

No. 12(19)/2020-P&PW(H)-6569
Government of India
Ministry of Personnel & Public Grievance
Department of Pension and pensioners' Welfare

8th Floor, Janpath Bhavan,
Janpath, New Delhi,
Dated: 18th February, 2021

OFFICE MEMORANDUM

Subject: – Process to be adopted for settlement of pension dues where a retiree expires prior to filing Pension papers.

The undersigned is directed to say that Rule 59 of the Central Civil Services (Pension) Rule, 1972 provides for a definite timeline for preparatory work for processing of pension case of a retiring Government servant. The Rule inter alia provides for submission of pension papers by the retiring Government servant six months before the date of superannuation. Instances have, however, been brought to the notice of this Department where a Government servant died after retirement without having submitted the pension papers. As a result of this, the PPO could not be issued to the Government servant after his retirement. This also makes it difficult to sanction family pension to the eligible member of the family of the deceased retired Government. It is, therefore, again emphasized that the timeline for submission and processing of pension papers may be strictly adhered to avoid such situations.

2. The claim of a Government servant for pension accrues as soon as he retires from Government service. Similarly, the claim of the family for family pension accrues on death of a Government servant during service or after retirement. In order to avoid any hardship to the family of a retired Government servant, who dies without submitting the pension papers, it has been decided, in consultation with the office of Controller General of Accounts, that the following procedure may be adopted for processing of the case for sanction of pension in respect of the deceased retired Government servant and for sanction of family pension to his/her family:-

- i. The spouse of the deceased retired Government servant or, in the absence of the spouse, a member of his/her family eligible for family pension, may submit the claim in Form 14 (Application for family pension on death of a Government servant/pensioner/family pensioner) along with Form 3 (Details of family), to the Head of Office.
- ii. The Head of Office shall process the case in Form 7 (Form for assessing pension, family pension and gratuity) and send Form 7, Form 3, Form 14, Form 20 (Sanction for family pension on death of a pensioner/family pensioner) and a forwarding letter in Form 8 to the PAO for authorization of pension and family pension in respect of the deceased retired Government servant.
- iii. The PAO shall authorize the pension (in respect of the deceased retired Government servant) and family pension to the spouse/eligible family member.

Only one PPO shall be issued by the PAO authorizing pension and family pension in Part-II of the PPO. Part-III of the PPO, which is applicable on death of a Government servant while in service, would not be relevant in such cases.

- iv. The payment of arrears of pension for the period from the date following the date of retirement upto the date of death shall be made by the PAO to the family pensioner.
 - v. The PPO shall, thereafter, be sent to the Pension Disbursing Authority, through the Central Pension Accounting Office (CPAO), for payment of family pension.
3. While forwarding the pension papers to the PAO, the Head of Office shall make an indication in the Check List of Form 7 to the effect that the case pertains to a retired Government servant, who died without submitting the pension papers.
4. The Administrative Divisions of all Ministries/Department, their attached/subordinate offices and Pay & Accounts Offices are requested to bring these instructions to the notice of all concerned for compliance.

Rajesh Kumar
(Rajesh Kumar)

Under Secretary to the Government of India

To,

1. All Ministries/Departments of Govt. of India
2. Office of CGA: with reference to comments submitted by them in F.No.12(19)/2020-P&PW(C)-6569
3. US (Bhavishya)
4. NIC: to upload in the website of this Department and incorporate the change in Bhavishya module.

FORM 14**[See rules 77 (3) and 81 (2)]**

Form of application for family pension on death of a Government servant/pensioner/family pensioner

- 1 (i) Name of the Government servant in respect of whom family pension is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of Government servant
- (iv) Date of death of Government servant/pensioner/family pensioner
- (v) PPO No. of Government servant/pensioner/family pensioner

2 Name and other details of claimant—

Name	Date of birth	Relationship with the deceased Government servant	Postal Address

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable—

Name	Date of birth	Relationship with the minor/mentally disabled claimant	Relationship with the deceased Government servant	Postal Address

4. Details of surviving widow/widower, children, dependent parents and disabled siblings of the deceased Government servant / pensioner are enclosed in Form 3.

5. Account No., name and BSR code of Branch of Bank to which family pension is to be credited:

6. Other source of family pension - Military or State Government and/or a Public Sector Undertaking/ Autonomous body/Local Fund under the Central or a State Government, if any—

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Encl: As per the check-list.

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No.....

Permanent Account Number for Income Tax (PAN).....

Aadhar No., if available -

Signatures of two Witnesses with names and full addresses:

(i)

(ii)

Note: Form 14 is not to be filled if the spouse had a joint account with the deceased pensioner. In such cases, family pension shall be allowed by the Pension Disbursing Authority on the basis of an application on plain paper. The permanently disabled children/siblings and dependent parents to whom family pension has been authorised in the PPO of the pensioner will submit this Form to the Pension Disbursing Authority.

Check List of Documents to be submitted with Form 14

1.	Two specimen signatures of claimant (to be furnished in a separate sheet) duly attested by a Gazetted Government servant. (Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.)	
2.	Two copies of passport size photographs of the claimant, duly attested	
3.	Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Govt.	
4.	Details of the family in Form 3.	
5.	Certificate(s) of age showing the dates of birth of the children. The certificates should be from the Municipal authorities or from the local panchayat or from the head of a recognized school or Central/State Board of Education.	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Specimen signature or left hand thumb and finger impressions of guardian duly attested, in the case of the guardian who is not literate enough to sign his or her name	
8.	Two attested copies of passport size photograph of the guardian/nominee	
9.	Descriptive roll of the guardian/nominee, Showing the particulars of height and identification marks, duly attested.	
10.	Copy of PPO of previous pensioner/family pensioner	
11.	Proof of permanent address of the guardian.	
12.	Copy of death certificate of the deceased employee or pensioner/previous family pensioner, if applicable.	
13.	Copy of document regarding ineligibility of previous family pensioner, if applicable.	