separate sheet)
(Two slips each bearing the left hand thumb and finger impressions may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions..)
- Two copies of passport size photographs of the claimant
- Undertaking for refunding any excess payment made by the pension disbursing Bank
- Specimen signature or left hand thumb and finger impressions of guardian, in the case of the guardian who is not literate enough to sign his or her name
- Two self -attested copies of passport size photograph of the guardian/nominee
- Descriptive roll of the guardian/nominee, wherever applicable, showing the particulars of height and identification marks, self- attested.
- Copy of PPO of pensioner/ previous family pensioner (To be provided, if available)
- Proof of permanent address of the guardian.
- Copy of death certificate of the deceased pensioner/previous family pensioner

FORM 13
[See rule 79 (6)]

Application for the Grant of Residuary Gratuity on the Death of a Pensioner
(To be filled in separately by each claimant)

Photograph(s)

1. Details of pensioner:

Name	Office/Dept./Ministry	Nationality
Date of retirement	Date of death (DD/MM/YYYY)	PPO no.

2. Details of claimant(s):

Name	Date of birth (DD/MM/YYYY)	Aadhaar No.* (voluntary)	Mobile No.	Relation with the deceased pensioner	Postal address
------	-------------------------------	-----------------------------	------------	---	----------------

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

Name	Date of birth (DD/MM/YY YY)	Aadhaar No.* (voluntary)	Mobile No.	Relation with minor	Relation with the deceased pensioner	Postal address
------	-----------------------------------	--------------------------------	------------	------------------------	---	-------------------

4. Details of Bank Account:

A/c No.	Bank's Name and Branch	IFS code
---------	---------------------------	----------

Place:

Date:

(Signature of the claimant/guardian)

For office use

1.	Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to the deceased pensioner	
2.	Amount of retirement gratuity received by the deceased pensioner	
3.	The amount of pension (including ad-hoc increase, if any)/service gratuity drawn by the deceased till the date of death	
4.	If the deceased had commuted a portion of pension before his death, the commuted value of the pension	
5.	Total of items 2, 3 and 4	
6.	Amount of death gratuity equal to 12 times of the emoluments	
7.	The amount of residuary gratuity payable, i.e., the difference between the amount shown against items 5 and 6	

Note:- 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.

**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

FORMAT 1

(See Clause (b) of Sub-rule (4) of Rule 7)

Undertaking by Government servants who have worked in any Intelligence or Security-related organisation

I,, who have worked in (Name of Organization) on the post of, for the period from to, do hereby solemnly declare that, save with prior approval of the Competent Authority, I shall not publish in any manner, while in service or after my retirement, any information or material or knowledge which is related to the domain of the organisation and obtained by virtue of my working in the said Organization. This declaration is notwithstanding my responsibilities and liability, in terms of the relevant conduct rules, pension rules, laws dealing with offences relating to official secrets or national security and Intelligent Organisations (Restriction of Rights) Act, 1985 (58 of 1985), as the case may be. I further agree that in the event of any failure of the above undertaking by me, the decision of the Government as to whether it was likely to prejudicially affect the aspects stated above shall be binding on me.

2. I am aware that the pension which may be granted to me after retirement, in terms of the relevant pension rules, can be withheld or withdrawn, in full or part, for any failure of this undertaking given.

Signature of the Government servant

Place : _____

Date : _____

FORMAT 2

(See Rule 8)

Sanction for instituting departmental proceedings after retirement

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

Dated the.....

ORDER

WHEREAS it has been made to appear that Shri/Smt./Kmwhile serving as.....in the Ministry/ Department.....from to.....was(here specify briefly the imputations of misconduct or misbehavior in respect of which it is proposed to institute departmental proceedings):

NOW, THEREFORE, in exercise of the powers conferred on him by sub-clause (i) of clause (c) of sub-rule (2) of Rule 8 of the Central Civil Services (Pension) Rules, 2021, the President hereby accords sanction for institution of the departmental proceedings against the said Shri/Smt./Km

The President further directs that the said departmental proceedings shall be conducted in accordance with the procedure laid down in Rules 14 and 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, by(here specify the authority by whom the departmental proceedings should be conducted) at (here specify the place at which the departmental proceedings would be conducted).

By order and in the name of the President*

(Name and designation of the competent authority)*

* To be signed by an officer in the appropriate Ministry/Department authorized under Article 77 (2) of the Constitution to authenticate orders on behalf of the President.

No.....

Copy forwarded to Shri/Smt./Km.....

Copy also forwarded to Shri/Smt.Km.....

FORMAT 3

(See Rule 8)

Memorandum for instituting departmental proceedings after retirement

No.....
Government of India
Ministry of
Department of.....

Dated the.....

MEMORANDUM

In pursuance of the sanction accorded by the President under Rule 8 of the Central Civil Services (Pension) Rules, 2021, for instituting departmental proceedings against Shri/Smt./Km....., vide Ministry/Department of.....Order No....., dated,.....it is proposed to hold an inquiry against the said Shri/Smt./Km..... in accordance with the procedure laid down in Rules 14 and 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The enquiry shall be conducted by.....(here specify the authority by whom the departmental proceedings are to be conducted in accordance with the Presidential sanction) at (here specify the name of the place where proceedings are to be conducted).

2. The substance of the imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures III and IV).

3. Shri/Smt./Km.....is directed to submit within 10 days of the receipt of this Memorandum a written statement of his/her defence and also to state whether he/she desires to be heard in person.

4. He/she is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He/she should, therefore, specifically admit or deny each article of charge.

5. Shri/Smt./Km.is further informed that if he /she does not submit his/her written statement of defence on or before the date specified in para 3 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rules 14 and 15 of the CCS (CCA) Rules, 1965, or the orders/directions issued in pursuance of the said Rules, the inquiring authority may hold the inquiry against him/her *ex parte*.

6. The receipt of this Memorandum may be acknowledged.

By order and in the name of the President

(Name and designation of the competent authority)*

* To be signed by an officer in the appropriate Ministry/Department authorized under Article 77 (2) of the Constitution to authenticate orders on behalf of the President.

OR

(Name and designation of the authority which has been directed by the President to conduct the departmental proceedings)

To

Shri/Smt./Km.....

.....

ANNEXURE - I

Statement of articles of charge framed against Shri/Smt./Km..... (name of the retired Government servant) formerly.....

Article - I

That the said Shri/Smt./Km.....while functioning as during the period.....

Article - II

That during the aforesaid period and while functioning in the aforesaid office, the said Shri/Smt./Km.....

Article - III

That during the aforesaid period and while functioning in the aforesaid office, the said Shri/Smt./Km.....

ANNEXURE - II

Statement of imputations of misconduct or misbehaviour in support of the articles of charge framed against Shri/Smt./Km..... (name of the retired Government servant) formerly.....

Article – I

Article – II

Article - III

ANNEXURE - III

List of documents by which the articles of charge framed against Shri/Smt./Km.(name of retired Government servant) formerly.....are proposed to be sustained.

ANNEXURE - IV

List of Witnesses by whom the articles of charge framed against Shri/Smt./Km. (name of the retired Government servant) formerly.....are proposed to be sustained.

FORMAT 4

[See Rule 30]

Certificate of verification of Service for Pension and Gratuity

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

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km.

(Name and Designation) has completed a qualifying service ofyears 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 30 of the Central Civil Services (Pension) Rules, 2021, 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 and gratuity.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department /Office	From	To	Length of qualifying service
1.				
2.				
3.				



Signature & stamp of Head of Office

To

Shri 
 (Name & Designation)

FORMAT 5

[See Rules 35(3) and 36(4)]

Relieving order on joining a State Government or Corporation or Company or Body on immediate absorption basis

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

Dated the.....

ORDER

Shri/Smt./Km.(i)..... is hereby relieved to join.....(ii) as.....(iii).....on permanent absorption basis. He/she should join.....(ii).....by(iv)..... His/her resignation from Government service will be effective from the day he/she actually joins (ii)..... and it will be notified on the receipt of intimation about the date of his/her joining(ii)..... In case for some reason he/she does not join(ii).....by.....(iv)....., he/she should report back to his/her office forthwith.

2. The period between the date of relief and the date of joining in(ii).....will be regularized by grant of any type of leave due and if no leave is at credit, by extraordinary leave.

- (i) Name, designation and office of the Government servant to be relieved.
- (ii) Name of the State Government or corporation or company or body.
- (iii) Post against which the officer is to be appointed in the State Government or corporation or company or body.
- (iv) The Ministry/Department/Office should indicate the date by which the officer should join the State Government or corporation or company or body. This date will be determined by giving him/her a maximum of 15 days' time from the date of relief. The Competent Authority in the Administrative Ministry/Department/Office may allow any further extension beyond this date in case of reason beyond the control of officer like natural calamity, civil commotion, etc.

(Name and designation of the Relieving Officer)

Copy to :

1.(Officer concerned)
2., (State Government or corporation or company or body).
3. Pay & Accounts Office

FORMAT 6

[See rule 39(8)]

Medical Certificate

Certified that I/We have carefully examined (Name of Government servant) son/daughter of a(Designation) in the (Department/Office). His/ her age by his/her own statement is years.

I/(we) consider (Name of Government servant) to be completely and permanently incapacitated for further service of any kind in the Department to which he/she 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 (Name of Government servant) is fit for further service of a less laborious character than that which he/she had been doing/may, after resting for months, be fit for further service of less laborious character than that which he/she had been doing.”

Place: Date: 

(Signature & stamp of Medical Authority)

FORMAT 7

[See rule 47(7)]

Indemnity Bond by Guardian for payment of gratuity to minor

KNOW ALL MEN by these presents that we (a) (b) the widow/son/brother, etc., of (c) deceased, resident of (hereinafter called “the Obligor”) and (d), son/wife/daughter of..... resident of..... and son/wife/daughter of resident of the sureties for and on behalf of the Obligor (hereinafter called “the Sureties”) are held firmly bound to the President of India (hereinafter called “the Government”) on the sum of Rs. (Rupees only) well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed thisday oftwo thousand and

WHEREAS (c) was at the time of his death in the employment of the Government /receiving a pension at the rate of Rs.....(Rupees only) per month from the Government. AND WHEREAS the said (c) died on theday of 20 and there was due to him at the time of his death the sum of Rs(Rupees only) for and towards share of his minor son/daughter in the death/retirement gratuity.

AND WHEREAS the Obligor claims to be entitled to the said sum as de facto guardian of the minor son/daughter of the said (c) but has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minor(s).

AND WHEREAS the Obligor has satisfied the (e) that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of the said sum of Rs.

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor but under Government Rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c) before the said sum can be paid to the Obligor.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person against the Government with respect to the aforesaid sum of Rs.refund to the Government the said sum of Rs.and shall otherwise indemnify and keep the Government harmless and all costs incurred in consequence of the claim thereto THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1.

2.

Signed by the above named 'Surety' / 'Sureties'

1.

2.

Accepted for and on behalf of the President of India by

.....

[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

.....

(Name and designation of witness)

NOTE I. -

(a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the Obligor to the deceased.

(c) Name of the deceased Government Officer.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

(e) Designation of the officer responsible for payment.

NOTE II. - The Obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.

FORMAT 8

(See Rule 51(5), 71(6) and 79(3)(iii))

Indemnity Bond to be furnished by a claimant of Gratuity or Family Pension in the case of a missing Government Servant or Pensioner or Family Pensioner**Part I (To be filled in the case of missing Government servant)**

KNOW ALL MEN by these presents that we (a).....(b)....., the wife/son /brother/nominee, etc., of (c)who was holding the post ofin the Ministry/Department /Office of is reported to have been missing since(hereinafter referred to as 'missing Government servant') resident of (hereinafter called "the Obligor") and (d) son/wife/daughter of Shri resident ofand son/wife/daughter of resident of the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in the sum of Rs..... (Rupees) equivalent of the amount on account of payment of salary, leave encashment, GPF, Gratuity and each and every sum being the monthly family pension well and truly to be paid to the Government, on demand and without a demur together with simple interest @..... % p.a. from the date of payment there of until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, successors and assigns by these presents.

Signed thisday oftwo thousand and

WHEREAS (c) was at the time of his disappearance in the employment of the Government receiving a pay at the rate of Rs. (Rupees.....) only per month from the Government.

AND WHEREAS the said (c) disappeared on theday of20and there was due to him at the time of his disappearance the sum equivalent of (i) salary due (ii) leave encashment, (iii) GPF and (iv) Retirement/Death Gratuity.

AND WHEREAS the Obligor is entitled to family pension at Rs. (Rupees.....) only plus admissible dearness relief thereon.

AND WHEREAS the Obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs..... (Rupees) and monthly family pension @ Rs. (Rupees.....) only and relief thereon to the Obligor upon the Obligor and the Sureties entering into a Bond in the above-mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government servant.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing **Government servant** on appearance, against the Government with respect to the aforesaid sum of Rs.(Rupees) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs.....(Rupees.....) and each and every sum paid by Government as monthly pension and relief together with simple interest @% per annum and shall, otherwise , indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named 'Obligor' in the presence of

1.

2.

Signed by the above named 'Surety' / 'Sureties'

1.

2.

Accepted for and on behalf of the President of India by

.....

[Name and designation of the Officer directed or authorized, in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

.....

.....

(Name and designation of witness)

NOTE I. - (a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the 'Obligor' to the 'missing Government servant'.

(c) Name of the 'missing Government servant'.

(d) Full name or names of the Sureties with name or names of the father (s)/husband(s) and place of residence.

NOTE II. - The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

NOTE III. - The rate of simple interest will be as prescribed by the Government from time to time.

Part – II (To be filled in the case of missing Pensioner)

KNOW ALL MEN by these presents that we (a).....(b).....
the widow/son/brother/nominee, etc., of (c)..... who had retired from the
post of in the Ministry /Department/Office of
..... and who was in receipt of pension from
..... is reported to have been missing since(hereinafter
referred to as 'missing pensioner') resident of (hereinafter called
'the Obligor') and (d) son/wife /daughter of Shri. resident
of.....and
son/wife/daughter of Shri. resident of
..... the Sureties for and on behalf of the Obligor
(hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the
Government") in each and every sum being the arrears of pension and monthly family pension and relief thereon
well and truly to be paid to the Government, on demand and without a demur together with simple interest at the
rate of% per annum from the date of payment until repayment for which payment we bind ourselves and our
respective heirs, executors, administrators, legal representatives, successors and assigns by these presents'.

Signed thisday oftwo thousand and

WHEREAS (c) was at the time of his disappearance a Central Government pensioner receiving a pension at the rate of Rs. (Rupees) only per month and relief thereon from the Government.

AND WHEREAS the said (c) disappeared on the day of 20..... and there was due to him at the time of his disappearance the sum equivalent of arrears of pension due.

AND WHEREAS the Obligor is entitled to family pension at Rs..... (Rupees..... only) plus admissible dearness relief thereon. AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs(Rupees) and monthly family pension at Rs. (Rupees) plus relief thereon to the obligor upon the Obligor and the Sureties entering into a Bond in the abovementioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing pensioner on appearance, against the Government with respect to the aforesaid sum of Rs..... (Rupees) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs. (Rupees) and each and every sum paid by Government as monthly family pension and relief together with simple interest @% per annum and shall, other wise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above written Bond or obligation shall be void and of no effect but other wise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations pr conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named 'Obligor' in the presence of

1.

2.

Signed by the above named 'Surety' / 'Sureties'

1.

2.

Accepted for and on behalf of the President of India by [Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

(Name and designation of witness)

NOTE I. - (a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the 'Obligor' to the 'missing pensioner'.

(c) Name of the 'missing pensioner'.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

NOTE II. - The Obligor as well as the Sureties should have attained majority so that the Bond may have legal effect or force.

NOTE III. -The rate of simple interest will be as prescribed by the Government from time to time.

Part – III (To be filled in the case of missing Family Pensioner)

KNOW ALL MEN by these presents that we (a)..... resident ofand the son/daughter/mother/father/disabled sibling etc. (hereinafter called "the Obligor") of (b).....who was in receipt of /eligible for family pension before reported to have been missing since..... on account of being the widow/widower/son/daughter/disabled sibling etc. (hereinafter referred to as 'missing family pensioner') of (c)..... who was holding/had retired from the post of in the Ministry/Department/Office ofand who died on and (d).....son/wife/daughter of Shri. resident ofandson/wife/daughter of Shri..... resident of the Sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in each and every sum being the arrears of pension and monthly family pension and relief thereon well and truly to be paid to the Government, on demand and without a demur together with simple interest at the rate of% per annum from the date of payment until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents'.

Signed thisday oftwo thousand and

WHEREAS (b) was at the time of his disappearance a Central Government family pensioner receiving/eligible for receiving a family pension at the rate of Rs. (Rupees) only per month and relief thereon from the Government.

AND WHEREAS the said (b) disappeared on the day of 20..... and there was due to him/her at the time of his/her disappearance the sum equivalent of arrears of family pension due.

AND WHEREAS the Obligor is entitled to family pension at Rs..... (Rupees..... only) plus admissible dearness relief thereon.

AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs(Rupees) and monthly family pension at Rs. (Rupees) plus relief thereon to the obligor upon the Obligor and the Sureties entering into a Bond in the abovementioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government family pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing family pensioner on appearance, against the Government with respect to the aforesaid sum of Rs..... (Rupees) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs. (Rupees) and each and every sum paid by Government as monthly family pension and relief together with simple interest @% per annum and shall, otherwise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, **THEN** the above written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from

such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named 'Obligor' in the presence of

1.

2.

Signed by the above named 'Surety' / 'Sureties'

1.

2.

Accepted for and on behalf of the President of India by

.....
 [Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

.....

(Name and designation of witness)

NOTE I. - (a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the 'Obligor' to the 'missing family pensioner'.

(c) Name of the deceased **Government servant** /pensioner.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

NOTE II. - The Obligor as well as the Sureties should have attained majority so that the Bond may have legal effect or force.

NOTE III. -The rate of simple interest will be as prescribed by the Government from time to time.

FORMAT 9

(See Rules 57,58,60, 63,71,74,76, 79 and 80)

UNDERTAKING

Date: _____

To

The Branch Manager

<Bank Branch Address>

Payment of Pension/Family Pension under A/C No. : _____ through your Bank

Dear Sir,

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned 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 authorise 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.

2. The date of birth of spouse is _____ and her mark of identification is _____.

Yours faithfully,

Signature:

Signature:

Spouse Name: _____

Name: _____

Address: _____

Address: _____

Witnesses:

1. Signature

2. Signature:

Name:

Name:

Address:

Address:

Date:

Date:

FORMAT 10

[See rules 60, 74 and 80]

Letter to the Accounts Officer forwarding the papers for pension/ family pension and gratuity of a Government Servant

No.....
Government of India
Ministry of
Department of

To,

Date (DD/MM/YYYY)

The Pay and Accounts Officer/Accountant General,

Subject: Authorisation of pension/family pension and gratuity in respect of Shri/Smt./Km.

.....

Sir/Madam,

1. I am directed to forward herewith the pension/ family pension and gratuity papers of Shri/Smt./Km.of this Ministry/ Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement / disappearance/death of the Govt. servant and which need to be recovered/withheld are indicated in item No. 13 of Form 7/ item no 9 of Form 11.

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

4. The retirement/ death gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you.

Yours faithfully,

--

(Head of Office)

Enclosures:

1. Service Book (date of retirement/ death/ disappearance to be indicated in the service book).
2. Details of family in Form 4

3. Form 6 or 10 and Form 7 or 11, duly completed, along with enclosures and checklists.
4. Undertaking to the Bank in Format 9
5. Medical certificate of incapacity (for invalid pension).
6. Orders of the competent authority regarding grant of compulsory retirement pension/ compassionate allowance in the cases of compulsory retirement/dismissal/removal.
7. 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.)

Notes:

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.

FORMAT 11

[See rules 71(2)(b) and 71(6)]

Letter to the nominee/ member of family of a deceased/missing Government Servant for grant of gratuity

Government of India	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 5%; text-align: center;">Nu</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td style="text-align: center;">mb</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">er</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Nu																				mb																					er																					
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Dated (DD/MM/YYYY)																																																																
	Subject: - Payment of gratuity in respect of Shri/Smt./Kumari																																																															

Sir/Madam,

I am directed to state that:

- * (I) In terms of the nomination made by Shri/Smt./Km.....
 (Name & Designation) in the Office/Department/Ministry o.....,
 a gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

I am to request that a claim for the payment of gratuity may be submitted in the enclosed Form 9 as soon as possible.

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

OR

- * (II) No valid nomination for grant of gratuity exists in this Office. In terms of Rule 47 and Rule 51 (in the case of missing **Government servant** only) of the Central Civil Services (Pension) Rules, 2021, a gratuity is payable to the following members of the family of Shri/Smt./Km.

..... (Name and Designation), in the Office/Department/Ministry of in equal shares: -

- (i) Wife/husband, including judicially separated wife/husband
(ii) Sons
(iii) Unmarried daughter
(iv) Widowed and divorced daughters } including step children and adopted children.

Or

(In the absence of above members)

- (v) Father and Mother, including adoptive parents in case of individuals whose personal law permits adoption;
(vi) Brothers including stepbrothers who are suffering from any disorder or disability of mind including the mentally retarded or physically crippled or disabled without any limit of age and brothers, including stepbrothers, below the age of eighteen years, in other cases.
(vii) Unmarried, widowed and divorced sisters including step sisters;
(viii) Married daughters; and
(ix) Children of a pre-deceased son.

2. I am to request that a claim for the payment of gratuity may be submitted in the **enclosed** Form 9 along with an indemnity Bond in **enclosed** Format 8 (in the case of missing **Government servant** only) as soon as possible.

Yours faithfully,



Signature of Head of the Office

Encl: 1. Form 9

2. Format 8 (In case of missing **Government servant** /pensioner only)

* Strike out if not applicable.

Note: If there are more than one beneficiary eligible to receive a share from the amount of gratuity, separate letter will be addressed to all the beneficiaries.

FORMAT 12

[See rules 71 and 79]

(Letter to family member of a deceased/missing 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 Shri/Smt.

Sir/Madam,

I am directed to state that in terms of rule 50 and Rule 51 (in the case of missing **Government servant** only) of the Central Civil Services (Pension) Rules, 2021, a family pension is payable to you in respect of Shri/Smt./Km. (Name and Designation) in the Office/Department/Ministry of , who has died/ is reported missing.

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 10 along with an undertaking to the Bank in **enclosed** Format 9 and an Indemnity Bond in **enclosed** Format 8 (in the case of missing **Government servant** only).

*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 50 of Central Civil Service (Pension) Rules, 2021.

*4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the conditions mentioned in Rule 50 of the Central Civil Service (Pension) Rules, 2021.

*Applicable only in the case of death of Government servant

Yours faithfully,

Head of Office

Encl : (1) Format 9
(2) Form 10
(3) Format 8 (In case of missing **Government servant**)

FORMAT 13

[See rules 79(2)(b)(i) and 79(3)(iv)]

Letter sanctioning Family Pension when a Pensioner dies/goes missing or a Family Pensioner dies/ceases to be eligible/goes missing

No.....

Government of India

Ministry of.....

Department/Office.....

Dated the

To,

The Pay and Accounts Officer,

Subject: Grant of family pension

Sir/Madam,

I am directed to say that Shri/Smt./Km. formerly (designation) in this Ministry/Department/Office was authorised the payment of pension of ₹. with effect from on his / her retirement from service. Intimation has been received in this Ministry / Department/Office that Shri/Smt./Km..... has died/gone missing on

A report in this respect was lodged with the Police on A report dated has also been received from the Police that whereabouts of Shri/Smt./km..... could not be located despite all efforts made in this regard. (To be filled in case of missing pensioner only)

OR

I am directed to say that Shri/Smt./km(Name of the previous family pensioner) (relationship) of late Shri/Smt./Km..... formerly (designation) in this Ministry / Department /Office was authorized the payment of Family Pension of ₹ with effect from. vide PPO No

Intimation has been received in this Ministry / Department / Office that Shri/Smt./Km. has died/ceased to be eligible for family pension/gone missing on

A report in this respect was lodged with the Police on A report dated has also been received from the Police that whereabouts of Shri/Smt./Km. could not be located despite all efforts made in this regard. (To be filled in case of missing family pensioner only)

2. There are the following surviving members of family of the deceased Government servant/ pensioner or missing pensioner:--

S.N.	Name	Date of birth	Aadhaar No.* (if available)	Relationship with deceased Government servant or deceased/missing pensioner	Whether suffering from any disability	Marital Status	Address
1.							
2.							
3.							

3. In terms of Rule 50 / 51 of the Central Civil Services (Pension) Rules, 2021, the amount of family pension has become payable to Shri/Smt/Km

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

4. Sanction for the grant of Family Pension of ₹. per month at enhanced rate from to

and ₹.at ordinary rate from to Shri/Smt./Km. is hereby accorded. The family pension will be tenable as per the provisions of Rule 50 and Rule 51 of the Central Civil Services (Pension) Rules, 2021.

5. Whether Fixed Medical Allowance is Admissible

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount (₹)

6. 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 the family pensioner.

Yours faithfully,



(Head of Office)

Enclosure:

1. Death certificate (in case of death of pensioner/family pensioner)
2. Form 10 (with enclosures)
3. Undertaking to the Bank in Format 9
4. Report lodged by the family with the police (In case of missing **Government servant**)
5. Report received by the family from the police

Strike out which is not applicable.

Note : The Form may be suitably modified if there are more than one member of family to whom family pension is payable as per Rule 50. The names of all such members and the amount of family pension payable to each may be indicated accordingly.