

FORM - 12

See Rule 77 (2)

Form of application for the grant of Death Gratuity
on the death of a Government 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):

Sl. No.	Sub-Sl. No.	Particulars	Information to be filled in
1	2	3	4
01.	(i)	Name of the claimant in case he is not minor :	
	(ii)	Date of birth of the claimant :	
02.	(i)	Name of the guardian in case the claimants are minors :	
	(ii)	Date of birth of the guardian :	
03.	(i)	Name of the deceased Government servant in respect of whom gratuity is being claimed :	
	(ii)	Date of death of Government servant :	
	(iii)	Office/Department/Ministry in which the deceased served last :	
04.		Relationship of the claimant/guardian with the deceased Government servant :	
05.		Full Postal Address of the claimant/guardian :	

06. (i) Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their ages, relationship with the deceased Government servant, etc. :-----

Sl. No.	Name	Age	Relationship with the deceased Government servant	Postal Address
01.				
02.				
03.				
04.				
05.				
06.				

	(ii)	Relationship of the guardian with minor :	
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07.		Place of payment of Pension and Gratuity (Treasury, Sub-Treasury, Public Sector Bank Branch, or the Pay and Accounts Office :	
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Signature/Thumb-impression of the claimant/guardian

08.		Two specimen signatures <u>1</u> or left hand thumb and finger impressions of the claimant/ guardian duly attested :	<u>(To be furnished in a separate sheet duly attested)</u>
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09. **2 Attested by:---**

Sl. No.	Name	Full Address	Signature with stamp
(i)			
(ii)			

10. **Witnesses:---**

Sl. No.	Name	Full Address	Signature
(i)			
(ii)			

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

(Form of obtaining Family Pension)

FORM - 14See Rule 77 (3) and 81(2)**Form of application for the grant of Family Pension, 1964, on the death of a Government servant / pensioner**

Sl. No.	Sub-Sl. No.	Particulars	Information to be filled in
1	2	3	4
01.		Name of the applicant :	
	(i)	Widow/Widower :	
	(ii)	Guardian if the deceased person is survived by child or children :	

02. Name and age of surviving widow/widower and children of the deceased Government servant/pensioner:---

Sl. No.	Name	Relationship with the deceased person	Date of birth by Christian era
01.			
02.			
03.			
04.			
05.			
06.			

Sl. No.	Particulars	Information to be filled in
03.	Name and No. of the PPO of the deceased pensioner :	
04.	Date of death of the Government servant/pensioner :	
05.	Office/Department/Ministry in which the deceased Government servant/pensioner served last :	
06.	If the applicant is guardian, his date of birth and relationship with the deceased Government servant/pensioner :	
06-A.	If the applicant is a widow/widower the amount of service pension which she/he may be in receipt on the date of death of the husband/wife :	
07.	Full address of the applicant :	
08.	Place of payment of Pension and Gratuity (Treasury, Sub-treasury or Public Sector Bank Branch and Pay and Accounts Office :	

Sl.No	Enclosures to be submitted	
(i)	Two specimen signatures of the applicant, duly attested (To be furnished in two separate sheets).	
(ii)	Two copies of passport size photographs of the applicant, duly attested.	
(iii)	Two slips each bearing left hand thumb and finger impressions ¹ 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. (Specify a few conspicuous marks, not less than two, if possible.) (To be furnished in duplicate)	
(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 Head of Office).	

10.	Indicate whether family pension is admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous Body/local fund under the Central or a State Government :	
11.	<u>Signature or left hand thumb-impression¹ of the applicant :</u>	

09. 2 Attested by:---

Sl. No.	Name	Full Address	Signature with stamp
(i)			
(ii)			

10. Witnesses:---

Sl. No.	Name	Full Address	Signature
(i)			
(ii)			

1.To be furnished in case the applicant is not literate enough to sign his name.

In the case of re-marriage of the widow while applying for family pension on behalf of the minor child, the widow should furnish (i) the date of her re-marriage, (ii) name of the Treasury/Sub-Treasury at which payment is desired and (iii) her full address in the application for family pension. It is not necessary to furnish a fresh application nor the documents as they are already available with the pension papers on which family pension was originally admitted to her.

NOTE:- Attestation should be done by two Gazetted Government servants or two or more persons of respectability in the town,
Village or Pargana in which the applicant resides.