

FORM 10

Form of application for the Grant of death-cum-retirement gratuity on the death of Z.P. servant

[To be filled in separately by each claimant and 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.]

- 1) 1) Name of the claimant in case he is not minor :-
2) Date of birth of the claimant :-

- 2) 1) Name of the guardian in case the claimants
are is minors. :-
2) Date of birth of the guardian :-

- 3) 1) Name of the deceased Z.P./ Government servant
in respect of whom gratuity is being claimed. :-
2) Date of death of Z.P./ Government servant. :-
3) Office/ Department in which the deceased
served last. :-

- 4) Relationship of the claimant/ guardian with the
deceased Z.P./ Government servant. :-

- 5) Full Postal address of the claimant/ guardian. :-

- 6) 1) Where gratuity is claimed by the guardian on behalf of minor, the names of the minors, their
ages; relationship with the deceased Z.P./ Government servant, etc.

Sr. No.	Name	Age	Relation with the deceased Z.P. servant	Postal address
1	2	3	4	5

- 2) Relationship of the guardian with minor.

7) Place of Payment pension and gratuity
(Government Treasury or Branch of Public
Sector Bank) :-

Signature thumb/ impression of the
Claimant/ guardian

8) Two specimen signatures or *left hand
thumb and finger impression of the
claimant/ guardian duly attested.
(To be furnished in a separate sheet.) :-

9) ** Attested by –

Name	Full Address	Signature
1) ----- -----	----- -----	----- -----
2) ----- -----	----- -----	----- -----

10) Witness –

1) -----	-----	-----
2) -----	-----	-----

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

** Attestation should be done by two Gazetted Government servernts or by two or more persons
of respectability in the town, taluka or villae in which the applicant, resides.

FORM 12

[See rule 136 (3) (a) and (b) (I), (c) (iii) and (d) (i)]

Form of application for the grant of family Pension, 1964 on the death of a Z. P./
Government severvant / pensioner.

- 1 Name of the applicant in full :-
- i) Widow / Widower
- ii) Guardian if the deceased person is
Survived by child or children. :-
- 2 Name and age of surviving widow (s) /widower and chilern of the deceased Z.P./ Goveronment
servant / Pensioner.

Sr. No.	Name	Age	Relation with the deceased Z.P. servent	Postal address
1	2	3	4	5

- 3 Date of death of the Z.P./ Government
servant/ pensinor.
- 4 Office/ Department in which the
deceased Z. P. / Government servant
/ pensioner served last.
- 5 If the applicant is guardian, his date of
birth and relationship with the
deceased Z. P. / Government servant
/ pensioner
- 6 If the applicant is a widow/ sidower the
amount of service pension which she/ he
may be in receipt on the date of death of
the husband/ wife.
- 7 Full address of applicant.
- 8 Place of payment of pension and gratuity
(Government Treasury, or Branch of
Public sector Bank.)
- 9 Enclosures : (Specimen of forms are
enclosed)
- i) Two specimen signatures of the
applicant, duly attested (to be furnished
in duplicate)

- ii) Two copies of passport size photograph of the applicant, duly attested.
- iii) Two slip each bearing left hand thumb and finger impressions * of the applicant, dully attested.
- iv) Descriptive Roll of the applicant, dully 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 form the Municipal Authorities or from the Gram Panchayat or from the Head of recognised school if the child is studying in such school. (This information should be furnished in respect of such child of children, the particulars of whose date of birth are not available with the Head of Office.)

10 Signature or left-hand thumb impression * of the applicant.

11 Attested by –

Name	Full Address	Signature
i) -----	-----	-----
ii) -----	-----	-----

12) Witness –

i) -----	-----	-----
ii) -----	-----	-----

Noe:- Attestation should be done two Gazetted Government servants or two or more persons of respectability in the town. Taluka or village in which the applicant resides,

*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 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.

Enclosures of Form No. 12
(Under Item No.9)

(1) Specimen Signature Slip

Specimen Singature of _____

1)

2)

3)

Certified that the above specimen signature was taken in my presence.

Place :-

Signature

Dated the

Designation

Enclosures of Form No.12
(Under Item No.9)

(1) Specimen Signature Slip

Specimen Singature of _____

1)

2)

3)

Certified that the above specimen signature was taken in my presence.

Place :-

Signature

Dated the

Designation

Enclosures of Form No. 12
(Under Item No.9)

(2) Specimen Signature Slip

Specimen Singature of _____

1)

2)

3)

Certified that the above specimen signature was taken in my presence.

Place :-

Signature

Dated the

Designation

Enclosures of Form No.12
(Under Item No.9)

(1) Specimen Signature Slip

Specimen Singature of _____

1)

2)

3)

Certified that the above specimen signature was taken in my presence.

Place :-

Signature

Dated the

Designation

(iv) THE THUMB AND FINGER IMPRESSION CARD

Little Finger	Ring Finger	Middle Finger	Fore Finger	Thumb

Certified that the thumb and finger impressions are those of the left hand of –

Place :-

Signature

Dated the

Designation

(ii) THE THUMB AND FINGER IMPRESSION CARD

Little Finger	Ring Finger	Middle Finger	Fore Finger	Thumb

Certified that the thumb and finger impressions are those of the left hand of –

Place :-

Signature

Dated the

Designation

(v) THE THUMB AND FINGER IMPRESSION CARD

Little Finger	Ring Finger	Middle Finger	Fore Finger	Thumb

Certified that the thumb and finger impressions are those of the left hand of –

Place :-

Signature

Dated the

Designation

(iii) THE THUMB AND FINGER IMPRESSION CARD

Little Finger	Ring Finger	Middle Finger	Fore Finger	Thumb

Certified that the thumb and finger impressions are those of the left hand of –

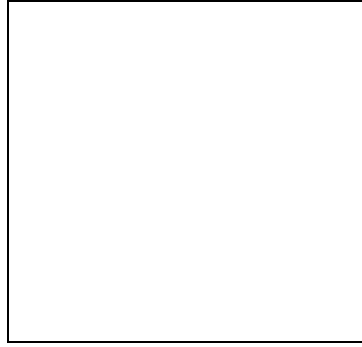
Place :-

Signature

Dated the

Designation

Pensioner's Photograph



Signature of the Pensioner _____

Certified that Signature and the Photograph are those of

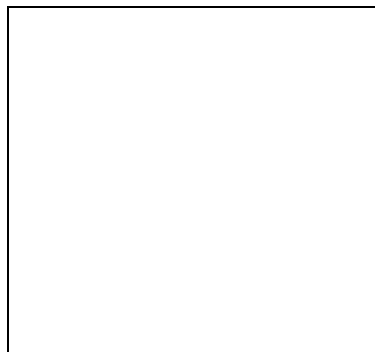
Place :-

Signature _____

Dated the

Head of Office _____

Pensioner's Photograph



Signature of the Pensioner _____

Certified that Signature and the Photograph are those of

Place :-

Signature _____

Dated the

Head of Office _____

Pensioner's Photograph



Signature of the Pensioner _____

Certified that Signature and the Photograph are those of

Place :-

Signature _____

Dated the

Head of Office _____

Pensioner's Photograph



Signature of the Pensioner _____

Certified that Signature and the Photograph are those of

Place :-

Signature _____

Dated the

Head of Office _____

Identification Marks

v) Hight

vi) Personal Marks if any

i)

On the hand face etc.

ii)

Certified that the above identification Marks are those of Shri. _____

Place :-

Signature

Dated the

Designation

Identification Marks

vii) Hight

viii) Personal Marks if any

i)

On the hand face etc.

ii)

Certified that the above identification Marks are those of Shri. _____

Place :-

Signature

Dated the

Designation

Identification Marks

ix) Hight

x) Personal Marks if any

On the hand face etc.

i)

ii)

Certified that the above identification Marks are those of Shri. _____

Place :-

Signature

Dated the

Designation

Identification Marks

xi) Hight

xii) Personal Marks if any

On the hand face etc.

i)

ii)

Certified that the above identification Marks are those of Shri. _____

Place :-

Signature

Dated the

Designation

FORM 16

[See rule 137 (i), 139(i), (2) & (3) & 141 (1)]

Form of assessing and authorising the payment of Family Pension and death-cum-retirement gratuity when a Z. P./Government Servant dies while in service.

(To be sent in Duplicate if the payment is desired in another Audit circle.)

PART – 1

SECTION - 1

1. Name of the deceased Z.P./ Government Servent.
2. Father's name (and also husband's name in the case of female Z.P./ Government Servent)
3. Date of birth (by Christian era).
4. Date pf death (by Chrostoam 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.
 - a) Whether Service of deceased Z.P./ Govt. servent rendered as established and admitted for pension.
10.
 - i) Total period of Military service for which Pension, gratuity was sanctioned; and
 - ii) Amount and nature of any pension gratuity received for the Military service.
11. Amount and nature of any pension received for previous civil service, if any.
12. Government under which service has been rendered in order of employment.
13. The date of which intimation regarding the death of Z.P./ Government 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 gratuity and Family Pension as provided in rule 136.
 - ii) Obtain the 'No demand dertificate' from the Executive Engineer concerned as provided in rule 142(1) of the Maharashtra Civil Services (pension) Rules, 1982.

iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 142(2) of the Maharashtra Civil Services (Pension) Rules, 1982

iv) assess the service and pay qualifying for death-cum-retirement gratuity and Family Pension as provided in rule 137 and 138 of the Maharashtra Civil Services (Pension) rules, 1982

15. Whether nomination made for - -

i) Death-cum-retirement gratuity.

ii) Family Pension 1950, if applicable.

16. Length of service qualifying for death-cum-retirement gratuity/ pension.

17. Period of non-qualifying service –

i) interruption in service condoned under rule 48 of the Maharashtra Civil Service (Pension) rules, 1982

iii) Periods of suspension treated as non-qualifying

iv) Any other service not treated as qualifying service.

Total period of non-qualifying service. _____

18. a) Pay reekoned for death-cum-retirement gratuity. Pay + D.P. = Total

b) Amount of death-cum-retirement gratuity. Calculatio of/ G.C.R.G.

19. if Family Pension 1950 in applicable the pay drawn * * during the last ten month...

Post held	Form	To Pay	Personal/ Special Pay/ Dearness Pay/ Non- Practicing Allowance	Total 3+4	Amount
1	2	3	4	5	6
		Rs.	Rs.	Rs.	Rs.
				Grand Total	_____
				Pensionable	_____

- **i) In a case where the last ten month include some Period not to be reckoned for calculating average pay. An equal period backward has to be taken for calculating average pay.
- iii) The calculation of average pay should be based on actual number or days contained in each month.

20. If Family Pension 1950 applies and the Government servant had rendered more than ten years service.

- i) Proposed Pension
 ii) Proposed Family Pension 1950
 iii) Period of tenability of Family Pension 1950

From To

21. If Family Pension 1964 applies -----

- i) Proposed Family Pension at -----

Calculation of Family Pension

a) Enhanced rates (if service rendered at the --- time of death is more than seven years) determined under the provisions of rule 116 (4) of the Maharashtra Civil Services (Pension) Rules 1982

b) Ordinary rates as per provisions of rule 116 (2) of the Maharashtra Civil Services (Pension) Rules 1982

- ii) Period of tenability of Family Pension 1964

From To

- a) Enhanced rates
 b) Ordinary rates.

22. Person to whom family Pension is payable

- a) Name in full
 b) Relationship with the deceased Z.P. Government servant.
 c) Full Postal address.

23. Details of ZP / Government dues recoverable out of gratuity.
- i) Licence fee for occupation of Government accommodation [See rule 142 of the Maharashtra Civil Services (Pension) Rules 1982]
- ii) Amount of death-cum-retirement gratuity to be held over pending receipt of information from the Executive Engineer concerned [See rule 142 (1) (v) of the Maharashtra Civil Services (Pension) Rules 1982.
- iii) Dues referred to rule 142 (2) of the Maharashtra Civil Services (Pension) rules - 1982
24. Date on which claims received from the claimants.
25. Name of guardian who will receive payment of death cum retirement gratuity and Family pension in the case of minors.
26. Place of payment (Government Treasury or Branch of Public Sector Bank)
27. Head of Account to which death cum retirement gratuity and Family pension are debitable.
28. If pension and D.C.R.G. already previously sanctioned no and date of Audit office Amount of pension and D.C.R.G. may pl. be adjusted.

Place :-

Signature

Dated the

Designation

SECTION II

Details of provisional Family Pension and gratuity to be drawn and disbursed by the Head of office in accordance with rule 140 of Maharashtra Civil Services (Pension) rules 1982

Provisional Family Pension.	Rs.	P.m.
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Gratuity [the amount mentioned in item 18(b) of section I)	Rs.	
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Less:

a) Licence fee recoverable from gratuity for occupation of Government accommodation (as in item 23(i) of section I)	Rs.	
---	-----	--

b) Amount of gratuity to be held over pending receipt of information from the Executive Engineer concerned [as in item 23 (ii) of section I)	Rs.	
--	-----	--

c) Other Government dues as mentioned in item 23 (iii) Section I	Rs.	
(d) Total of (a), (b) and (c)	Rs.	_____

Signature of the Head of Office

FORM – 17

[See rules 139 (1)]

From of letter to the Audit Officer forwarding the papers for the grant of Family Pension and death cum retirement gratuity of the family of a Government Servant who dies while in service.

No.

Department / Office

Dated the

To,

The

Subject :- *Grant of Family Pension and death cum retirement gratuity.*

Sir,

I am directed to state that Shri /Shrimati / Kumari (Designation) died on / / 20 His/ Her family has become eligible for the grantof Family Pension and death dum retirement gratuity From 16 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 of part I of from 16.

3) Your attention is invited to the list of enclosures which is forwarded herewith.

4) A Provisional family pension amounting to Rs. per month and a provisional death cum retirement gratuity amounting to Rs. have been sanctioned.

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 Office

List of enclosures - - - -

- 1) Form 16 duly completed.
- 2) Forms 10 and Form 12 filled in by the applicants.
- 3) Service book (date of death to be indicated in the service book)
- 4) Two specimen signatures or left hand thumb and finger impressions of the claimant of guardian duly attested.
- 5) Two copies of passport size photographs of the claimant or guardian duly attested.
- 6) Two copies of descriptive roll of the claimant or guardian duly attested including height and personal marks.
- 7) Postal address of the claimant or guardian.

