

Q. 47 What should a family member (eligible for the grant of family pension) do to get the family pension?

Ans. Normally, family pension to spouse is sanctioned and authorized at the time pension is authorized in favour of retiring government servant and indicated in the pension payment order and is to be drawn after the death of the pensioner. However, in cases where Govt. servant expired while in service, the widow or widower has to apply in Form 14 (of CCS Pension Rules) to the Head of Office concerned who will sanction and authorize the family pension through its Pay & Accounts Officer. Where the deceased Govt. servant is survived only by a child or children, the guardian (in case of minor child/children) or such child or children may submit a claim in Form 14 to the Head of Office for sanction and authorization of family pension. For getting family pension, the deceased pensioner's family should apply in Form no. 14 along with a copy of the death certificate of the deceased pensioner to:

- (I) The pension disbursing authority if, the amount of family pension is already indicated in the Pension Payment Order.
- (II) The Head of Office for sanction of family pension in all other cases.

If the pensioner has Joint Account with the spouse on either or survivor basis the spouse has to submit the death certificate of the pensioner along with simple application only to activate the family pension.

ANNEXURE-XXXI (See para 23.1 & 23.2)**FORM OF APPLICATION FOR FAMILY PENSION ON DEATH OF A GOVERNMENT SERVANT OR PENSIONER OR ON DEATH OR INELIGIBILITY OF A FAMILY PENSIONER**

1. Name of the applicant
 - (i) Widow/ Widower:
 - (ii) Guardian (if the deceased person is: Survived by minor child or minor children)
2. Name and age of surviving widow/ widower: And children of the deceased Government Servant/ pensioner

Sl. No.	Name	Relationship with deceased pensioner	Date of birth in Christian era
1.			
2.			
3.			
4.			

3. Name of the deceased
4. P.P.O. No.....
5. Date of death of the Govt. Servant/ Pensioner/date of death or ineligibility of family pensioner
6. Office/ Department/Ministry in which the deceased Government servant/ pensioner served last:
7. If the applicant is a guardian, date of birth of minor and relationship with the deceased Government servant/ pensioner:
8. If the applicant is a widow/ widower the amount of service pension which she/he be in receipt on the date of death of the husband / wife:
9. Full Address of the applicant:
10. Place of payment of pension and Gratuity: (Public Sector Bank Branch & Pay & Accounts Office)
11. Signature or left- hand thumb impression of applicant*:
12. Attested by:

Name: _____

Signature: _____

Full address: _____
13. Witness:
 - (i)
 - (ii)

Enclosures:

- (i) Two specimen signatures of the applicant or left hand thumb impression* duly attested (to be furnished in two separate sheets)
- (ii) Two copies of passport size photograph of the applicant, duly attested.
- (iii) Descriptive Roll of the applicant duly attested in duplicate indicating height and personal marks, if any, on the hand, face etc. (Specify at least two conspicuous marks)
- (iv) Undertaking of overpayment/excess payment made by bank.
- (v) If the date of birth of the claimant is not available with Head of Office he/she should furnish two copies of self certificate regarding date of birth.

NOTE:

In case of re-marriage of the widow while applying for family pension on behalf of minor child, the widow should furnish the date of her re-marriage to the Branch of the Authorised Bank at which payment is desired and her full address in the application for family pension. It is not necessary to furnish a fresh application or the documents as they are already available with the pension papers on which family pension was originally admitted to her.

* In case the applicant is not literate enough to sign her/ his name.

LETTER FROM BANK TO THE FAMILY OF THE DECEASED PENSIONER

_____ Bank
 _____ Branch

No. _____

Dated _____

To

Shri/ Smt. _____

Subject: Claim for family pension

Dear Madam/Sir,

*It is understood that Shri/Smt. _____ holder of
 P.P.O. No. _____ has since died.

OR

*Please refer your letter No. _____ dated _____
 claiming Family pension after the death of Shri/ Smt. _____
 pensioner, holder of P.P.O. No. _____.

2. You are requested to call at _____
 Branch of the bank on any working day between _____ to _____
 for personal identification and completion of formalities before payment of family pension is
 commenced.

3. You are also requested to furnish to this bank the following documents (forms enclosed):

- (i) Application in Form (As at Annexure XXIV of the Scheme).
- (ii) Certificates of non-remarriage/ non-marriage (non- remarriage certificate for widow/ widower family pensioner and non-remarriage certificate for daughter(s) of deceased pensioner).
- (iii) Undertaking for refunding excess amount, if any, paid after commencement of payment of family pension (As in Annexure XI).

4. You are also requested to bring with you the following:

- (i) Death Certificate of Shri/ Smt. _____ deceased pensioner.
- (ii) Pension Payment Order (Pensioner's half).
- (iii) Pass Book in case you already have a bank account in your branch in your name.

Yours faithfully,
 (Sd)
 Manager
 Branch
 Bank

* Delete whichever is not applicable.