

FORM -18

(See rules 77(6) and (7), 79 (6) (7) and 80 (6)

FORM FOR ASSESSING AND SANCTIONING FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY WHEN A GOVERNMENT SERVANT DIES WHILE IN SERVICE.

PART-I

1. Name of the deceased Government Servant.
2. Father's name (and also husband's name in the case of a female Government Servant)
3. Date of Birth (by Christian era) ...
4. Date of death (by Christian era)
5. Religion and Nationality
6. Office/Department/in which last employed ...
7. Appointment held last :-
 - (i) Substantive ...
 - (ii) Officiating ...
8. Date of beginning of service ...
9. Date of ending of service ...
10. (i) Total period of military service for which pension/gratuity was sanctioned ...
(ii) Amount and nature of any pension / gratuity received for the military service ...
11. Amount and nature of any pension received for previous civil service, if any.
12. Government under which service has been rendered in order of employment. ...
13. Interruption and non-qualifying service ...
14. Length of qualifying service. ...
15. Whether the deceased Government servant was a pre-1938 entrant and Chapter VI of the Central Civil Services (Pension) Rules, 1972, applied to him.
16. Emoluments reckoning for gratuity
17. Proposed death –cum-retirement gratuity ...
18. Whether nomination made for :-
 - (i) Death –cum-retirement gratuity.
 - (ii) Non-contributory family pension if applicable. ...
19. If non-contributory family pension applies and the government servant had rendered more than ten years qualifying service:-
 - (i) "Average emoluments" for pension, if the Government servant had retired on the date Following the date of his death
 - (ii) Proposed pension ...
 - (iii) Proposed non-contributory family pension
 - (iv) Period of tenability of non-contributory Family pension.

20. If contributory family pension applies:-
 (i) Proposed contributory family pension
 (ii) Period of tenability of contributory family pension.
21. Persons to whom family pension (contributory Or non-contributory) is payable :-
 Name
 Relationship with the deceased Government servant.
 Full postal address
22. persons to whom death-cum-retirement gratuity is payable.

Name 1	Amount of the share of the death cum-retirement gratuity 2	Relationship with the deceased 3	Full postal address 4
1.			
2.			
3.			
4.			
5.			
6.			
7.			

23. Name of the guardian who will receive payment of family pension and death-cum-retirement gratuity in the case of minor(s)
24. Government dues, if any, outstanding against the deceased Government servant.
25. Head of account to which family pension and Death-cum-retirement gratuity are debitable
26. Name of the Treasury or Sub-Treasury where the payment of family pension and death-cum-retirement gratuity is desired.

Place :

Dated the:

Signature of the Head of Office/Audit Officer,

PART – II

Details of service (showing interruption) of the Late Shri/Shimati/Kumari

Date of birth

Establishment	Appointment	Officiating Substantive	Date beginning of service	Date of Ending of service	Period reckoning as service	Period not reckoning as service	Remarks by the audit office
1	2	3	4	5	6	7	8

Total period of service

- Note:-
1. If the deceased Government servant has rendered any military which qualifies for civil pension, date beginning and date of ending of each period of such service should be indicated.
 2. The Audit Officer should record briefly in column 8 his reasons for disallowing any service claimed. Any other disallowance should be recorded with reasons therefor in the audit effacement in section I of part III of this form.

SECTION –II

(To be filled in, if non-contributory family pension is admissible)

Emolument drawn during the last three years.

Post held	Form	To	Pay	Personal/Special pay	
					Average emoluments

In a case where the last three years some period not to be reckoned for calculating average emoluments an equal period backwards has to be taken for calculating the average emoluments.

SECTION – III

Details of non-qualifying service;

1. Interruption(s)
2. Extra-ordinary leave not qualifying for pension.
3. Period of suspension not treated as qualifying.
4. Any other service not treated as qualifying.

Total

SECTION- IV

Period of service not verified with referenence to the Acquaintance Rolls

Whether the above period has been verified in accordance with the provisions of sub-rule (4) of rule 67 of the Central Civil Services 9Pension Rules, 1972

PART-III

1. Remarks of the Head of Office :

- (i) As to the character, conduct and past service Of the deceased Government servant Good/fair/indifferent/bad.
- (ii) Explanation of any suspension or degradation.
- (iii) Any other remarks
- (iv) Special opinion of the Head of Office whether the service claimed is established and should be admitted or not.

2. Order of the Pension Sanctioning Authority :

The undersigned having satisfied himself that the service of the late Shri/Shrimati/Kumari was thoroughly satisfactory hereby orders the grant of the full death-cum-retirement gratuity and non-contributory family pension (if applicable) which may be accepted by the Audit Officer as admissible under the Central Civil Services (pension) Rules, 1972 to the person(s) mentioned in part I of this Form.

The undersigned having satisfied himself that the service of the late Shri/Shrimati/Kumari was not thoroughly satisfactory hereby orders that the amount of gratuity and non-contributory family pension, if applicable, as may be accepted by the Audit Office under the Central Civil Services (Pension) Rules, 1972 shall be reduced by the amount specified below before any authority for payment is issued to the person(s) mentioned in Part I of this Form.

Amount of reduction in the gratuity.

Amount of reduction in non-contributory family pension, if applicable.

The grant to gratuity or of family pension or of both shall take effect from

Place :

Dated

**Signature and designation of the Pension
Sanctioning Authority,**

PART – IV

1. Total period of qualifying service which has been accepted for :-
 - (i) Death-cum-retirement gratuity.
 - (ii) Family Pension (contributory or non-contributory)

Note : - Service for the period commencing from and upto the date of death has not yet been verified; this should be done before pension payment order is issued.

2. Reduction order by pension sanctioning authority.
3. Net amount of death-cum-retirement gratuity after taking into account the reduction mentioned in item 2 and other Government dues
4. Amount of contributory family pension :-
 - (i) If death took place before seven years of service
 - (ii) If death took place after seven years of service, the period of tenability of the enhanced pension.
5. Amount of non-contributory/family pension after taking into account the reduction mentioned in item 2 and the period for which it is tenable. ...
6. The date from which family pension is admissible
7. Head of Account to which death-cum-retirement gratuity and family pension are chargeable

**Accounts Officer
Assistant Accountant General,**

SECTION – II

1. Name of the deceased Government servant
2. Date of death of the Government servant
3. Date of submission of claim by the family of
the deceased Government servant
4. Sanctioning authority
5. Amount of family pension sanctioned
6. Amount of gratuity sanctioned
7. Date of sanction
8. Amount recoverable from gratuity
9. The amount of gratuity held over the adjustment
Of unassisted Government dues

PART –V

Instructions :-

1. **Average emoluments** – The calculation of average emoluments, mentioned in item 19 of Part I of this Form should be based on the number of days contained in each month.
2. **Details of service** – (a) Give date, month and year of the various appointments, promotions and consations. For the purpose of adding towards broken periods, a month is reckoned as 30 days.
(b) All periods not reckoned as service should be distinguished.
3. **Identification** – Specify a few conspicuous mark, not less than two, if possible.
4. **Name** – When initials or the name of the Government servant are or is incorrectly given in the various records consulted, mention this fact in the letter forwarding the pension papers.
5. **Date of Death** – Date of death to be indicated in the service book, and the last pre-certificate, if any.
6. **Alterations** – Alterations to be made in red ink under dated initials of a gazetted government servant.

FORM – 12

{(See rules 77 (3) and 99 (2))}

**FORM OF APPLICATION OF THE GRANT OF DEATH-CUM-RETIREMENT
GRATUITY ON THE DEATH OF A HPSEB SERVANT**

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his-her behalf. Where there are more than one minor, the guardian should claim gratuity in one Form on their behalf.)

1. (i) Name of the Claimant in case he is not minor.
(ii) Date of birth of claimant.
2. (i) Name of the guardian in case the claimants are minor.
(ii) Date of birth of the guardian.
3. (i) Name of the deceased HPSEB Servant in respect
of whom gratuity is being claimed.

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1. Received by G.I.M.F. Notification No. 6(8)-EV(A)/73, dated the 25th January, 1974.
(ii) Date of death of HPSEB Servant.
(iii) Office/Department in which the deceased served last.
 4. Relationship of the claimant/guardian with
with the deceased HPSEB Servant.
 5. Full Postal Address of the claimant/guardian.
 - 6.
 7. (i) Where gratuity is claimed by the guardian on behalf of minors, the names of the
minors, their ages, relationship with the deceased HPSEB servant, etc.

Sr. No.	Name	Age	Relationship with the deceased HPSEB servant	Postal Address
1.				
2.				
3.				
4.				

(ii) Relationship of the guardian with minor.

8. Name of the Treasury of Sub-Treasury
at which payment is desired.
9. To specimen signature or left hand thumb
and finger impressions of the claimant/ guardian
an duly attested.

**Signature/Thumb impression
of the claimant/guardian**

(To be furnished in a separate sheet)

10. Attested² by :
(i)
(ii)
11. Witness
(i)
(ii)

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1. To be furnished in case the applicant is not literate enough to sign his name.
 2. Attestation should be done by two gazetted HPSEB servants or two or more persons
of respectability in the town, village or pargana in which the applicant resides.

FORMA – 14

{See rules 77 (4), 79 (3) and 81 (2) }

FORM OF APPLICATION FOR THE GRANT OF CONTRIBUTION FAMILY PENSION ON THE DEATH OF A H.P.S.E.B. SERVANT/PENSIONER

1. Name of the applicant
 - (i) Widow/widower
 - (ii) Guardian if the deceased person is survived by child or children.
2. Name and age of surviving widow/widower and children of deceased HPSEB Servant/pensioner-

Sr. No.	Name	Relationship with the deceased person	Date of birth by Christian era

3. Date of death of HPSEB servant/pensioner.
4. Office/Department in which the deceased HPSEB servant/pensioner served last.
5. If the applicant is guardian, his date of birth and relationship with the deceased HPSEB servant/pensioner
6. Full Address of the applicant
7. Name of the HPSEB Division which payment is desired.

ENCLOSURES

- (i) Two specimen signatures of the applicant, duly attested (To be furnished in two separate sheets)
- (ii) Two copies of passport size photograph of the applicant, duly attested.
- (iii) Two slip each bearing left hand thumb and finger impressions of the applicant, duly attested.
- (iv) Descriptive roll of the applicant, duly attested, indicating (a) height and (b) personal marks, if any, on the hand, face etc. (To be furnished in duplicate)

- (v) Certificate (s) of age (in original with two attested copies) showing the dates of birth of 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 Office/Head of Office).

9. Signature of left-hand thumb impression of the applicant

10. Attested by

Name	Full Address	Signature
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(i)

(ii)

11. Witness

(i)

(ii)

Note :- Attestation should be done by two gazetted HPSEB servants or two or more persons of respectability in town, village of Pargana in which the applicant resides. To be furnished in case the applicant is not literate enough to sign his name.