**ANNEXURE A**

**DEPARTMENTAL DATA SHEET**

<table>
<thead>
<tr>
<th>10 digit DDO code</th>
<th>Type of Pension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designation</th>
<th>Group/Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a. Address before retirement</th>
<th>b. Address after retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of submission of Pension Papers by the Pensioner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pension Paper forwarding department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office last serve</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DDO</th>
<th>Telephone No.</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T.O for Pension</th>
<th>T.O for DCRG</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Bank Name</td>
<td></td>
</tr>
<tr>
<td>b) Bank Branch</td>
<td></td>
</tr>
<tr>
<td>c) Bank A/C No.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPF/PF account number allotted by A.G office.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Date of appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of commencement of Pensionable service</th>
<th>Date of retirement</th>
<th>Date of death</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of medical certificate invalidating Govt. servant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of lodging FIR in absconding cases</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period of foreign service</th>
<th>From</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Whether contribution received for the above periods</th>
<th>Yes / No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross service</th>
<th>Year</th>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non Q.S</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weightage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Q.S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Emoluments</td>
<td>Rs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Pay</td>
<td>Rs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Allowances</td>
<td>Rs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[DA,DP,CCA,HRA etc.]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applied for commutation</th>
<th>Yes</th>
<th>No.</th>
</tr>
</thead>
</table>

**Family details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
<th>Date of birth</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of confirmation**

<table>
<thead>
<tr>
<th>Provisional Pension sanctioned and authorized</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional D.C.R.G sanctioned and authorized</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

**Outstanding Govt. dues**

<table>
<thead>
<tr>
<th>HBA</th>
<th>Motor Car</th>
<th>Licence fee for Govt. Quarter</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
</tbody>
</table>
FORM NO. 21
FORM OF LETTER TO THE FORWARDING PAPERS FOR THE GRANT OF FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY OF THE FAMILY OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE

MNO .................................................. Dated .................................................................

GOVERNMENT OF ASSAM
DEPARTMENT / OFFICE

To,

The Accountant General, Assam.

Sub-- Grant of family pension and death-cum-retirement gratuity.

Sir,

I am directed to say that Shri .................................................................
H/M.A/T .................................................. School died on .................................................................

His family has become eligible for the grant of family pension and death-cum-retirement gratuity. From No. 20 duly completed is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Govt. Servant will be recovered out of the death-cum-retirement gratuity as indicated in Section II of part - I of Form No. 20.

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

4. The receipt of this letter may be acknowledged and this Deptt. / Office informed that necessary instructions for the disbursalment of family pension and death-cum-retirement gratuity have been issued to the disbursing authority concerned.

Yours faithfully

List of enclosures :-

Head of the office
REVISED FORM NO. 10
(PENSION)
FORM OF APPLICATION FOR FAMILY PENSION
(Under the family Pension Scheme, 1968)

1. Name of the applicant --
   i) Widow/Widower
   ii) Guardian if the deceased person is
       survived by child or children

2. Name and age of surviving widow/widower
   and children of the deceased

   Govt. servant/pensioner:

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name</th>
<th>Relationship with deceased person</th>
<th>Date of birth by Christian era</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Date of death of Govt. servant/pensioner --

4. Office/Deptt. in which the deceased Govt. servant
   /pensioner served last --

5. If the applicant is guardian, his date of birth and
   relationship with the deceased Govt. servant/pensioner --
   (A) If the applicant is a widow/widower the
   amount of service pension which she/he may be
   in receipt on the date of the husband/wife --

6. Full address of the applicant --

7. Name of the Treasury or Sub-Treasury at which
   payment is desired --

8. Enclosures --
   i) Two specimen signature of the applicant, duly
      attested.

(To be furnished in two separate sheets.)

Contd.-
ii) Three copies of passport size photograph of the applicant duly attested.

iii) Two slips each bearing left hand thumb and finger impression of the applicant duly attested.

iv) Descriptive Roll of the applicant duly attested evidiating (a) height and (b) personal marks, if any, on the hand, face etc. (To be furnished in duplicated)

v) Certificate(s) of age (in original with two attested copies) showing the dates of birth of the children. The certificate should be from the Municipal Authorities or from the Local Panchayat or from the Head of a recognised school if the child is studying in such school. (This information should be furnished in respect of such child or children the particulars of whose date of birth are not available with the Audit Officer / Head of Office.

9. Signature or left-hand thumb impression to be furnished in case the applicant if not literate enough to sign, his / her name of the applicant --

10. Attested by --

<table>
<thead>
<tr>
<th>Name</th>
<th>Full Address</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Witness --

| i)   |              |           |
| ii)  |              |           |

Note - Attestation should be done by two Gazetted Govt. servant or two or more Persons of responsibility in the town, village or paragana in which the applicant resides.

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

When the Officer has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family and confer on him the right to receive any gratuity that may be sanctioned by the Government in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death.

<table>
<thead>
<tr>
<th>Name and address of nominee</th>
<th>Relation with Officer</th>
<th>Age</th>
<th>Contingencies on the happening of which the nomination shall become invalid</th>
<th>Name and address and relation-ship of the person or person of any, to whom the right conferred on the nominee shall pass in event of the nominee predeceasing the officer or the nominee dying after the death of the officer but before receiving payment of the gratuity.</th>
<th>Amount of gratuity payable in each</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Contd...
This nomination supersedes the nomination made by me earlier on ............... which stands cancelled.
Date ................... day of .................. 200 at ...........

Witness as to sign:-
1.
2.
3.

Signature and Designation of the Officer.

Note:- The last column should be filled in to cover the whole amount of gratuity.

Nomination by ..............
Designation ..............
Office .....................

Signature of the Head of Office
Date
Designation ..............

PROFORMA FOR ACKNOWLEDGING THE RECEIPT OF THE NOMINATION FORM
BY THE HEAD OF OFFICE/AUDIT OFFICER

To

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

Sir,

In acknowledging the receipt of your nomination dt. cancellation................. of the nomination made earlier in respect of Death-Cum-Retirement Gratuity in Form No.12 (Pension) I am to state that they have been duly placed on record.

Date ............
The .......... 200

Signature of Head of Office/Audit Officer.
**REVISED FORM NO. 3**

Form of Application for the Grant of TJE Death-Cum-Retirement Gratuity on the death of a Government Servant.

(To be filled in separately by each applicant)

1. Name of the applicant  
2. i) Name of the guardian in case the applicant is a minor  
   ii) Date of birth of guardian  
3. Name of the deceased Govt. Servant  
4. Date of birth of the Govt. Servant  
5. Office / Deptt. in which the deceased served last  
6. Relationship with deceased Govt. Servant  
7. Date of birth of the applicant  
8. Name of the Treasury or Sub-Treasury at which payment is desired  
9. Full address of the applicant  

10. Signature or thumb impression of the applicant  
(To be furnished in a separate sheet duly attested.)
11. Attested by ---  
   Name  
   Full Address  
   Signature  

i)  
ii)  

12. Witness :-  
   i)  

* Attestation should be done by two Gazetted Govt. Servant or two or more Persons of responsibility in the two, village or paragana in which the applicant resides.
FORM NO. 20

FOR ASSESSING AND AUTHORIZING THE PAYMENT OF FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY WHEN A GOVERNMENT SERVANT DIES WHILE IN SERVICE

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

PART - I

Section - I

1. Name of the deceased Govt servant --
2. Father’s name (and also Husband’s name in the case of female Govt. servant) --
3. Date of birth (by Christian Era) --
4. Date of death (by Christian Era) --
5. Religion --
6. Office / Department, in which last employed --
7. Appointment held last
   i) Substantive --
   ii) Officiating --
8. Date beginning of service --
9. Date ending of service --
10. i) Total period of military service for which pension gratuity was sanctioned, and
    ii) Amount and nature of any pension gratuity received for the Military service.
11. Amount and nature of any pension received for previous civil service; if any --
12. Deptt. under which service has been rendered --
13. The date on which intimation regarding the death of Govt. servant was receive by the Head of Office --
14. The date on which action initiated to --
   i) Obtain claim or claims from the claimants in the appropriate from for death-cum-retirement gratuity and family pension --
   ii) Obtain the 'No demand certificate' from the Estate officer / Executive Engineer etc. --
   iii) Assess the Govt. dues other than the dues pertaining to occupation of Govt. accommoda-
iv) Assess the service and emoluments qualifying
for death-cum-retirement gratuity and family
pension

15. Whether nomination made for D.C.R.G.

16. Length of service qualifying for death-cum-
retirement gratuity / pension

17. Period of non-qualifying serve
   i) Interruption in service condoned
   ii) Extra-ordinary leave not qualifying for
       gratuity
   iii) Period of suspension treated as non
       qualifying.

From .................. To ..................

iv) Any other service not treated as qualifying
service. Total period of non-qualifying service

18. a) Emoluments reckoning for death-cum-
retirement gratuity

   b) Amount of death-cum-retirement gratuity

19. Family pension, 1964:
   i) Proposed family pension at,
      a) Enhanced rates, if service rendered at the
      time of death is more than seven years
      b) Ordinary rates
   ii) Period of tenability of Family pension,
      1964
      a) Enhanced rates

From .................. To ..................

20. Person to whom family pension is payable

   Name

   Relationship with the deceased Government
   servant

21. Details of Govt. dues recoverable out of
gratuity
   i) Licence / rent fee for occupation of Govt.
      accommodation
   ii) Amount of death-cum-retirement gratuity
to be held over pending receipt of information
from the Estate Officer, Executive Engineer
etc --
iii) Dues other those pertaining to Govt. accomodation --

22. Date on which claims received from the claimants --

23. Name of guardian who will receive payment of death-cum-retirement gratuity and family Pension in the case of minors --

24. Place of payment (Treasury) Sub-Treasury or of Public sector Bank --

25. Head of account, to which death-cum-retirement gratuity & family pension are debitable --

Place : NAGAON
Date :

Section - II

DETAILS OF PROVISIONAL FAMILY PENSION AND GRATUITY

Provisional Family Pension -- Rs.
Gratuity [the amount mentioned in item 18 (b) of part - I] Rs.

Less (a) Licence fee / rent recoverable from gratuity for occupation of Govt. accomodation [as in item 21 (i) of part- I]

(b) Amount of gratuity to be held over pending receipt of information from the Estate Officer as in item 21 (ii) of Part - I.

(c) Other Govt. dues as mentioned in item 21 (iii) of Part - I. Rs.

(d) Total of (a), (b) and (c). Rs. Total Rs.

Place --
Date --

Signature of Head of Office.
PART II
Section I

1. Audit Enfacement --
   Total period of qualifying service which has been accepted for --
   i) Death-cum-retirement gratuity --
   ii) Family pension, 1964 :-

2. Net amount of gratuity after adjustment
   Govt. dues --

   (if death took place)
   i) Before seven years service --
   ii) After seven years of service --

4. Date from which family pension is admissible --

5. Head of Account to which death-cum-retirement gratuity and family pension are chargeable --

Section I

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

Place --
Date --

Audit Officer.