

Checklist for Death Gratuity & Family Pension

Name of the Deceased:		
P.F. No.		
Designation :		
Department / Section / Wing :		
Name of Applicant		
Relationship with Deceased		
SN.	Points/Enclosures to be verified/checked	Status/Remark(s)
Part A – For Applicant		
1	Intimation on death of the employee	
2	Option form for Death Gratuity cum Family Pension and application	
3	Details of the eligible family members of deceased employee for the family pension purpose	
5	Death Certificate of deceased employee	
6	Photograph of claimant (passport size) in triplicate & duly self attested	
7	No Demand/No Dues Certificate from all concerned Departments / Wings of the Institute	
8	PAN of claimant	
9	Attested Photocopy of Date of birth certificate / proof of claimant	
10	Attested Photocopy of Address Proof of claimant	
11	Attested Photocopy of Aadhaar Card of claimant	
12	Attested Photocopy of Bank Pass Book with full name and a/c number of claimant	

13	Nomination of eligible children by the spouse/applicant, if already not done by the deceased employee alongwith birth certificate <i>[Ref. Rule No. 54(7)]</i>	
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Part B – For Office Use

14	Statement showing details and total period of non-qualifying service spell and year-wise breakup	
15	Entry in Service Book for payment of family pension, death gratuity and leave encashment as admissible	
16	Whether Eligible for DG & FP as per the service record and nomination form of deceased (Photocopy of service book to be enclosed)	
17	Statement of notional average emoluments for last 10 months <i>(Ref. Rule No. 33 and 34)</i>	
18	Date of Medical Fitness Certificate	
19	Date of completion of one year of service.	

Date:

Checked	Verified
Jr. Asst. / Supt. (Admin.)	A.R. / D.R. Admin