

**FROM OF APPLICATION FOR THE GRANT OF DEATH GRATUITY ON THE DEATH OF A BOARD'S SERVANT**

*(To be filled in separately by each claimant and in case of 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)*

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1. (i) Name of the claimant in case he/she is not minor :

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(ii) Date of birth of claimant :

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2. (i) Name of the guardian in case the claimants  
Are minors (To be supported by birth certificate) :

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(ii) Date of birth of guardian :

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3. (i) Name of the deceased's employee of  
Board's/successor co. in respect of gratuity is being claimed :

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(ii) Date of death of employ of Board/successor co. :

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(iii) Office/Dept. in which the deceased served last :

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(iv) Relationship of the claimant/guardian  
With the deceased employee of Board/successor co. :

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4. Full postal address of the claimant/guardian :

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5. (i) Where gratuity is claimed by the guardian  
On behalf of minors the names of the minors,  
Their ages, relationship with the deceased  
Employee of Board/successor co.

Sl. No.	Name	Age	Relationship with deceased employee of Board/successor co.	Postal Address

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6. (ii) Relationship of guardian with minors :

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7. Place of payment of death Gratuity

(i) Name of the branch of the :  
Bank with complete postal address-  
SBI with core banking facility/  
Axis bank Ltd./UBI-core banking where SBI is not available)

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(ii) Account Number :

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Signature/Thumb impression  
Of the claimant/guardian

8. Two specimen signature or left hand thumb impression  
Of claimant/guardian duly attested (To be furnished in separate sheet)

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9. Attested by:

Name	Full Address	Signatures
1		
2		
3.		

10. Witness:

Name	Full Address	Signatures
1		
2		
3.		

Signature of the Head of Office

**From No. 14**  
**FORM OF APPLICATION FOR THE GRANT OF F.P. 1964**  
**OF THE DEATH OF EMPLOYEE/PENSIONER OF BOARD/SUCCESSOR CO.**

1. Name of the applicant :

(i) Widow/Widower :

(ii) Guardian if the deceased is survived  
By child or children :

2. Name and age of surviving widow/widower and  
Child or children :

Sl. No.	Name	Relationship with deceased person	Date of birth of C.E.
1.			
2.			
3.			
4.			
5			

3. Name and nos. of pension  
Payment order of the deceased pensioner :

4. Date of death of employee/pensioner of Board/successor co. :

5. Office/Deptt. In which the deceased  
Employee of Board/successor co. served last :

6. If the applicant is guardian his date of birth  
And relationship with the employee/pensioner of  
Board/successor co. :

(a) If the applicant is a widow/widower the  
Amount of service Pension which she/he  
May be in receipt of the date of death of  
Husband/wife. :

7. Full address of the applicant :

8. Place of payment of pension/gratuity :

(i) Name of the branch of the bank with  
Complete postal address-SBI with core banking  
Facilities/Axis Bank Ltd. (UTI)/UBI-core banking  
Where SBI is not available. :

(ii) Account Number :

9. Enclosures

(i) Two specimen signatures of applicant duly  
attested. (To be furnished in two separate sheets) :

Contd. On Page 2.

- (ii) Two copies of pass port size Photographs of applicant duly attested.
- (iii) Two slips each bearing left hand thumb Finger impression of the Applicant duly attested.
- (iv) Descriptive roll of applicant duly attested Indicating (a) height and (b) personal mark if any hand/face etc. (Not less than two if possible, to be furnished in duplicate)
- (v) Certificate of age in original with two attested copies showing the date of birth of children. The certificate should be from the municipal authority or local Panchyat.

10. Signature of left hand thumb impression of the Applicant.

11. Attested by :

Name	Full Address	Signature

12. Witness :

Name	Full Address	Signature

*Signature of the Head of Office*

**From No. 18**

**FROM FOR ASSESING AND AUTHORISING THE FAMILY PENSION AND DEATH GRATUITY WHEN ABOARD'S  
EMPLOYEE DIED IN SERVICE  
(TO BE SENT IN DUPLICATE IF PAYMENT IS DESIRED IN DIFFERENT OFFICES)**

**PART – I**

1.	Name of the deceased employee of Board/successor co.	:
2.	Father's name and also Husband's name In case of female employee of Board/successor co.	:
3.	Date of Birth (by Christian Era)	:
4.	Religion	:
5.	Office/Deptt. In which last employed	:
6.	Appointment held last	
	(i) Substantive	:
	(ii) Officiating	:
7.	Date of beginning of service	:
8.	Date of ending of service	:
9.	(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.	:
10.	Amount and nature of any pension received For previous civil service of any	:
11.	Govt. under which service has been rendered In order of employment.	:
12.	Date on which intimation regarding the death of Employee of Board/successor co. was received by the Head of Office	:
13.	The date of which action initiated to	
	(i) Obtain claim or claims form from claimants in the Appropriate form for death gratuity and Family Pension	:
	(ii) Obtain the " No Demand Certificate" from the Controlling Officer as provided in pension rules	:
	(iii) Assessed the Board's due other than the dues Pertaining to occupation of board's accommodation	:
	(iv) Assessed the service emoluments qualifying For death gratuity and family pension	:

Contd. On Page- 2

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14. Whether nomination made of/for death gratuity :

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15. Length of service qualifying for death gratuity/pension :

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16. Period of non qualifying service

From.....to.....

(i) Interruption in service if condoned by Board.....

From.....to.....

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(ii) E.O.L. not qualifying for gratuity :

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(iii) Period of suspension treated as non-qualifying :

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

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17. (a) Emolument reckoning for death gratuity :

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(b) Amount of death gratuity :

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18 (i) Proposed family pension at :

(a) Enhanced rate (if service rendered at the time :  
Of death more than 7 years)

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(b) Ordinary rate :

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(ii) Period of tenability of Family Pension : From.....to.....

(a) Enhance Rate : From.....to.....

(b) Ordinary Rate : From.....to.....

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19. Person for whom Family Pension is payable

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Name :

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Relationship with deceased board's employ :

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Full postal address :

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20. Details Board's dues recoverable out of Gratuity :

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(i) House rent for occupation of Board's accommodation :

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(ii) Amount of death gratuity to be held over pending :  
Receipt of the information from the Head of office

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- (iii) Any other dues such as balance of HBA/conveyance :
- Any other advance over payment of pay allowances
- Leave salary and arrear income tax

21. Date on which claims received from the claimant :

22. Name of guardian who will receive payment of death :

Gratuity and F.P. in case of minors.

23. Place of payment office/Bank

(i) Name of the branch of the :

Bank with complete postal address-SBI with

Core banking facility/Axis(UTI)/UBI-core banking

Where SBI is not available)

(ii) Account Number :

24. Head of Account to which death gratuity and :

75.831- Family Pension

Family pension are debited :

75.833 – DCRG

Place:

Date:

Signature of Head of Office