

The Joint Director,  
Higher Education Grants,  
3, Mahapalika Marg,  
Mumbai - 400 001.

Sub: Pension Papers of late \_\_\_\_\_

Sir,

Enclosed are the pension papers of **late** \_\_\_\_\_, one of our Laboratory Attendant. He has retire from service due to death w.e.f. \_\_\_\_\_.

Besides the pension papers, the enclosed documents include a copy of the option Form for pension and a copy of the challan showing the sum of Management Contribution to P.F. deposited in Government Treasury.

I would be obliged if you would arrange to forward these papers for sanction at an early date.

Thanking you,

Yours Sincerely,

Principal

FORM 17  
(See Rule 123 (1) )

Form of letter to the Audit Officer forwarding the pension papers for the grant of Family Pension and Death-cum-retirement gratuity to the Family of a Government Servant who dies while in service

No.....

Government of Maharashtra

Department/Office: \_\_\_\_\_

Dated the \_\_\_\_\_

To  
The Accountant General  
101, M.G. Road,  
M.S. Mumbai-20.

Subject: **Grant of Family Pension and Death-cum-retirement gratuity**

Sir,

I am directed to state that **late** \_\_\_\_\_, designation \_\_\_\_\_ died on ----- His family has become eligible for the grant of family pension and death-cum-retirement gratuity. Form 16 duly completed is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered out of the death-cum-retirement gratuity as indicated in section || of part | of form 16.
3. Your attention is invited to the list of enclosures which is forwarded herewith.
4. A provisional family pension amounting to Rs. NIL per month and a provisional death-cum-retirement gratuity amounting to Rs. NIL have been sanctioned.
5. The receipt of this letter may be acknowledge and this department / 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,

PRINCIPAL

List of enclosures:

1. Form 16 duly completed.
2. Form 10 and Form 12 filed in by the applicant.
3. Service book (indicating with date of death)
4. Form No.17
5. Form No.12
6. a) Specimen Signature Slip                      b) Thumb & Finger impression card  
c) Two Identification Marks                      d) Three copies of Photographs  
e) Details of family
7. Nomination form for Death-cum-Retirement gratuity
8. Last Pay Certificate
9. No Dues No Demand Certificate
10. No Department Enquiry Certificate
11. Service books with a copy of school Leaving Certificate or S.S.C. Certificate for verification of age
12. Pay Fixation order of 1.1.1986, 1.1.1996 as the case may be.
13. Option Form
14. Leave Account duty verified and found correct ( This certificate is to be given in Service Book)
15. Declaration Certificate for recovery from gratuity if any raised against pensioner.
16. History of break in Service.
17. Service History sheet.
18. Challan against the C.P.F. amount credited in Government Treasury.
19. Verification Certificate of Management Share.
20. Provident Fund Account month wise statement "A"
21. Provident Fund Account year wise Statement "B"
22. Death Certificate
23. Affidavit.

Place : Mumbai

Date : \_\_\_\_\_

(APPENDIX V)

**FORM : 16**

[See rules 137(1), 139(1),(2) and (3) & 141(1) ]

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

(To be sent in duplicate if payment is desired in another Audit Circle)

**P A R T - I**

1. Name of the deceased Government Servant : **Late** \_\_\_\_\_
2. Father's name (and also husband`s  
name in the case of a female Government 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 of beginning of service : \_\_\_\_\_
9. Date of ending of service (Expired) : \_\_\_\_\_
10. (i) Total period of Military  
service for which pension  
or gratuity was sanctioned : N I L
- (ii) Amount and nature of any  
pension/gratuity received  
for the Military service : N I L
11. Amount and nature of pension/  
gratuity received for previous  
civil service if any. : N I L
12. Government under which service  
has been rendered in order to  
employment : -

13. The date on which intimation regarding the death of Government servant was received by the Head of Office. : \_\_\_\_\_

14. The date on which action intimated

i). Obtain claim or claims from the claimants in the appropriate form for death-cum-retirement gratuity and Family Pension as provided in rule 136 : -

ii). Obtain the 'No demand certificate' from the Executive Engineer concerned as provided in rule 142(1) of the Maharashtra Civil Services (Pension) Rules, 1982 : -

iii). Assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 142(2) of the Maharashtra Civil Services (Pension) Rules, 1982 : -

iv). assess the service and pay qualifying for death-cum-retirement gratuity and Family Pension as provided in rule 137 and 138 of the Maharashtra Civil Services (Pension) Rules, 1982 : **Years Months Days**  
\_\_\_\_\_

15. Whether nomination made for -

(i) death-cum-retirement gratuity : Yes, Nomination Form

(ii) Family Pension, 1950, if applicable

16. Length of service qualifying for death-cum-retirement gratuity / Pension.      Years      Months      Days

17. Periods of non-qualifying service : From To      Yrs      Mths      Days

(i) Interruption in service condoned under rule 48 of the Maharashtra Civil Services (Pension) Rules, 1982.      -      -      -      -      -

(ii) Period of suspension treated as non-qualifying.

(iii) Any other service non treated as non-qualifying.

Total period of non-qualifying service.      -      -      -      -      -

18. (a) Pay reckoned for death-cum-retirement gratuity : **Rs.** \_\_\_\_\_

(b) Amount of death-cum-retirement gratuity : \_\_\_\_\_

19. if family Pension , 1950 is applicable , the pay drawn during the last ten months :

Post held	From	To	Pay	Personal Pay / Special Pay/ Grade Pay / Non-Practicing Allowance	Total	Amount

\* In case where the last months include some period not to be reckoned for calculation average pay an equal period backward has to be taken for calculating average pay.

\* The calculating of average pay should be based on actual number of days contained each month

20. If family Pension, 1950 applies and the Government servant had rendered more than ten years service

- i) Proposed Pension : -  
 ii) Proposed Family Pension, 1950 :  
 iii) Period of tenability of family pension,1950 : **From** **To**

21. If family pension 1964 applies

- i) Proposed family pension :  
 a) Enhanced rates (if service rendered at the time of death is more than seven year) determined under the provisions of rule 16(4) of the Maharashtra Civil Services (pension) Rule 1982. :  
 ii) Period of tenability of family pension 1964 : **From** **To**  
 a) Enhanced rates :  
 b) Ordinary rates :

22. Person to whom family pension is payable :

- a) Name in full : \_\_\_\_\_  
 b) Relationship with the deceased Government Servant :  
 c) Full Postal address :

23. Details of Government dues recoverable out of Gratuity.

- i) License fee for occupation of Government accommodation (see rule 142 of Maharashtra Civil Services (pension) Rules, 1982. : **NIL**  
 ii) Amount of death-cum-retirement gratuity to be held over pending receipt of information from the executive (see rule 142(1) (v) of the Maharashtra civil : **NIL**

services (Pension) Rules, 1982

iii) Dues referred to rule 142(2) of the  
Maharashtra civil services (pension) Rules : **NIL**  
1982

24. Date of which claims received from the :  
claimants

25. Name of guardian who will receive payment : **NIL**  
of death-cum-retirement gratuity and family  
pension in the case of minors

26.. Place of payment (Government Treasury :  
of Branch of public : sub sector bank) ,  
,  
,

27. Head of Account to which death-cum- :  
retirement gratuity and family pension  
are debitable.

Place : Mumbai

Principal

Date :

## SECTION - II

### Details of Provisional Family Pension and Gratuity to be disbursed by the Head of Office in accordance with rule 140 of Maharashtra Civil Services (Pension)

Provisional Family Pension : Rs. NIL per / month

Gratuity (The amount mentioned in item 18 (b) of section – I :

Less

a) License Fee recoverable from gratuity for occupation of Government accommodation (as in item 23(i) of Section – I) : Rs. NIL

b) Amount of gratuity to be held over pending receipt of information from the Executive Engineer concerned (as in item : Rs. NIL

c) Other Government dues is mentioned in item 23(iii) Section – I (P.F. Management share) : Rs. NIL

d) Total of (a) and (c) : Rs.

Place : Mumbai

PRINCIPAL

Date :



**PART – II**  
**SECTION – I**

Audit Enfacement:

1. Total period of qualifying service which has been accepted for : Years    Months    Days
  - i) Death-cum-retirement gratuity : Rs.
  - ii) Family pension, 1964 or family pension 1950 : --
2. Net amount of gratuity after adjusting Government dues : Rs.
3. Amount and the period of tenability of family pension , 1964 of death took place. : Amount    Period of tenability  
From    To
  - i) Before seven years service : N.A.
  - ii) After seven years service : N.A.
4. Amount and the period of tenability of family Pension, 1950 : N.A.
5. Date from which family pension is admissible :
6. Head of Account to which Death-cum-retirement Gratuity and family pension are chargeable :

Place : Mumbai

PRINCIPAL

Date :

**PART – II**

**SECTION – II**

1. Name of the deceased Government Servant : Late
2. Date of death of Government Servant :
3. Date on which pension papers received by the Audit Officer. :
4. Amount of Family pension authorized : Rs.
5. Amount of gratuity authorized : Rs.
6. Date of commencement of Family Pension :
7. Amount of gratuity held over pending Receipt No. Demand Certificate. : -

Place : Mumbai

PRINCIPAL

Date :

**FORM NO. 10**  
**(Form of Application for the Grant of Death-Cum-Retirement Gratuity on the death of a Government Servant)**

01. Name of the claimant in case he/she is not : Smt.  
minor

Date of birth of the claimant :

02. Name of the guardian in case the claimant : -  
are minor

Date of birth of guardian : -

03. Name of the deceased Government servant : **Late**  
in respect of whom gratuity is being claimed

Date of death of Government servant :

04. Relationship of the claimant / guardian :  
with the deceased Government servant

05. Full postal address of the claimant/guardian :

06. Where gratuity is claimed by the guardian : --  
on behalf of minor, the names of the minors  
their ages, relationship with the deceased  
Government servant etc.

Sr.No.	Name	Age	Relationship with the deceased Government servant	Postal Address
1				
2				

07. Place of payment of pension and gratuity :  
(Government Treasury or Branch of Public  
Sector Bank

(Smt. -----)  
(Signature of the claimant)

08. Two specimen signatures or left hand : 1) \_\_\_\_\_  
thumb and finger impression of the claimant  
/guardian duly attested : 2) \_\_\_\_\_

Principal

09. Attested by :

Name	Full Address	Signature
1.		

2.

10. Witness

Name	Full Address	Signature
1.		

2.

## FORM NO. – 12

(Form of application for the grant of family pension, 1964 on the death of a government servant / pensioners)

01. Name of the applicant in full widow : Smt.  
/ Widower Widow  
Guardian, if the deceased person is survived  
By child or children.
02. Name and age of surviving widow(s) / widower and children of the deceased Government servant / pensioner

Sr. No.	Name	Relationship with the deceased person	Date of Birth by Christian era
01.			
02.			

03. Date of death of the Govt. Servant / Pensioner
04. Office in which the deceased Government servant / pensioner served last :
05. If the applicant is guardian, his date of birth and relationship with the deceased Government servant / pensioner. : --
06. If the applicant is a widow / widower the amount of service pension which she / he may be in receipt on 27.12.2009 the date of death of the husband /wife. : Rs
- 07 Full address of the applicant :
- 08 Place of payment of pension and gratuity :  
(Government Treasury or Branch of Public Sector Bank)
09. Enclosures (Specimen of forms are enclosed :
- i) Two specimen signatures of the applicant, duly attested (to be furnished in duplicate) : Enclosed Separately
- ii) Two slips each bearing left hand thumb and finger impression of the applicant, duly attested : Enclosed Separately
- iii) Two copies of pass-port size Photograph of applicant duly attested : Enclosed Separately
- 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) : Enclosed Separately

(to be furnished in duplicate)

- v) Certificate (s) of age (in original with : Enclosed Separately  
two attested copies) showing the dates  
of birth of the children. The certificate  
should be from the Municipal

authorities or from the Gram Panchyat  
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.

11. Signature or left hand thumb impression :  
of the applicant.

PRINCIPAL

12. Attested by :

Name

Full Address

Signature

1.

2.

13. Witness

Name

Full Address

Signature

1.

2.

**Enclosures of form No.12  
(Under item No. 9(i))**

**(I) SPECIMEN SIGNATURE SLIP**

Specimen Signature of : 1.

Shri./Mrs. 2.

3.

Certified that the above specimen signature was taken in my presence.

Dated : Signature :

Name :

Designation :

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**Enclosures of form No.12  
(Under item No. 9(ii))**

**(III) THE THUMB AND FINGER IMPRESSION CARD**

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Little Finger	Ring Finger	Middle Finger	Fore Finger	Thumb
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Certified that the thumb and finger impressions are those of the left hand of :

1. **Shri./Mrs.**

Signature :

Name :

Dated :

Designation :

**Enclosures of form No.12**  
**(Under item No. 9(iii))**  
**PENSIONER'S PHOTOGRAPH**

Signatures of the Pensioner \_\_\_\_\_

Certified that signature and the photograph are those of Smt. \_\_\_\_\_

Place : Mumbai  
Date :

PRINCIPAL

-----  
Enclosures of Form No.12  
(Under item No. 9(iv))  
identification Marks

1. Height :
2. Personal marks, if any on the hand, face etc. : -

Certified that the above identification marks are those of Smt. \_\_\_\_\_

Place : Mumbai  
Date :

PRINCIPAL



**ENCLOSURES OF FORM 12**  
**(Under item No. 9(v))**  
**Details of Family**

- a. Name of the Government servant : Late
- b. Designation :
- c. Date of appointment :
- d. Details of the Members of Family as on 28.06.2010

Sr.No.	Name of the member of family	Date of Birth	Relationship with the Government servant	Signature of the Head Office	Remark
01.					
02.					

I hereby undertake to keep the above particulars up to date by notifying to the Audit Officer / Head of the Office for any addition or alteration.

Place : Mumbai

PRINCIPAL

Date :

## LAST PAY CERTIFICATE

1. Name of the College & Address :
2. Name in full of the employee : **Late**
3. Designation :
4. Qualification :
- |  | Degree | Diploma | Post Graduate | Professional |
|--|--------|---------|---------------|--------------|
|  | a      | b       | c             | d            |
- i) Year of Passing  
ii) Class Obtained  
iii) University
- 
5. Date of Appointment in the present college :
6. Type of vacancy : **Permanent**
7. If temporary, nature of the appointment :  
a. Part timer  
b. Leave substitute  
c. On contract basis  
d. U.G.C. substitute etc.
8. Date upto which last salary has been drawn :
9. Scale of Pay :
10. Rate of Last Pay and allowances drawn per month :
- |                           |     |
|---------------------------|-----|
| i) Basic Pay              | Rs. |
| ii) Grade Pay.            | Rs. |
| ii) Dearness Allowance    | Rs. |
| iii) House Rent Allowance | Rs. |
| iv) Comp. Local Allowance | Rs. |
| v) Travelling Allowance   | Rs. |
| TOTAL                     | Rs. |
11. Date of next increment(Had he been continued in this College) : Reached the Maximum. Nil
12. Whether the employee has :  
i) Resigned Retired Voluntarily – N/A  
ii) Terminated - N/A  
iii) Dismissed - N/A
13. If resigned :  
a. The notice was served -Yes/No  
b. Resignation is accepted -Yes  
c. Notice Pay in lieu of notice period is credited -Yes/No
14. If terminated/dismissed, give reasons thereof, .. in brief : N / A
15. Remarks, if any..... : N I L

PRINCIPAL

**Name of the University :**

**Name of the College & Address :**

- 1) Certified that \_\_\_\_\_ was working in this college as a Full Time \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ **(Expired)**.
  
- 2) Certified that \_\_\_\_\_ was full time employee of this University which is recognized and aided by the Govt. of Maharashtra and is affiliated to the Non-Agricultural University in the Maharashtra State viz. Mumbai University and that he worked as a full time employee for the entire period of service from \_\_\_\_\_ to \_\_\_\_\_ **(Expired)**.
  
- 3) Certified that he was employed by this University and that his appointment was within the norms laid down by the Government, under the staffing for the non-teaching staff during the above period.
  
- 4) His salary paid by this University/College, is covered under the salary payment scheme of the Government, for the purpose of salary grant paid to this University and the expenditure on his salary was held admissible for grant, during the above period.

Mumbai

Principal

Dated :

CERTIFICATE REGARDING NO DUES, NO DEMAND & NO DEPARTMENTAL ENQUIRY

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Certified that there are no dues against \_\_\_\_\_, Designation:  
\_\_\_\_\_ that he has no demands from the Government and/or the College.

Certified that no Departmental enquiry is pending against \_\_\_\_\_.

Place : Mumbai,

Date :

Principal

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**NO EVENT OF CERTIFICATE**

This is to certify that no event has occurred in the service period of **Late**  
\_\_\_\_\_ **from** \_\_\_\_\_ i.e. the date of his appointment upto  
\_\_\_\_\_ i.e. upto the date of death / upto the date of preparation his pension paper  
which will result in recalculation of amount of amount of his pension and / or his gratuity.

Place: Mumbai,

Date :

**PRINCIPAL**

**CONSENT FORM**

Pensioner's written statement about consent of recovery of over payment if any

I, \_\_\_\_\_, hereby give consent that any over-payment found or money remaining outstanding against me on account of Pay, Leave Salary Allowances, Advances, Loans, House Rent etc may be recovered from my Pension or Gratuity.

Place: Mumbai,

Date :

-----  
Signature of the Pensioner

PRINCIPAL

**DECLARATION – I**  
**(For refund of gratuity in excess , if any)**

I, the undersigned **Smt.** \_\_\_\_\_ hereby declare that the amount of gratuity sanctioned by the Accountant General , Maharashtra -1, Mumbai be afterwards found to be in excess of the amount to which I entitled, under the rules. I will be called upon to refund such excess amount. I will have no objection to such refund and will refund the same immediately.

\_\_\_\_\_.

Place : Mumbai.

Date :

**DECLARATION – II**

(For Pension under the note below B.C.S.R. NO. 1981)

I, \_\_\_\_\_ hereby declare that, I have neither applied for nor received any retiring Pension or Gratuity in respect of any portion of the service included in this application and in respect of which retiring Pension or Gratuity claimed nor shall I submit an application hereafter without quoting a reference to this application and to the orders which may be passed therein.

**Smt.** \_\_\_\_\_

Place : Mumbai

Date :

**S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI – 400 020.**

Statement showing the **breaks in service** of \_\_\_\_\_ during the entire period of his service from \_\_\_\_\_.

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Sr. No.	Period of Breaks	Dates	Reasons	Whether Condoned	Authority condoning the break	Remarks
1	2	3	4	5	6	7

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THERE IS NO BREAK IN HIS / HER ENTIRE SERVICE

Principal