

**FORM 3**  
**[(See Rule 54(12))]**  
**Details of Family**

Name of the Employee : .....

Designation : .....

Date of Birth : .....

Date of appointment :-.....

Details of the member of my  
Family \* as on : .....

<i>Sl. No.</i>	<i>Name of the Members</i>	<i>Date of Birth</i>	<i>Relationship with the employer</i>	<i>Initial of the Head of Office</i>	<i>Remarks.</i>
(1)	(2)	(3)	(4)	(5)	(6)
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 office any addition of alteration.

Place: .....

Dated: .....

***Signature of Claimant***

\*Family for this purpose means family as defined [in MCS Pension Rules, 1977]

*NOTE: - Wife and husband shall include respectively judicially separated wife and husband.*

# FORM 12

[See Rule 77 (2)]

## *Form of application for the grant of death gratuity on the death of an employee*

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled 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 claimant in case he/she is not minor :-.....  
 (ii) Date of Birth of the claimant :-.....
2. (i) Name of the guardian in case the claimants are minor :-.....  
 (ii) Date of birth of the guardian :-.....
3. (i) Name of deceased employee in respect of whom gratuity is being claimed :-.....  
 (ii) Date of death of employee :-.....  
 (iii) Office /Department/Ministry in which the deceased served last. :-.....
4. Relationship of the claimant/guardian with the deceased employee :-.....
5. Full Postal Address of the claimant/Guardian :-.....
6. (i) Where gratuity is claimed by the guardian on behalf of minor, the names of the minor, their ages, relationship with the deceased employee etc. :- .....

Sl. No.	Name	Age	Relationship with the deceased employee	Postal Address
1	2	3	4	5
1.				

(ii) Relationship of the guardian with minor :- .....

7. Place of payment of Pension and Gratuity (Branch of Public sector bank) :- .....

***Signature/Thumb–impression of the Claimant/Guardian***

8. Two specimen signature or left hand thumb and finger impressions of the claimant/guardian duly attested :-.....

(To be furnished in a separate sheet

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

9. Attested by :-

Name	Full Address	Signature
(I) .....	.....	.....
(II) .....	.....	.....

10. Witnesses

(i).....	.....	.....
(ii).....	.....	.....

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Attestation should be done by two Gazetted Government servant or two or more persons of respectability in the town, village or Pargana in which the applicant resides.

## FORM 14

[See form 77 (3) and 81 (2)]

**Form of application for the grant of Family Pension, 1964, on the death of Pensioner of the Company.**

1. Name of the applicant :-.....  
 (i) Widow/Widower :-.....  
 (ii) Guardian if the deceased person is survived by child or children
2. Name & age of surviving widow/ Widower and children of the deceased employee/ pensioner.

Sl. No.	Name	Relationship with the deceased pensioner	Date of Birth by Christian era

3. Name & No. of the PPO of the deceased pensioner :-.....  
 4. Date of death of the employee/pensioner :-.....  
 5. Office in which the deceased employee/pensioner served last :-.....  
 6. If the applicant is guardian, his/her date of birth and relationship with the deceased employee/pensioner. :-.....  
 6-A If the applicant is a widow/widower the amount of service pension which she/her may be in receipt on the date of death of the husband/wife :-.....  
 7. Full Address of the applicant :-.....  
 8. Place of payment of Pension & Gratuity (Branch of Public sector bank) :- .....
- 9. Enclosures:-**
- (i) Two specimen signatures of the applicant duly attested (To be furnished in two separate sheets)
- (ii) Two copies of passport size photograph of the applicant, duly attested. :-.....
- (iii) Two slips each bearing left hand thumb and finger impressions \* 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. :-.....

-: (2) :-

10. Indicate whether family pension is admissible from any other source – Military or State Govt. and/ or a public sector undertaking/ autonomous body/ local fund under the Central or a State Govt. :-.....

11. Signature of left hand thumb-impression \* of the applicant.

12. Attested by:-

	Name	Full Address	Signature
i)	.....	.....	.....
ii)	.....	.....	.....

13. Witness:-

.....	.....	.....
.....	.....	.....

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

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\* To be furnished in case the applicant is no 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 a fresh application not the documents as they are already available with the pension papers on which family pension was originally admitted to her.

# FORM 18

[(See Rule 78(1), 80(1), (3) and (5) and 80-b (1) and (5)]

Form for assessing and authorizing the payment of family pension and death gratuity When a Government servant dies while in service.

## PART I

### Section I

1. Name of the deceased employee :-.....
2. Father's name ( and also husband's name in the case of female employee) :-.....
  
3. Date of Birth (by Christian era) :-.....
4. Date of death (by Christian era) :-.....
5. Religion :-.....
6. Office/Department/Ministry in which last employed :-.....
7. Appointment held last  
(i) substantive :-.....  
(ii) officiating :-.....
  
8. Date of beginning of service :-.....
9. Date of ending of service :-.....
10. (i) Total person of military service for which Pension gratuity was sanctioned, and  
(iii) Amount and nature of any pension. Gratuity received for the military service :-.....
  
11. Amount and nature of any pension received tor previous civil service, if any :-.....
  
12. Government under which service has been rendered in order of employment :-.....
13. The date on which intimation regarding the death of employee 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 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 Govt. accommodation as provided in Rule 80-C(2): &  
(iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in Rule 78 and 79.
15. Whether nomination made for death gratuity :-.....
16. Length of service qualifying for death Gratuity /pension. :-.....
  
17. Periods of non-qualifying service-

	From	To
(i) Interruption in service condoned under Rule 28	:-.....	.....
(ii) Extraordinary leaves not qualifying service for gratuity:-	.....	.....
(iii) Period of suspension treated as non-qualifying	:- .....	.....
(iv) Any other service not treated as qualifying service	:- .....	.....

Total period of non – qualifying service \_\_\_\_\_

18. (a) Emoluments reckoning for death gratuity :-.....  
 (b) Amount of death gratuity :- .....
19. Deleted.
20. Deleted
21. (i) *Proposed Family Pension at:*  
 (a) enhanced rates (if service tendered at the Time of death is more than seven years as in Rule 54 (3) :- .....
- (b) ordinary rates- [as in Rule 52(2)] :-.....
- (ii) *Period of tenability of Family Pension-* From To
- (a) Enhance rate :-.....
- (b) Ordinary rate :-.....
22. *Persons to whom family pension is payable-*  
 Name :-.....  
 Relationship with the deceased employee :-.....  
 Full postal address :-.....
23. *Details of employer's recoverable out of gratuity-*  
 (i) License fee for occupation of Government accommodation ( See Rule 80-C) :-.....
- (ii) Amount of death gratuity to be held over Pending receipt of information from the Directorate of Estates (see Rule 80-C(i)/(v):-.....
- (iii) Dues referred to in Rule 80-C(2) :-.....
24. Date on which claims received from the Claimants ;-.....
25. Name of guardian who will receive payment of death gratuity and family pension in the case of minors :-.....
26. Place of payment (Branch name of Public sector Bank):- .....
27. Head of Account to which death gratuity and family pension are debitabe :-.....

Place:  
 Date :

Signature of Head of Office

## **Section II**

Details of provisional family pension & gratuity to be drawn & disbursed by the Head of Office in accordance with Rule 80 – A

Provisional family pension..... Rs.....pm.

Gratuity [ the amount mentioned in item 18(b) of Part I] Rs. ....

Less

(a) License fee recoverable from gratuity for occupation of Govt. accommodation [as in item 23(i) of Part I]Rs.....

(b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as in item 23 (ii) of Part I] Rs.....

(c) Other Govt. dues as mentioned in item 23(ii) of Part I Rs.....

(d) Total of (a), (b) and (c) Rs.....

Place:  
 Date :

Signature of Head of Office

**PART II**  
**Account Enforcement**  
*Section I*

1. Total period of qualifying service which has been accepted for-
  - (i) Death gratuity.....
  - (ii) Family Pension. 1964.....
  
2. Net amount of gratuity after adjusting Government dues.....
3. Amount and the period of tenability of Family Pension.  
 1964. If death took place-
 

Amount	Period of tenability	
Rs.	From	To
(i) before seven years service.....		
(ii) after seven years service.....		
  
4. Date from which Family Pension is admissible.....
  
5. Head of Account to which death gratuity  
and family pension are chargeable.....

*Section II*

1. Name of the deceased employee.....
2. Date of death of the employee.....
3. Date of which pension papers received by the Pension Cell, MSPCL  
.....
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 & gratuity authorized.....
8. Amount recoverable from gratuity.....
9. Amount of gratuity held over pending receipt  
'No Demand Certificate' .....

Place:  
Date:

General Manager (F&A)

# FORM 19

[See Rule 80 (1)]

**Form of letter to the Executive Director (HR) forwarding papers for the grant of Family pension and death gratuity to the family of an employee who dies while in service.**

To

The Executive Director (HR), MSPCL

.....  
.....

Subject:- **Grant of family pension and death gratuity.**

I am directed to say that Shri.....  
Designation.....died on .....His family has become eligible for the grant of family pension and death gratuity. Form 18 duly completed in forwarded herewith for further necessary action.

1. Government dues in respect of the deceased Government servant will be recovered out of the death gratuity as indicated in Section II of Part I of Form 18.
2. Your attention is invited to the list of enclosures which is forwarded herewith.
3. The receipt of the letter may be acknowledged and this Ministry/Department/ Office informed that necessary instructions for the disbursement of family pension and death gratuity have been issued to the disbursing authority concerned.

Yours faithfully

**Head of Office**

### LIST OF ENCLOSURES

1. Form 18 duly completed
2. Service Book (date of death to be indicated in the Service Book).
3. Two Specimen signatures or left hand thumb & finger impressions of the claimant or guardian duly attested.
4. Two copies of passport size photograph size photograph of the claimant or Guardian duly attested.
5. Two copies of descriptive Roll of the claimant or guardian duly attested indicating height and personal marks.
6. Postal address of the claimant or guardian.

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