

**FORM NO. 21 A**  
**FORM OF LETTER FORWARDING PAPERS FOR GRANT OF COMPASSIONATE FAMILY**  
**PENSION AND DEATH-CUM-RETIREMENT GRATUITY TO THE FAMILY OF A**  
**GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE**

No.....

GOVERNMENT OF ASSAM  
DEPARTMENT/OFFICE

Dated the.....

To,

The Accountant General, Assam/The Director of Pension Assam.

.....  
.....

Sub—Grant of Compassionate family pension and death-cum-retirement gratuity.  
Sir,

I am directed to say that Shri/Smtl.....  
Designation.....school died on .....His/Her  
family has become eligible for the grant of family pension and death-cum-retirement gratuity.  
From No.20 (A) duly completed is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Govt. Servant will be recovered out of the death-cum-retirement gratuity as indicated in Section II of part-I of Form No. 20(A).
3. Your attention is invited to the list of enclosures which is forwarded herewith.
4. The receipt of this letter may be acknowledge and this Deptt./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

List of Enclosures:

Head of the Office

REVISED FORM NO. 10 A

(PENSION)

FORM OF APPLICATION FOR COMPASSIONATE FAMILY PENSION

(Under the Compassionate family Pension Scheme)

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

Serial No.	Name	Relationship with deceased person	Date of birth by Christian era
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

- 3. Date of death of Govt. servant/pensioner:
- 4. Office/Deptt. In which the deceased Govt. Servant /pensioner served last:
- 5. If the applicant is guardian, his date of birth and Relationship with the deceased Govt. Servant/ Pensioner:
  - A) If the applicant is a widow/widower the Amount of service pension which she/he may be in receipt on the date of the husband/wife:
- 6. Full address of the applicant:

- 7. Name of the Treasury or Sub-Treasury at which Payment is desired:
- 8. Enclosures:
  - i) Two specimen signature of the applicant, duly attested. (To be furnished in two separate sheets)
  - ii) Three copies of passport size photograph of the applicant duly attested.
  - iii) Two slips each bearing left hand thumb and finger impression of the applicant duly attested.
  - iv) Descriptive Roll of the applicant duly attested evidencing (a) height and (b) personal marks, if any, on the hand, face etc. (To be furnished in duplicated)
  - 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 Audit Officer/Head of Office.
- 9. Signature or left-hand thumb impression to be furnished in case the applicant is not literate enough to sign. his/her name of the applicant—

10. Attested by:

Name	Full Address	Signature
i)		
ii)		

11. Witness:

- i)
- ii)

Note- Attestation should be done by two Gazetted Govt. Servant or two or more Persons Responsibility in the town, village or paragana in which the applicant resides.

FORM NO. 20 A

FORM FOR ASSESSING AND AUTHORISING THE PAYMENT OF COMPASSIONATE FAMILY  
PENSION AND DEATH-CUM-RETIREMENT GRATUITY WHEN A GOVERNMENT SERVENT DIES  
WHILE IN SERVICE

(To be sent in duplicate if payment is described in a different circle of accounting unit)

PART-I

Section-I

1. Name of the deceased Govt. Servant :
2. Father's name (and also Husband's name in the case  
Of female Govt. servant):
3. Date of Birth (by Christian Era) :
4. Date of death (by Christian Era):
5. Religion :
6. Office/Department, in which last employed:
7. Appointment held last
  - i) Substantive:
  - ii) Officiating:
8. Date beginning of Service:
9. Date ending of service:
10. i) Total period of military service for which pension  
gratuity was sanctioned, and  
ii) Amount and nature of any pension gratuity re-  
ceived for the Military service.
11. Amount and nature of any pension received for previ-  
ous civil service; if any:
12. Deptt. Under which service has been rendered:
13. The date on which intimation regarding the death of  
Govt. 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 gra-  
tuity and compassionate family pension:
  - ii) Obtain the 'No demand certificate' from the Es-

tate officer/Executive Engineer etc. :

iii) Assess the Govt. dues other than the dues pertaining to occupation of Govt. accommodation :

iv) Assess the service and emoluments qualifying for death-cum-retirement gratuity and compassionate family pension

15. Whether nomination made for D.C.R.G.

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

17. Period of non-qualifying serve

i) Interruption in service condoned

ii) Extra-ordinary leave not qualifying for gratuity:

iii) Period of suspension treated as non qualifying:

From To

iv) Any other service not treated as qualifying service. Total period of non-qualifying service:

18. a)Emoluments reckoning for death-cum-retirement gratuity:

b) Amount of death-cum-retirement gratuity:

19. Family pension, 1964:

i) Proposed Compassionate Family pension at,

ii) Enhanced rate (on the date of deemed superannuation)

iii) Ordinary rate

iv) Enhanced rate from

v) Enhanced rate to

20. Person to whom compassionate family pension is payable

Name:

Relationship with the deceased Government servant:

Full postal address:

21. Details of Govt. dues recoverable out of gratuity:

i) Licence/rent fee for occupation of Govt. accommodation:

ii) Amount of death-cum-retirement gratuity to be held over pending receipt of information from the Estate Officer, Executive Engineer etc.:

iii) Dues other those pertaining to Govt. accommodation

22. Date on which claims received from the claimants:

23. Name of guardian who will receive payment of death-cum-retirement gratuity and compassionate family Pension in the case of minors:

24. Place of payment of pension(Treasury, Sub-treasury or Branches of Public Sector Bank):

25. Head of account, to which death-cum-retirement Gratuity & family pension are debitable:

Place:

Date:

Signature of Head of Offi

**PART-I**

**Section-II**

**DETAILS OF PROVISIONAL FAMILY PENSION AND GRATUITY**

Provisional Family Pension:	Rs.
a) Gratuity[the amount mentioned in item 18(b) Of part-I]	Rs.
Less a) Licence fee/rent recoverable from Gratuity for occupation of Govt. accomodation[as in item 21 A (i)of part-I]	
b) Amount of gratuity to be held over pending receipt of information from the Estâte Officer as in item 21A (ii)of Part-I.	
c) Other Govt. dues as mentioned in item 21A (iii) of Part-I	Rs.
d) Total of (a),(b)and (c)	Rs.
Total	

Place:

Date:

Signature of Head of Office

**PART-II**

**Section-I**

**Audit Enfacement:**

1. Total period of qualifying service which has been accepted for:
  - i) Death-cum-retirement gratuity:
2. Net amount of gratuity after adjustment Govt. dues:
3. Date from which compassionate family pension is Admissible:
4. Date from which Normal family pension is admissible:
  - i)Enhanced rate w.e.f.
  - ii)Ordinary rate w.e.f.
5. Head of Account to which death-cum-retirement gratuity and compassionate family pension are chargeable:

**Section-II**

1. Name of deceased Govt. Servant :
2. Date of death of the Govt. Servant :
3. Date on which pension papers received by the Audit Officer :
4. Amount of compassionate family pension authorized :
5. Amount of gratuity authorized :
6. Date of commencement of compassionate family pension :
7. Date of which payment of compassionate family pension And gratuity authorized:
8. Amount recoverable from gratuity :
9. Amount of gratuity held over pending Receipt of 'No demand certificate':

Place:

Date:

**Audit Officer.**



FORM 5

(PENSION)

Form of intimation for death-cum-retirement gratuity/residuary gratuity in cases where valid nomination exists.

GOVERNMENT OF ASSAM

.....Department

Office of the .....

Dated.....the.....

Sub: Payment of death-cum-retirement Gratuity/Residuary Gratuity in respect of the Late Shri/Smti.....

Sir/Madam,

I am directed to state that in terms of the nomination made by the late Shri/Smti

.....A..... in the Office/Department.....a death-cum-retirement gratuity/residuary gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

2. I am to request that a formal claim for the grant of death-cum-retirement gratuity/residuary gratuity may be submitted by you in the enclosed Form No.3 (Pension) as soon as possible.

3. Should any contingency have happened since the date of making the nomination so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully

(Designation)

To,

Shri/Smti.....

.....

**REVISED FORM NO.3**

**Form of Application for the Grant of the Death-Cum-Retirement Gratuity on the death of a  
Government Servant**

(To be filled in separately by each applicant)

1. Name of the applicant :
2. 1) Name of the guardian in case  
the applicant is a minor :
3. Name of the deceased Govt. Servant :
4. Date of birth of the Govt. Servant :
5. Office / Deptt. In which the  
Deceased served last :
6. Relationship with deceased  
Govt. Servant :
7. Date of Birth of the applicant :
8. Name of the Treasury or Sub Treasury  
at which payment is desired :
9. Full address of the applicant :

10. Signature or thumb impression  
of the applicant  
(To be furnished in a separate sheet duly attested.)

11. Attested by:

Name

Full Address

Signature

i)

ii)

12. Witness:

i)

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\*Attestation should be done by two Gazetted Govt. Servant or two or more Persons of responsibility in the two, village or paragana in which the applicant resides.

FORM 6

(Pension)

Form of intimation for death-cum-retirement gratuity/residuary gratuity where valid nomination does not exist

GOVERNMENT OF ASSAM

....., Department

Office of the .....

No.

Dated:.....the.....

Sub: Payment of death-cum-retirement Gratuity/Residuary Gratuity in respect of

late Shri/Smti.....

Sir/Madam,

I am directed to say that in terms of Liberalised Pension Rules, Chapter VIII, rule 135 of the Assam Services(Pension) Rules, 1969, a death-cum-retirement gratuity/residuary gratuity is payable to the following members of the deceased

Shri/Smti.....

(Designation) late a .....

In the Office of the .....

Department of.....

In Equal shares

- (i) Wife/husband
- (ii) Son
- (iii) Unmarried daughters(Including step-children and adopted children)

2. In the event of there being no surviving member of family as indicated above, the death-cum-retirement gratuity/residuary gratuity will be payable to the following members of the family in equal shares.

- (i) Widowed daughters, including step daughters and adopted daughters.
- (ii) Brothers below the age of 18 years and unmarried or widowed sisters

(iii) Father

(iv) Mother

3. It is requested that a formal claim for the payment of the death-cum-retirement gratuity/residuary gratuity may be submitted in the enclosed revised Form No. 3 (Pension) as soon as possible.

Yours faithfully

(Designation)

FORM NO.- 5

Date.....

To

The.....

.....

Subject :- Application for payment of amount due to late  
Shri ..... under  
the State Government Employees Group Insurance  
Scheme, 1983.

Sir,

With reference to your letter No.....  
....., dated..... I hereby  
request that the full/..... percent of  
amount due to late ..... under the  
State Government Employees Group Insurance Scheme may be  
paid to me.

Yours faithfully,

...

RECEIVED

FORM 9A

(Pension)

Form of intimation Compassionate Family Pension  
(Under the Compassionate Family Pension Scheme)

GOVERNMENT OF ASSAM

.....Department

Office of the .....

No.

Dated.....the.....

Sub: Payment of Compassionate family pension under the Family Pension Scheme, for Assam Government Employees (Rule 138 of the Assam Service (Pension) Rules, 1969) in respect of Shri/Smti

The undersigned has learnt with regret the death of

Shri/Smti.....

(Designation) late a .....

In this Office/Department and is directed to inform you that under provisions of the Compassionate Family Pension Scheme, for Assam Government employees you are entitled to compassionate Family Pension with provision of conversion to normal family pension for life or remarriage whichever is earlier/till attaining the maturity where compassionate family pension is admissible to the minor children.

I am according to suggest that formal claim for the grant of compassionate family pension may be submitted by you in the enclosed Form.of Application in a revised Form No. 10 A(Pension) along with the documents mentioned therein.

Signature

(Designation)

To,

Shri/Smti.....

DESCRIPTIVE ROLL

- 1. Name of the applicant :
- 2. Date of birth :
- 3. Height :
- 4. Identification mark :
- 5. Permanent address :

Attested by

\_\_\_\_\_  
Signature & Seal

DESCRIPTIVE ROLL

- 1. Name of the applicant :
- 2. Date of birth :
- 3. Height :
- 4. Identification mark :
- 5. Permanent address :

Attested by

\_\_\_\_\_  
Signature & Seal

SPECIMEN SIGNATURE OF THE APPLICANT

Name

Signature

1. Shri/Smti. \_\_\_\_\_

2. Shri/Smti. \_\_\_\_\_

Date \_\_\_\_\_

Attested by

(Signature & Seal of Gazetted Officer)

SPECIMEN SIGNATURE OF THE APPLICANT

Name

Signature

3. Shri/Smti. \_\_\_\_\_

4. Shri/Smti. \_\_\_\_\_

Date \_\_\_\_\_

Attested by

(Signature & Seal of Gazetted Officer)