

ANNEXURE - A

DEPARTMENTAL DATA SHEET

10 digit DDO code Type of Pension

Name	Surname	First Name	Middle Name	Sex

Designation Group/Class

a. Address before retirement	b. Address after retirement

Date of submission of Pension Papers by the Pensioner

Pension Paper forwarding department	
Office last serve	

DDO	Telephone No.	Mobile No.

T.O for Pension T.O for DCRG

Bank details

a) Bank Name	
b) Bank Branch	
c) Bank A/C No.	

GPF /PF account number allotted by A.G office.

Date of birth		Date of appointment	
Date of commencement of Pensionable service		Date of retirement	
		Date of death	

Date of medical certificate invalidating Govt. servant	
Date of lodging FIR in absconding cases	

Period of foreign service	From	to
Whether contribution received for the above periods	Yes / No.	

	Year	Month	Days
Gross service			
Non Q.S			
Weightage			
Net Q.S			

Average Emoluments	Rs.
Last Pay	Rs.
Other Allowances [DA,DP,CCA,HRA etc.]	Rs.

Applied for commutation	Yes	No.
-------------------------	-----	-----

Family details

Name	Relation	Date of birth	Status

Date of confirmation	
----------------------	--

Provisional Pension sanctioned and authorized	Rs.
Provisional D.C.R.G sanctioned and authorized	Rs.

Outstanding Govt. dues

HBA	Motor Car	Licence fee for Govt. Quarter	Others
Rs.	Rs.	Rs.	Rs.

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 the

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.

Form 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 disbursement 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 :-

Serial No.	Name	Relationship with deceased person	Date of birth by Christian era
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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 evidencing (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 form 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 --

Name	Full Address	Signature
i)		
ii)		

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.

(PENSION)

Ref. Rule 136 of the A.S.(P) Rules 1969

NOMINATION FOR DEATH-CUM.-RETIREMENT GRATUITY

When the Officer has 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.

Name and address of nominee	Relation with Officer	Age	Contingencies on the happening of which the nomination shall become invalid.	Name 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.	Amount of share of gratuity payable in each
1	2	3	4	5	6
££					

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
BY THE HEAD OF OFFICE/AUDIT

THE RECEIPT OF THE NOMINATION FORM
OFFICER

To

.....
.....

Sir,

In acknowledging the receipt of your nomination dt.
cancellation dated..... 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.

Dated-----

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 Servent.

(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 AUTHORISING THE PAYMENT OF FAMILY PENSION AND
DEATH-CUM-RETIREMENT GRATUITY WHEN A GOVERNMENT SERVENT 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 form 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. accom-
modation --

- 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. accomodation -
 - 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 :

TREASURY
"2071 PENSION AND OTHER RETIREMENT BENIFIT"

Signature of Head of Office.

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 --
3. Amount and the period of tenability of family pension, 1965.
(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 --

Rs.	Amount		Period of tenability
	From	To	

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.