

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. 1) Name of the guardian in case
the applicant is a minor :
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
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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.

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)
 - 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 from the Municipal Authorities 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/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 paragona 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 described 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 re-
ceived for the Military service.
11. Amount and nature of any pension received for previ-
ous 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 received 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 gra-
tuity 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. 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. Period of non-qualifying service
 - i) Interruption in service condoned
 - ii) Extra-ordinary leave not qualifying for gratuity:
 - iii) Period of suspension treated as non qualifying:

From	To
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 - 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:
 - c) 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 than those pertaining to Govt. accommodation

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:

Date:

Signature of Head of Office

Section-II

DETAILS OF PROVISIONAL FAMILY PENSION AND GRATUITY

Provisional Family Pension:	Rs.
a) Gratuity[the amount mentioned in item 18(b) Of part-I]	Rs
Less a)Licence fee/rent recoverable from Gratuity for occupation of Govt. 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 item21(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	

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)

	Amount	
i)Before seven years service:	Rs	From
ii)After seven years of service:		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 deceased Govt. Servant :
2. Date of deathof the Govt.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 of 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 :

Date:

Audit Officer.

FORM NO.21
FORM OF LETTER TO THE FORWARDING PAPERS FOR 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/Smti.....

Designation.....school died onHis/Her
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 acknowledge 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

