

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

NO.HPSEBL/F&A/Pen- I/Misc /2020

Dated:- 03/09/2020

To

6955-7104

All The Chief Engineer's in HPSEB Ltd.,
The Managing Director BVPCL Jogindernagar
All the Dy. CE's/SE in HPSEB Ltd.
All the Sr. XEN/RE
In HPSEB Ltd.

Sub: - Substitute forms of old Pension forms and Settlement of pension cases thereof.

Sir,

I am directed to say that as per CCS(Pension)Rules,1972, the Pension/Family Pension and other retiral benefits forms have been substituted/ amended and some columns have also been inserted in these forms by the Govt. of India,Deptt. of P & P.W.Notification for releasing of above mentioned benefits.

It is, therefore, requested that the Pension/Family pension case of employees who shall be retire on or after 30.9.2020 may kindly be supplied to this office on the substituted/amended forms which are available on the web site of HPSEBL, instead of old forms. It is also requested to ensure that the pension forms should be sent to the Under Signed well before six months from the date of retirement enabling us to release their Pension/F.pension and other retiral benefits in time.

In the event of delay beyond three months of retiral benefits pensioner shall be entitled to interest at par with GPF interest. Further, it is also requested to ensure that in case of delay in disbursement, the pensioner are paid interest and that interest will be recovered from the officer responsible for the delay.

Yours Faithfully,

Accounts Officer (Pen.),
F&A Wing, HPSEB, Ltd., Shimla-4.

Copy to the Superintending Engineer (I.T) O/O CE (Comm.) HPSEBL Shimla-4 to upload the same on the website of HPSEBL.

[Signature]
Accounts Officer (Pen.)
F&A Wing, HPSEB, Ltd., Shimla-4.
20/8/20

FORMS

'FORMS 1

Common Nomination form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

[See Rule 53 of CCS(Pension) Rules, 1972, Rule 5 of General Provident Fund(Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I _____, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

- (i) Any gratuity the payment of which may be authorized under Rule 50 of CCS (Pension) Rules.
- (ii) Amount that may stand to my credit in the General Provident Fund.
- (iii) Any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980.

Name, date of birth (DOB) and address of the nominee	Relationship with employee/ Pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under column(1) predeceases the employee/ Pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col.(5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

This nominations supersede any nominations made by me earlier.

Place and Date:

Signature of Government Servant

Telephone No.

FORM 3

{See Rule 54 (12)}

Details of Family

1. Name of the Government servant _____
2. Designation _____
3. Date of Birth _____
4. Details of the members of family as on _____

SL. No.	Names of the members of family	Date of Birth	Relationship with the officer	Marital Status	Remarks	Dated Signature of Head office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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

Place:

Signature of Government servant
Date:

FORM 5**{See Rules 59(1) (c) & 61 (1)}**

[Also see Rules 5(2), 12,13(3), 14(1) and 15(3) of Central Civil Services
(Commutation of Pension) Rules, 1981]

Particulars to be obtained by the Head of Office from the retiring Government servant [six months before the date of retirement]

1. Name _____
 2. (a) Permanent Account Number for Income Tax (PAN) _____
 - (b) Aadhar No. if available _____
 3. Specify a few marks of identification, not less than two, if possible
 - (i) _____
 - (ii) _____
 4. Height _____
 5. Address after retirement/permanent address for future correspondence _____
 6. Bank Account No. to which pension is to be Credited _____
(Joint account, either or survivor, with the spouse)
- (in case the Head of office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).
7. Name of the Branch of Bank through which pension Is to be drawn. _____
 - (a) BSR code of the branch _____
 - (b) IFSC code of the branch _____
8. Indicate whether family pension is also 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 _____
9. I desire to commute _____% (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check list are enclosed

Signature :

Designation:

Place:

Ministry/Department/Office:

Date:

Mobile No. :

Email ID

Check-List of Documents to be submitted along with Form-5

Sr. No.	Description of documents to be enclosed	Whether enclosed
1	<p>(a) Two specimen signatures(to be furnished in a separate sheet)</p> <p>(b) Additional information(only in case of an illiterate of disabled Government servant.):</p> <p>Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions, he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.</p>	
2.	<p>Three copies of passport size joint photograph with wife or husband .</p>	
	<p>Where it is not possible for a government servant to submit a photograph With his wife or her husband, he or she may submit separate photographs.</p>	
	<p>The photograph shall be attested by the Head of Office. Three copies of</p>	
	<p>Passport size photograph of disabled child/siblings/dependent parents, if</p>	
	<p>Applicable .(To be attested by the head of office.)</p>	
3.	<p>Details of family in Form 3</p>	
4.	<p>Undertaking in Form 26 for those who served in Security related or</p>	
	<p>Intelligence Organizations referred to in Rule 8 of the CCS(Pension) Rules, 1972.</p>	
5.	<p>Written statement for counting of period of service under Rule 59(1) (1) (a), if any</p>	
6.	<p>Undertaking for refunding any excess payment made by the pension disbursing</p>	
	<p>Bank.</p>	
7.	<p>Nomination for gratuity, CGEGIS and GPF in Common Nomination Form</p>	
8	<p>Nomination for arrears of pension and commuted value of Pension(if applied</p>	
	<p>For commutation of pension) in Common Nomination Form.</p>	
9.	<p>Form for submitting details under "Anubhav"(optional).</p>	

FORM-7

**Form for assessing Pension /family pension and Gratuity
(See Rules 58, 60, 61 (1) and (3) and 65(1)
(To be sent six months before the Date of Retirement to be PAO)**

PART-I

1. Name of the retiring Government employee _____
2. Father's/Husband's Name _____
3. PAN No. _____
4. Height and Marks of Identification _____
5. Date of Birth _____
6. Service to which he/she belongs(indicate name of Organized service, if any otherwise say, General Central Service). _____
7. Particulars of post held at the time of retirement-
 - (a) Name of the office _____
 - (b) Post Held _____
 - (c) Scale of pay/Pay band and Grade pay of the Post _____
 - (d) Basic pay/pay in the pay band and grade pay _____
 - (e) Whether the appointment mentioned above was Under Government or outside the Government on Foreign service terms. _____
 - (f) if on foreign service, scale of pay/pay band in the pay band and grade pay of the post in the Parent department. _____
8. Whether declared substantive in any post under the Central Government _____
9. Date of beginning of service _____
10. Date of ending of service _____
11. Cause of ending of service (Please tick one)-
 - (a) Superannuation (Rule35) _____
 - (b) Voluntary retirement on being declared surplus (Rule 29-A) _____
 - (C) Voluntary/premature retirement at the initiative of the Government servant[under Rules48, 48-A and FR56(k)] _____
 - (d) Premature retirement at the initiative of the Government[Rule 48 or FR 56(j)] _____
 - (e) Permanent absorption in public sector undertaking/ Autonomous body(Rule 37 or 37-A/37-B) _____

(f) Invalidment on medical ground (Rule 38) _____

(g) Due to abolition of post (Rule 39) _____

(h) Compulsory retirement (Rule-40) _____

(i) Removal/dismissal from service(Rules 24 and 41) _____

(j) Death _____

12. In the case of compulsory retirement, the orders of the competent authority, whether pension may be allowed at full rates or at reduced rates, the percentage at which it is to be allowed(Please see Rule-40)

13. In case of removal/dismissal from service, whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate(please see Rule-41)

14 Particulars relating to military service, if any-

(a) Period of military service _____

(b) Terminal benefits drawn/being drawn for military service _____

(c) Whether opted for counting of military service towards civil pension(Rule 19) _____

(d) if answer to (c) above is in the affirmative, whether the terminal benefits have been refunded. _____

15 Particulars relating to service in autonomous body/State Government, if any-

(a) Particulars of Service:

Name of Organization	Post Held	Period of Service		
		From	To	Period

(b) Whether the above service is to be counted for pension in the Government. _____

(c) Whether the autonomous organization has discharged its pensionary liability to the Central Government _____

16 Whether any departmental or judicial proceedings in terms of Rule 9 of the CCS(Pension) Rules, 1972 are pending against the Retiring employee.(If yes, in terms of Rule 69, provisional pension Will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)

17 Qualifying Service-

(a) Details of omission, imperfection of deficiencies in the service Book which have been ignored[under Rule 59(1) (b) (ii)] _____

(b) Period not counting as qualifying service

(i) Boy service(2nd proviso to Rule 13) _____

(ii) Extraordinary leave not counting as qualifying service _____

- (Rule 21)
- (iii) Periods of suspension not treated as qualifying service
(Rule-23)
- (iv) Interruptions in service [Rule 27 (1) (b) and Rule 28(c)]
- (v) Periods of foreign service with United Nations bodies
For which United Nations pension has been availed
(Rule-31)
- (vi) Any other period not treated as qualifying service
(give details)
- (c) Additions to qualifying service
- (i) Civil service (Rule 18)
- (ii) Military service (Rule 19)
- (iii) Benefit of service in an autonomous body
- (d) Net qualifying service
- (e) Qualifying service expressed in terms of completed six monthly
Periods (Period of three months and above is to be treated as
Completed six monthly period (Rule 49)
- 18 Emoluments-
- (a) Emoluments in terms of Rule 33
- (b) Emoluments drawn during ten months preceding retirement-

From	To	Rate of pay (including NPA)	Amount

NOTE- If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in terms (a) and (b) above (Note 7 below Rule 33)

- (c) Average emoluments (Rule 34)
- (d) Emoluments or average emoluments (whichever is higher)
To be reckoned for pension (Rule- 49)
- (e) Emoluments reckoned for retirement gratuity /death
Gratuity (Rule 50)
- (f) Pay reckoned for family pension (Rule 54)
- 19 Amount of retirement gratuity/death gratuity (Rule 50) (Refer
S. No. 9 of Calculation Sheet.)
20. Detail of Government dues recoverable out of gratuity
- (a) Licence fee for Government accommodation
[see-sub-rules(2), (3) and (4) of Rule 72]
- (b) Dues referred to in Rule 73
- (c) Amount indicated by Directorate of Estates to be withheld
Under sub-rule (5) of Rule 72
- 21.(a) Proposed pension /service gratuity(Rule 49)
- (b) Proposed dearness relief on pension(as on the date of
(retirement)
- (c) Date from which pension is to commence (Rule 83)

22. Rate of Family Pension-

- (a) Enhanced rate[Rule 54(3)] _____
- (b) Period for which family pension will be payable at enhanced rate. _____
- (c) Ordinary rate [Rule 54(2)] _____
- (d) Date from which ordinary rate of family pension will be payable _____

23 Commutation of pension-

- (a) Whether simultaneously applied for commutation of pension with
The pension application (applicable only in the case of those who
Retire on superannuation pension) _____
- (b) The percentage of pension commuted _____
- (c) Amount of monthly pension commuted _____
- (d) Commuted value of pension _____
- (e) Amount of residuary pension after deducting commuted
Portion _____
- (f) Date from which reduced pension is payable _____
- (g) Date from which commuted pension is to be restored _____

24 Post –retirement address of the retiree _____

25 E-mail ID, if any _____

26 Mobile number, if any _____

**Signature of the
Head of Office**

FORM-7

**CHECK –LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING
OF RETIREMENT DUES**

1. Whether retiring employee is an allottee of Governments accommodation.
2. If retiring employee is not an allottee of Government accommodation, date on which "No demand certificate" issued by the office
3. The date on which action initiated to obtain the 'No Demand Certificate" from the Directorate of Estates as provided in Rule-57.
4. Date of receipt of "No Demand Certificate" from Directorate of Estates.
5. Date on which intimation regarding any recovery /withholding of amount from gratuity received from Directorate of Estates.
6. Date on which action initiated to assess the service and emoluments qualifying for pension as proved in Rule 59.
7. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in Rule 73 (1).
8. Date on which the retiring Government servant was furnished blank Form 5 alongwith a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity and pension.
9. Whether any objection received from the employee on the above certificate. _____
10. Date on which the employee submitted his application for Pension in Forms 5 _____
11. Whether nominations made in Common Nomination Forms for –
 - (i) Death gratuity/retirement gratuity _____
 - (ii) Payment under CGEGIS _____
 - (iii) Amount of GPF, if applicable _____
 - (iv) Arrears of Pension _____
 - (v) Commuted value of pension (if applicable) _____
12. (i) Has the retiring Government servant worked in any of the Organizations mentioned in sub-rule 3-A of Rule 8 of the CCS(Pension) Rules, 1972 _____
 (ii) If yes, whether an undertaking in Form 26 has been obtained Along with Form-5 and placed on record. _____
13. Whether Details of family in Form 3 attached _____
14. Whether Medical Certificate of incapacity (for invalid pension) Attached. _____
15. Whether Statement of the savings effected and the reasons why Employment could not be found elsewhere attached (if claim is for Compensation pension or gratuity) _____
16. Whether the orders of the competent authority regarding grant Of pension in the cases of compulsory retirement/dismissal/removal Against Item No. 12 or 13 placed on record. _____
17. Whether a statement indicating the reasons for delay in case the

- Pension papers are not forwarded before six months of the Retirement of Government servant attached
18. Whether brief statement leading to reinstatement of the Government Servant attached (in case the Government servant has been reinstated After having been suspended, compulsorily retired, removed or dismissed From service.)

Part-II

1. Date of receipt of Pension papers by the Accounts officer from Head of office _____
2. Entitlements admitted- _____
 - A. Length of qualifying service _____
 - B. Pension- _____
 - (i) Class of Pension _____
 - (ii) Amount of monthly pension _____
 - (iii) Date of commencement _____
 - C. Commutation of Pension- _____
 - (i) Portion of pension commuted, if any _____
 - (ii) Commuted value of portion of pension Commuted if any _____
 - (iii) Residuary pension after commutation _____
 - (iv) Date from which reduced pension is payable . _____
 - (v) Date of restoration of commuted portion of pension Subject to the pensioner continuing to live _____
 - D. Retirement/Death Gratuity- _____
 - (i) Total amount of gratuity _____
 - (ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Government accommodation beyond retirement (Rule 72(1) and 72(4)) _____
 - (iii) Amount intimated by Directorate of Estates for Being withheld on account of unassessed licence Fee(Rule 72(5)) _____
 - (iv) Amount to be adjusted towards Government dues Other than those pertaining to Government Accommodation(Rule 73) _____
 - (v) Net amount to be released immediately. _____
 - E. Family Pension – _____
 - (i) At enhanced rate. _____
 - (ii) Period for which family pension at enhanced rate is Payable _____
 - (iii) At normal rate _____
3. Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited _____

Accounts Officer

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 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 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 _____
2. Name and other detail of claimant(s)- _____

Sr. No.	Name	Date of Birth	Relationship with the deceased Govt. Servant	Postal Address

3. In case the claimant(s) is /are minor, detail's of guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased Govt. Servant	Postal Address

4. Detail of Bank with Account No. IFSC Code for e-payment/ECS. _____

Signature/Thumb
Impression of the
Claimant/guardian

ENCLOSURES-

- (I) Death Certificate.
- (ii) Date of Birth Certificate, (in case of minors.)
- (iii) Specimen signature/left hand thumb finger impressions of the and claimant/guardian.

FORM-14
[See Rule 77(3) and 81(2)]
Form application for family pension on death of a Government servant or Pensioner or on death of ineligibility of a family pensioner

1. (i) Name of the Government servant in respect of whom family pension is being claimed _____
- (ii) Office/Department/Ministry served last _____
- (iii) Date of retirement of Government servant _____
- (iv) Date of Death of Government servant/pensioner/date of death or ineligibility of family pensioner _____
- (v) PPO NO. of Government servant/Pensioner/family Pensioner _____
2. Name and other details of claimant(s) _____

Name	Date of Birth	Relationship with the deceased Govt. Servant	Postal Address

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, detail of guardian/nominee, wherever applicable _____

Name	Date of Birth	Relationship with the minor/mentally disabled claimant	Relationship with the deceased Government servant	Postal Address

4. Detail of surviving widow/widower/children, dependent parents and disabled siblings of the deceased Government servant/pensioner are enclosed in Form 3.
5. Account No. Name and BSR code of Branch of Bank to which family pension is to be credited.
6. Other source of family pension-Military or State Government and or a Public Sector Undertaking, Autonomous Body/Local Fund Under the Central or a State Government, if any-

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Encl: As per the check-list.

Signature or left hand thumb impression
 Of the claimant/guardian
 Mobile/Telephone No. _____
 Permanent Account Number for Income Tax(Pan) _____
 Aadhar No, if available _____

Signature of two witnesses names and full addresses

- (i)
 (ii)

Check-List of Documents to be submitted with Form 14

1. Two Specimen signatures of claimant(to be furnished in a separate sheet) duly attested by a Gazetted Government servant.

(Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not a literate to sign his name. If such a claimant, on account of physical disability to unable to give left hand thumb and finger impressions, he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions should be duly attested by a Gazetted Government servant.)
2. Two copies of passport size photographs of the claimant, duly attested.
3. Two slips showing the particulars of height and personal identification mark duly attested by a Gazetted Government servant.
4. Details of the family in Form 3.
5. Certificate(s) of age showing the dates of birth of the children. The certificates should be from the Municipal authorities or from the local panchayat or from the head of recognized school or Central/State Board of Education.
6. Undertaking for refunding any excess payment made by the Pension Disbursing Bank.
7. Specimen signature or left hand thumb and finger impressions of guardian duly attested, in the case of the guardian who is not literate enough to sign his or her name.
8. Two attested copies of passport size photograph of the guardian/nominee.
9. Descriptive roll of the guardian /nominee, showing the particulars of height and identification marks, duly attested.
10. Copy of PPO of previous pensioner/family pensioner.
11. Proof of permanent address of the guardian.
12. Copy of death certificate of the deceased employee or pensioner/previous family pensioner, if applicable.
13. Copy of document regarding ineligibility of previous family pensioner, if applicable.

FORM-18
[See Rules 78 (1), 80(1), 80(3),(80(5), 80-B(1) and 80-B(5)]
Form for assessing and authorizing the payment of family pension and death gratuity when a Government servant dies while in service

1. Name of the deceased Government Servant _____
2. Father's Name _____
3. Husband's name in the case of female Government servant _____
4. Date of birth(by Christian era) _____
5. Date of death (by Christian era) _____
6. Religion _____
7. Particulars of post held at the time of death
 - (a) Name of the office _____
 - (b) Post held substantively _____
 - (c) Officiating Post _____
 - (d) Scale of Pay/Pay Band and Grade pay _____
 - (e) Basic Pay/Pay in Pay Band and Grade Pay _____
 - (f) Whether the last post held was under the Government or outside the Government on foreign service terms _____
 - (g) If on foreign service, scale of pay/pay band, pay in the pay Band and grade pay of the post of the parent department _____
8. Date of beginning of service _____
9.
 - (i) Total Period of military service , if any, for which pension and/or gratuity was sanctioned _____
 - (ii) Amount and nature of any pension/gratuity received for the military service _____
10. Particulars relating to service in autonomous body/state Government, if any-
 - (a) Particulars of service _____

Name of Organization	Post Held	Period of Service		
		From	To	Period

- (b) Whether the above service is to be counted for gratuity in the Government _____
- (c) Whether the autonomous organization has discharged its pensionary liability to the Central Government _____

11. Amount and nature of any pension/gratuity received for Previous civil service, if any. _____
12. Service qualifying for death gratuity- _____
- (a) Details of omission, imperfection of deficiencies The Service book which have been ignored[under Rule 59(1)(b) (ii)] _____
- (b) Periods of non-qualifying service- _____
- (i) Interruption in service condoned under Rules 27 & 28 From _____ To _____
- (ii) Extraordinary leave not qualifying for gratuity _____
- (iii) Period of suspension treated as non qualifying _____
- (iv) Boy service(2nd proviso to Rule 13) _____
- (v) Periods for foreign service with United Nations Bodies for which United Nations Pension has been Availed(Rule 31) _____
- (vi) Any other service not treated as qualifying service _____
- Total period of non-qualifying service _____
- (c) Additions to qualifying service- _____
- (i) Civil service (Rule 18) _____
- (ii) Military service (Rule 19) _____
- (iii) Benefit of service in a autonomous body Total period of qualifying service _____
- (d) Net qualifying service _____
- (e) Qualifying service expressed in terms of completed Six monthly periods(Period of three months and above is to be treated as completed six monthly period (Rule 49) _____
13. (a) Emoluments reckoning for death gratuity _____
- (b) Amount of death gratuity _____
14. Details of Government dues recoverable out of death gratuity- _____
- (i) Licence fee for occupation of Government accommodation [See Rule-80-C] _____
- (ii) Amount to be withheld as indicated by the Directorate Of Estates [See Rule 80-C(i) (v)] _____
- (iii) Dues referred to in Rule 80-C (2) _____
15. Net amount payable as death gratuity _____
16. Detail of the nominee(s) to whom death gratuity is payable –

Sr. No.	Name	Share in death gratuity	Date of Birth	Address	Relationship with deceased Government servant

17. Details of guardian/nominee who will receive payment of Death gratuity in the case of minor/mentally disabled children-

Sr. No.	Name of minor/mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Government servant

18. The date of which intimation regarding the death of Government servant was received by the Head of Office

19. The date on which action initiated to-

- (i) Obtain claim or claims from the claimants in the Appropriate form for death gratuity and family Pension as provided in Rule 77. _____
- (ii) Obtain the "No Demand Certificate" from the Directorate of Estates as provided in Rule 80-C(1) _____
- (iii) Assess the Government dues other than the dues Pertaining to occupation of Government accommodation As provided in Rules 80-C(2) _____
- (iv) Asses the service emoluments qualifying for death Gratuity and family pension as provided in Rules 78 &79 _____

20. **Details of payment of Family Pension**

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in Rule 54(3)]			
Ordinary rate			
Additional family pension, as on date, to old Family pensioner, if any, under Rule 54(2-A)			

- 21 **Persons to whom family pension is payable-**

- (i) Name _____

- (ii) Relationship with the deceased Government Servant _____

(iii) Full Postal Address _____

22. Details to guardian who will receive payment of family pension in the case of minor/mentally disabled children

Sr. No.	Name of minor/mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Government servant

23. Head of Account to which death gratuity and family pension are debitable _____

Place _____

Dated the _____

Signature of Head of Office

Section-II

Details of provisional family pension and gratuity to be drawn and disbursed by the Head of office in accordance with Rule 80-A.

Provisional family pension Rs. _____ PM.

Death Gratuity [amount mentioned in Item 13(b) of Section 1] _____ Rs. _____

- (a) Licence of recoverable from gratuity For occupation of Government Accommodation [as in Item 14(i) of Section 1] _____ Rs. _____
- (b) Amount of gratuity to be held over Pending receipt of information from the Directorate of Estates [as the item 14(ii) Of Section 1] _____ Rs. _____
- (c) Other Government dues as mentioned In Item 14(iii) of Section I _____ Rs. _____
- (d) Total of (a), (b),(c) _____ Rs. _____

Place _____

Dated the

Signature of Head of Office .

PART-II
Account Encasement
Section 1

1. (i) Total period of qualifying service accepted for death Gratuity.
(ii) Total period of continuous service accepted for family pension.
2. Net amount of death gratuity after adjusting Government dues.
3. Amount and the period of tenability of Family Pension-

Rate of Family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service Rendered at the time of Death is more than seven Years in Rule-54(3)]			
Ordinary rate			
Additional family pension, as On date, to old family pensioner, If any, under Rule 54(2-A)			

4. Date from which family pension is admissible _____
5. Head of Account to which death gratuity and Family pension are debitabe _____

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 Accounts 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 _____
8. Amount of gratuity held over pending receipt of " No Demand certificate". _____

Place
Dated the _____

Accounts Officer.