

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 [Ref. Rule No. 54(7)]	
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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 (Ref. Rule No. 33 and 34)	
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