

✓ - Under Beneficial

**DOCUMENTS TO BE FORWARD FOR SETTLEMENT OF
FAMILY PENSION CASES (DEATH AN EMPLOYEE WHILE IN SERVICE)**

Ser No	Documents	Received	
		Yes	No
1.	Service Book and Leave Account	Yes	No
2.	Death Certificate of Employee	Yes	No
3.	Nomination for retirement Gratuity / Death Gratuity Form - I/Form - 2.	Yes	No
4.	Details of Family (Form - 3)	Yes	No
5.	Form of Application for the grant of Family Pension (Form - 14)	Yes	No
6.	Form for _____ and authorizing the payment of Family Pension and Death Gratuity (Form - 18) (In duplicate if the payment is desired in another circle of accounting unit)	Yes	No
7.	No demand certificate, if employee allotted Govt accommodation.	Yes	No
8.	Name of Post / Bank, where pension is payable.	Yes	No
9.	Form for application for the grant of Death Gratuity Form - 12	Yes	No
10.	Particulars to be furnished in Form - alongwith	Yes	No
	(a) Two specimen signature or left hand thumb & finger impressions of the applicant duly attested.	Yes	No
	(b) Two copies of passport size photographs of the application duly attested.	Yes	No
	(c) Two slips each bearing left hand thumb & finger impression of the applicant duly attested.	Yes	No
	(d) Descriptive Roll of the applicant duly attested including height & personal marks, if any on the hand, face etc (to be furnished in duplicate)	Yes	No
	(e) Certificate (s) of age (in original with two attested copies) showing the date of birth of the children.	Yes	No
11	Postal address of the claimant or guardian	Yes	No
12	Sanction copy of advance granted on account of immolate relief to the family.	Yes	No
13.	Presidential order in case employee absorbed.	Yes	No
14.	Last pay certificate	Yes	No
15.	Recovery of pension contribution and leave salary contribution.	Yes	No

Checked by DA

JAO

CAO