

FORM NO. 1 (REVISED)

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement.

- 1

Name

:
- 2

Date of Birth

:
- 3

Date of Retirement

:
- 4

Two *slips containing two specimen signatures each duly attested by a Gazetted Officer.

:
- 5

Three copies of passport size joint photograph with wife/husband duly attested by Head of Office (Photograph, of self only, in case the Government servant is un-married or a widow or a widower).

:
- 6

Two **slips each showing particulars of height and personal identification marks duly attested by a Gazetted Government servant.

:
- 7

Present Address

:

.....

.....
- 8

Address after retirement (Any subsequent change of address should be notified to the Head of Office).

:
- 9

Details of the family members as in Form No. 1A.

:
- 10

Name of the Treasury/Bank/Bank Branch through which pension is to be drawn.

:

Signature

Designation

Department/Office

* Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impression he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his two impressions. Impression should be duly attested by a Gazetted Government servant.

impression. Impression should be duly attested by a Gazetted Government servant.

** Specify a few conspicuous marks, not less than two if possible.

FORM NO. 1A (REVISED)
DETAILS OF FAMILY

Name of Govt. Servant

Designation

Date of Birth

Date of Appointment

Details of the members of my family as on

Sl. No.	Name of the members of the family	Date of Birth	Relationship with the Officer	Initials of the Head of Office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

- 1
- 2
- 3
- 4
- 5
- 6

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

Place
Dated, the

Signature of the Government Servant

Note:Family for this purpose means family as defined in Rule 143(1) of A.S. (P) Rules, 1969.

FORM NO. 2 (REVISED)
Form for assessing Pension and Gratuity
(To be sent in duplicate if payment is desired in a different circle of accounting unit)

PART-1

- 1Name of the government servant :
2Father's name (and also husband's name in the case of female Government servant) :
3Date of birth (by christian era) :
4Religion :
5Permanent residential address, showing Village, Town, Street, Lane, Pin Code, Police Station, District & State. :
6Present of last appointment including name of establishment and Department. :
(i) Substantive. :
(ii) Officiating, if any. :
7Date of beginning of service. :
8Date of ending of service. :
9(a) Total period of Military service :
(b) Date of commencement and each period of Military service. :
(c) Amount and nature of any pension/gratuity received for the Military service. :
10Amount and nature of pension/gratuity received for previous civil service. :
11Government under which service has been rendered in order of employment. :YearMonthDays
12Class of pension applicable. :
13The date on which action initiated to - :
(i) Obtain the 'No demand certificate' from the Estate Officer/Executive Engineer, P.W.D. etc. :
(ii) Assess the service and emoluments qualifying for pension and :
(iii) Assess the government dues other than the dues relating to the allotment of Government accomodation. :
14Details of ommission, imperfection or deficiencies in the Service Book which have been ignored. :
15Total length of qualifying service for the purpose of adding towards broken periods, a month is reckoned as thirty days. :

16Periods of non-qualifying service :
(Any reference to be mentioned)
(i) Interruption in service condoned. :
(ii) Extra-ordinary leave not qualifying for pension. :
(iii) Period of suspension not treated as qualifying service. :

(iv) Any other service not treated as qualifying service. :Total
17Emoluments reckoning for gratuity. :
18Average emoluments for calculation of pension. :
Emoluments drawn during the last ten months of service. :

Post held	From	To	Pay	Grade Pay	Average Emoluments

(i) In a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments.

- (ii) The calculation of average emoluments should be based on actual number of days containing in each month.
- 19 Date on which Form-1 has been obtained from the :
government servant (to be obtained eight months before
the date of retirement of Government servant).
- 20 (i) Proposed pension :
(ii) Proposed relief, on pension. :
- 21 Proposed gratuity/death-cum-retirement gratuity. :
- 22 Date from which pension is to commence. :
- 23 Proposed amount of provisional pension. :
(If Departmental or Judicial proceedings were instituted
against the Government servant before retirement).
- 24 Details of Government dues recoverable out of gratuity :
(i) Licence Fee/Rent for the allotment of Government :
accomodation.
(ii) Other dues, if any. :
- 25 Whether nomination made for - :
(i) Death-cum-retirement gratuity.
- 26 Whether Family Pension Rules, 1964 are applicable to the
government servant, and if so:
(i) Pay reckoning for the Family Pension. :
(ii) The amount of the Family Pension becoming payable :
to the family of the Government servant, if death takes
place after retirement.
(iii) Complete and up-to-date details of family as given in :
Form 1-A.

Sl. No.	Name of the Member of the Family	Date of Birth	Relationship with the Government Servant
(1)	(2)	(3)	(4)

1
2
3
4
5
6
7
8
9
10

- 27 Height :
- 28 Identification Marks :
- 29 Place of payment of pension (Treasury, Sub-Treasury or :
Branch of Public Sector Bank).
- 30 Head of Account to which pension and gratuity are :
debitable.

Signature

Date

Designation

(Head of Office)

FORM NO. 19 (NEW)
(PENSION)
FORM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING THE PENSION PAPER OF A
GOVERNMENT SERVANT

To,
The Accountant General (A/Cs & Esstt.), Assam

Sub : Pension papers of Shri/Shrimati/Kumari Authorisation of pension.

Sir,
I have the honour to/I am directed to forward here with the pension papers of Shri/Shrimati/Kumari for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Government servant and which need to be recovered out of the amount of death-cum-retirement gratuity are indicated below :

(a) Balance of the house building or conveyance advance : or any other advance.	Rs.	
(b) Over-payment of pay and allowance including leave : salary.	Rs.	
(c) Arrears licence-fee/rent for occupation of Govt. : accomodation.	Rs.	
(d) Any other assessed dues and the nature thereof :	Rs.	
(e) The amount of gratuity to be withheld for adjustment : of unassessed dues, if any.	Rs.	
	Total -	Rs.
(f) Provisional pension authorised (if any) (Copy enclosed) :	Rs.	P.M.
(g) Provisional gratuity authorised (if any) (Copy enclosed) :	Rs.	

Yours faithfully
Head of Office

LIST OF ENCLOSURES

- 1
- Form No. 1* and Form No. 2 duly completed.
- 2
- Medical certificate of incapacity (if the claim is for invalid pension).
- 3
- Statement of saving effected and reason why employment could not be found elsewhere (if the claim is for compensation pension or gratuity).
- 4
- Service Book (Date of retirement to be indicated in the Service Book).
- 5
- (a) Two slips with two specimen signature duly attested by Gazetted Government servant or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions duly attested by a Gazetted Government servant.

(b) Two slips showing the particulars of height and identification mark, duly attested.
(c) Three copies of passport size photograph with wife/husband duly attested by Head of Office.
- 6
- A statement indicating te reasons for delay in case where the pension paper were not forwarded before 6 months of the date of retirement of Government servant.
- 7
- Written statement, if any, of the Government servant required for a portion of service rendered by him for which records remained unverified.
- 8
- Brief statement leading to re-instatement of the Government servant in case the Government servant has been re-instated after having been suspended, compulsory retired, removed or dismissed from service.

Note: When initials or names of the Government servant are or is incorrectly given in the various records consulted, the fact should be mentioned in the letter.

*If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form No. 1 from the Government servant, the Head of Office may forward the pension papers to the A.G. without Form No. 1. The form may be sent as soon as it is obtained from the Government servant.

FORM NO. 1

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement.

- 1 Name :
- 2 Date of Birth :
- 3 Date of Retirement :
- 4 Two * slips containing two specimen signatures each
duly attested by a Gazetted Officer :
- 5 Three copies of passport size joint photograph with
wife/husband duly attested by Head of office
(Photograph, of self only, in case the Government
servant is un-married or a widow or a widower) :
- 6 Two ** slips each showing particulars of height and
personal identification mark duly attested by a
Gazetted Government servant :
- 7 Present Address
- 8 Address after retirement (any subsequent change of
address should be notified to the Head of Office) :
- 9 Details of the family members as in Form No. 1A :
- 10 Name of the Treasury/Bank/Bank Branch through
which pension is to be drawn :

Signature
Designation
Department/Office

Note:
* Two slips each bearing the left hand thumb and fingers impressions duly attested may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impression he may give thumb and finger impression of the right hand where a Government servant has lost both the hands he may give his toe impression. Impression should be duly attested by a Gazetted Government servant.

** Specify a few conspicuous marks, not less than two if possible.

FORM NO. 1A (REVISED)
DETAILS OF FAMILY

Name of Govt. Servant

Designation

Date of Birth

Date of Appointment

Details of the members of my family as on

Sl. No.	Name of the members of the family	Date of Birth	Relationship with the Officer	Initials of the Head of Office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

1

2

3

4

5

6

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

Place

Dated, the

Signature of the Government Servant

Note: Family for this purpose means family as defined in Rule 143(1) of A.S. (P) Rules, 1969.

FORM NO. 2 (REVISED)
Form for assessing Pension and Gratuity
(To be sent in duplicate if payment is desired in a different circle of accounting unit)

PART-1

- 1

Name of the government servant

:
- 2

Father's name (and also husband's name in the case of female Government servant)

:
- 3

Date of birth (by christian era)

:
- 4

Religion

:
- 5

Permanent residential address, showing Village, Town, Street, Lane, Pin Code, Police Station, District & State.

:
- 6

Present of last appointment including name of establishment and Department.

:
- (i) Substantive.

:
- (ii) Officiating, if any.

:
- 7

Date of beginning of service.

:
- 8

Date of ending of service.

:
- 9

(a) Total period of Military service

:
- (b) Date of commencement and each period of Military service.

:
- (c) Amount and nature of any pension/gratuity received for the Military service.

:
- 10

Amount and nature of pension/gratuity received for previous civil service.

:
- 11

Government under which service has been rendered in order of employment.

:
- Year

:
- Month

:
- Days

:
- 12

Class of pension applicable.

:
- 13

The date on which action initiated to -

:
- (i) Obtain the 'No demand certificate' from the Estate Officer/Executive Engineer, P.W.D. etc.

:
- (ii) Assess the service and emoluments qualifying for pension and

:
- (iii) Assess the government dues other than the dues relating to the allotment of Government accomodation.

:
- 14

Details of ommission, imperfection or deficiencies in the Service Book which have been ignored.

:
- 15

Total length of qualifying service for the purpose of adding towards broken periods, a month is reckoned as thirty days.

:
- 16

Periods of non-qualifying service (Any reference to be mentioned)

:
- (i) Interruption in service condoned.

:
- (ii) Extra-ordinary leave not qualifying for pension.

:
- (iii) Period of suspension not treated as qualifying service.

:
- (iv) Any other service not treated as qualifying service.

:
- Total

:
- 17

Emoluments reckoning for gratuity.

:
- 18

Average emoluments for calculation of pension.

:
- Emoluments drawn during the last ten months of service.

:

Post held	From	To	Pay	Grade Pay	Average Emoluments

- (i)

In a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments.
- (ii)

The calculation of average emoluments should be based on actual number of days containing in each month.
- 19

Date on which Form-1 has been obtained from the government servant (to be obtained eight months before the date of retirement of Government servant).

:
- 20

(i) Proposed pension

:
- (ii) Proposed relief, on pension.

:
- 21

Proposed gratuity/death-cum-retirement gratuity.

:
- 22

Date from which pension is to commence.

:

- 23 Proposed amount of provisional pension. :
(If Departmental or Judicial proceedings were instituted against the Government servant before retirement).
- 24 Details of Government dues recoverable out of gratuity :
(i) Licence Fee/Rent for the allotment of Government accomodation. :
(ii) Other dues, if any. :
- 25 Whether nomination made for - :
(i) Death-cum-retirement gratuity.
- 26 Whether Family Pension Rules, 1964 are applicable to the government servant, and if so:
(i) Pay reckoning for the Family Pension. :
(ii) The amount of the Family Pension becoming payable to the family of the Government servant, if death takes place after retirement. :
(iii) Complete and up-to-date details of family as given in Form 1-A. :

Sl. No.	Name of the Member of the Family	Date of Birth	Relationship with the Government Servant
(1)	(2)	(3)	(4)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

- 27 Height :
- 28 Identification Marks :
- 29 Place of payment of pension (Treasury, Sub-Treasury or Branch of Public Sector Bank) :

- 30 Head of Account to which pension and gratuity are debitable. :

Signature

Date

Designation

(Head of Office)

FORM NO. 19 (NEW)
(PENSION)
FORM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING THE PENSION PAPER OF A GOVERNMENT
SERVANT

To,
The Accountant General (A/Cs & Esstt.), Assam

Sub : Pension papers of Shri/Shrimati/Kumari Authorisation of pension.

Sir,

I have the honour to/I am directed to forward here with the pension papers of Shri/Shrimati/Kumari for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Government servant and which need to be recovered out of the amount of death-cum-retirement gratuity are indicated below :

(a) Balance of the house building or conveyance advance or : any other advance.	Rs.	
(b) Over-payment of pay and allowance including leave : salary.	Rs.	
(c) Arrears licence-fee/rent for occupation of Govt. : accomodation.	Rs.	
(d) Any other assessed dues and the nature thereof :	Rs.	
(e) The amount of gratuity to be withheld for adjustment of : unassessed dues, if any.	Rs.	
	Total -	Rs.
(f) Provisional pension authorised (if any) (Copy enclosed) :	Rs.	P.M.
(g) Provisional gratuity authorised (if any) (Copy enclosed) :	Rs.	

Yours faithfully
Head of Office

LIST OF ENCLOSURES

- 1 Form No. 1* and Form No. 2 duly completed.
- 2 Medical certificate of incapacity (if the claim is for invalid pension).
- 3 Statement of saving effected and reason why employment could not be found elsewhere (if the claim is for compensation pension or gratuity).
- 4 Service Book (Date of retirement to be indicated in the Service Book).
- 5 (a) Two slips with two specimen signature duly attested by Gazetted Government servant or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions duly attested by a Gazetted Government servant.
(b) Two slips showing the particulars of height and identification mark, duly attested.
(c) Three copies of passport size photograph with wife/husband duly attested by Head of Office.
- 6 A statement indicating te reasons for delay in case where the pension paper were not forwarded before 6 months of the date of retirement of Government servant.
- 7 Written statement, if any, of the Government servant required for a portion of service rendered by him for which records remained unverified.
- 8 Brief statement leading to re-instatement of the Government servant in case the Government servant has been re-instated after having been suspended, compulsory retired, removed or dismissed from service.

Note: When initials or names of the Government servant are or is incorrectly given in the various records consulted, the fact should be mentioned in the letter.

*If a Government servant is compulsorily retired from service and delay is anticipated in obtainig Form No. 1 from the Government servant, the Head of Office may forward the pension papers to the A.G. without Form No. 1. The form may be sent as soon as it is obtained from the Government servant.

FORM NO. 3

FORM OF APPLICATION FOR THE GRANT OF THE DEATH-CUM-RETIREMENT GRATUITY ON THE DEATH OF A
GOVERNMENT SERVANT
(TO BE FILLED IN SEPERATELY BY EACH APPLICANT)

- 1

Name of the Applicant

:
- 2

Date of Birth

:
- 3

Date of Retirement

:
- 4

Two *slips containing two specimen signatures each duly attested by a Gazetted Officer.

:
- 5

Three copies of passport size joint photograph with wife/husband duly attested by Head of Office (Photograph, of self only, in case the Government servant is un-married or a widow or a widower).

:
- 6

Two **slips each showing particulars of height and personal identification marks duly attested by a Gazetted Government servant.

:
- 7

Present Address

:

.....

.....
- 8

Address after retirement (Any subsequent change of address should be notified to the Head of Office).

:
- 9

Details of the family members as in Form No. 1A.

:
- 10

Name of the Treasury/Bank/Bank Branch through which pension is to be drawn.

:

Signature

Designation

Department/Office

*

Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impression he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his two impression. Impression should be duly attested by a Gazetted Government servant.

**

Specify a few conspicuous marks, not less than two if possible.

FORM NO. 5
(PENSION)

Form of intimation for death-cum-retirement gratuity/residuary gratuity in cases where valid nomination exists.

GOVERNMENT OF ASSAM

.....Department
Office of the
dated The.....

Sub : Payment of death-cum-retirement Gratuity/Residuary Gratuity in respect of the
Late/Shri/Smti

Sir/Madam,

- 1
- I am directed to state that in terms of the nomination made by the Late/Shri/Smti A
in the Office/Department..... a death-cum-retirement gratuity/residuary gratuity is payable to his/her nominee (s). A copy of the said nomination is enclosed herewith.
- 2
- I am to request that a formal claim for the grant of death-cum-retirement gratuity/residuary gratuity may be submitted by you in the enclosed Form No.3 (Pension) as soon as possible.
- 3
- Should any contingency have happened since the date of making the nomination so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully

Designation

To,

FORM NO. 6
(PENSION)

Form of intimation for death-cum-retirement gratuity/residuary gratuity where valid nomination does not exist

GOVERNMENT OF ASSAM

.....Department

Office of the

No.

dated The.....

Sub : Payment of death-cum-retirement Gratuity/Residuary Gratuity in respect of the
Late/Shri/Smti

Sir/Madam,

- 1 I am directed to say that in terms of Liberalised Pension Rules, Chapter VIII, rule 135 of the Assam Services (Pension) Rules, 1969, a Death-Cum-Retirement Gratuity / Residuary Gratuity is payable to the following members of the deceased
- Shri/Smti
- Designation
- In the Office of the
- Department of.....
- In equal shares
- (i) Wife/Husband
- (ii) Son
- (iii) Unmarried Daughter (including step-children and adopted children)
- 2 In the event of there being no surviving member of family as indicated above, the Death-Cum-Retirement Gratuity/Residuary Gratuity will be payable to the following members of the family in equal shares.
- (i) widowed daughters, including step daughters and adopted daughters.
- (ii) Brothers below the age of 18 years and unmarried or widowed sisters.
- (iii) Father
- (iv) Mother
- 3 It is requestefd that a formal claim for the payment of the Death-Cum-Retirement Gratuity / Residuary Gratuity may be submitted in the enclosed revised Form No.3 (pension) as soon as possible.

Yours faithfully

Designation

FORM NO. 9
(PENSION)

Form of intimation Family Pension (1964)
(Under the Family Pension Scheme, 1964)

GOVERNMENT OF ASSAM

.....Department

Office of the

No.

dated The.....

Sub : Payment of family pension under the Family Pension Scheme, 1964 for Assam Government
Employees (Rule 138 of the Assam Service (Pension) Rules, 1969 in respect of Shri/Smti

.....

The undersigned has learnt with regret the death of

Shri/Smti

Designation

In this Office/Department and is directed to inform you that under provisions of the Family Pension Scheme,
1964 for Assam Government employees you are entitled to Family Pension for life or remarriage whichever is
earlier/till attaining the maturity where family pension is admissible to the minor children.

I am accordingly to suggest that formal claim for the grant of family pension may be submitted by you in the
enclosed Form of Application in a revised Form No.10 (Pension) along with the documents mentioned therein.

Signature

(Designation)

To,
Shri/Smti

.....

(PENSION)
FORM OF APPLICATION FOR FAMILY PENSION
(under the Family Pension Scheme, 1969)

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

Sl No.	Name	Relationship with deceased person	Date of Birth (Christian era)

- 3 Date of Death of the Government Servant. :
Office/ Deptt. in which the deceased Government
- 4 servant/pensioner served last :
if the applicant is guardian, his date of birth and
- 5 relationship with the deceased Government/pensioner :
if the applicant is a widow/widower the amount of
- 5A service which she/he may be in receipt on the date of :
death 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)
(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, 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 date of birth of the children. The certificate should be from the Municipal Authority or from the Local Panchayat or from the Head of a recognized 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 is not literate enough to sign his name

- 10 Attested by

Sl. No.	Name	Full Address	Signature

- 11 Witness

Sl. No.	Name	Full Address	Signature

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

FORM FOR ASSESSING AND AUTHORISING 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 Government servant	:
2	Father's name (and also husband's name in case of female Government 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 of beginning of Service	:
9	Date of ending of Service	:
10	(a) Total period of Military service for which pension and gratuity was sanctioned and	:
	(b) Amount and nature of any pension/gratuity received for the military service	:
11	Amount and nature of any pension/gratuity received for previous civil service if any	:
12	Department under which service has been rendered	:
13	The date on which intimation regarding the death of Government servant was received by 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, P.W.D. etc	:
	(iii) Assess the Government dues other than the dues pertaining to occupation of Government accommodation	:
	(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	Periods of non-qualifying service	:
	(i) Interruption in service condoned	:
	(ii) Extra-ordinary leave not qualifying for gratuity	:
	(iii) Period of suspension not treated as qualifying service	:
	(iv) Any other service not treated as qualifying service	:
	Total non-qualifying service period	:
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,	:
	(ii) Enhanced rate (if service rendered at the time of death is more than seven years)	:
	(iii) Ordinary rate	:
	(iv) Period of tenability of Family Pension 1964	:
	(v) Enhanced rate from	:
	(vi) Enhanced rate to	:
20	Person to whom family pension is payable Name	:
	Relationship with the deceased Government Servant	:
	Full Postal Address	:

- 21 Details of Government dues recoverable out of gratuity :
(i) Licence fee/rent for allotment of Government 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 than those pertaining to Government accomodation :
- 22 Date on which claims received from the claimants :
- 23 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 of pension (Treasury, Sub-Treasury or Branch of Public sector bank) :
- 25 Head of Account to which Death-Cum-Retirement-Gratuity and Family Pension are debitable :

Place

Date

Signature of Head of Office

SECTION-II
DETAILS OF PROVISIONAL FAMILY PENSION AND GRATUITY

Provisional Family Pension	:
Gratuity (the amount mentioned in item 18 (b) of Part I)	:
Less	
(a) Licence fee/rent recoverable from gratuity for occupation of Government accommodation (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 Government dues as Mentioned in item 21 (iii) of Part-I	:
Total of (a), (b) and ©	:
Total	:

Place

Dated The.....

Signature of Head of Office

SECTION-I
AUDIT ENFACEMENT

- 1 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 of :
Government dues
3 Amount and the period of tenability of Family pension :
1965. If death took place
(i) before seven years service

Amount	Period of enability	
	From	To

(ii) after seven years service

Amount	Period of enability	
	From	To

- 4 Date from which family pension is admissible :
5 Head of Account to which death-cum-retirement :
gratuity and family pension are chargeable

SECTION-II

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

Place

Dated The.....

Audit Officer

FORM OF LETTER TO THE FORWARDING PAPERS FOR THE GRANT OF FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY TO THE FAMILY OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE

No. :
Government of Assam
Department Office
Dated the

To,
The Director of Pension, Assam
.....
.....

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

Sir,

1. I am directed to say that Shri/Smt
Designation died on His family has become eligible for the grant of family pension and death-cum-retirement gratuity. Form 20 duly completed is forwarded herewith for further necessary action.
2. Government dues in respect of the deceased Government servant will be recovered out of the death-cum-retirement gratuity as indicated in section-II 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 department/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

Head of the Office

List of enclosures

(Pension)

(For Family of Government Servant killed on duty)
Form of Application for Special Family Pension
(Under O.M. No. FMP. 40/85/7. Dated 26.08.1985

Application for a Special Family Pension for the family of Late/Shri/Smti
..... (Designation) In the Office Department of
.....

- 1
- Name of the Applicant
- :
- 2
- Relationship to the deceased Govt. Servant
- :
- 3
- Normal date of Superannuation
- :
- 4
- Date of death of the deceased Govt. Servant
- :
- 5
- Names of the surviving Kindred of the deceased
- :

Relation	Name	Age
a) (i) Widow		
(ii) Husband		
(iii) Son		
(iv) Unmarried Daughter		
b) (i) Father		
(ii) Mother		

- 6
- Name of Treasury/Sub-Treasury at which payment is desired
- :
- 7
- Descriptive Roll of applicant ie; Date of birth, height & personal mark if any
- :
- 8
- Proof of dependency on the deceased in case the application is from any one under item 5 (b) (i) & (ii)
- :
- 9
- Full Address of the Applicant
- :
- 10
- The following documents are also enclosed
- (i) Death Certificate
- (ii) Three copies of passport size photograph duly attested by Gazetted Officer
- (iii) Guardianship certificate where pension is admissible to the minor children
- (iv) Dependency certificate where necessary
- (v) Specimen signature or left hand thumb impression in case of illiterate person into two separate sheets duly attested by Gazetted Officer

Signature or left hand thumb
impression of the applicant

Memo No.

Dated

Forwarded to : (Administrative Department) :

The particulars furnished above are verified and found correct.

Signature with Designation
of Office/Deptt)

(Head

PHOTO
TWO
COPIES

I certify that I have answered correctly each and all of the question below. Two copies of passport size photograph (one attested are furnished.)

Place

Date _____

QUESTIONS

ANSWERS

- 1 What is the date of your Birth :
- 2 Date of your Superannuation :
- 3 Date of Application :
- 4 How much of your pension do you wish to commute :
- 5 a) Have you already commuted a portion of your pension, if so give particulars :
b) Have any application from you for commutation of pension ever been rejected or have you ever been accepted :
- 6 From what treasury do you wish to draw or propose to draw your pension and commutation money :
- 7 a) If you are already drawing your pension quote the number of your pension payment order or colonial warrant :
b) State special whether you are drawing anticipatory pension :
- 8 Without prejudice to the desertion of the sanctioning authority from what date approximately do you wish this commutation to have effect :
- 9 At what station near the area in which you are ordinarily resident, would you prefer your medical examination to this effect :
- 10 a) Are you re-employment or likely to be re-employed soon :
b) If so, name the authority under whom you are re-employment or likely to be re-employed :
c) State your designation and address on re-employment :
d) Whether your pension has been drawn or will be allowed to be drawn in whole or in part during re-employment or it has been held in obedience during re-employment :

- 11 State the amount of Provident fund money (including :
any non-refundable withdrawals) and death cum-
retirement gratuity to you
- 12 Name the account officer who authorized the :
payment of provident fund money (including any non-
refundable withdrawals) death-cum-retirement
gratuity to you

Place

Date

(SIGNATURE OF THE APPLICANT)

The clause of pension superannuation retiring invalid compensation should be stated and if the amount of pension is not known a suitable modification should be made in the form. The portion of the pension to be commuted should be consist of rupees or rupee and a multiple of five paise.

In case of anticipatory pension the pensioner may if he desires indicate his intention to commute the maximum amount in the afedt. His final pension being more than the anticipatory pension. In such case amout of proposed to be commuted alternatively be expressed in terms of percentage of full pension within the maximum permissible limit. The pensioner may also indicate whether he anticipates that the final amount of pension that he would be entitled to commute might exceed Rs 15/- in case desire commute such exceeding Rs 25/-

To be filled in by the forwarding authority in case given by rule-7(1) – (3)

Memo No. PPO(P)

Dated, Dispur the

to the Accountant General, Assam Guwahati, Beltola-28 for favour of Admissible Report

**Deputy Secretary to the Govt. of Assam,
Pension and Public Grievances Deptt.**

CONSENT FORM

To,

The Director of Pension, Assam
Housefed Complex, Dispur- 781006

Sub : Request for assessment of Excess drawal if any and consent thereon to recover the same

Sir,

I have the honour to request you kindly to finalise my pension case by assessing excess drawal of pay and allowance drawn if any during the service period at your end.

In this connection, I do hereby give my consent for recovery of the same in lump sum or in monthly installment as deemed convenient and for which myself or in the event of my death my successors shall have no right whatsoever to raise any objection hereinafter for the said recovery.

Pension Case Mark No.

Yours faithfully

Name of Pensioner