



Family Pension and Death Gratuity Assessment & Payment Form

Ref: IISER Statutes- Clause 22 (DP&PW OM Nos. 38/41/06/P&PW(A) dated 05/05/2009, and OM No. 1/33/2012-P&PW(E) dated 16/01/2013)

Part-A

1	Name of Deceased Employee :				
2	P.F. No.				
3	Designation :				
4	Department / Section / Wing :				
5	Permanent Retirement Account Number (PRAN)				
6	Date of Birth :				
7	Initial date of joining in Govt. service:				
8	Initial Date of Joining at IISER Berhampur :				
9	Date of Death :				
10	Date on which intimation regarding death of employee received :				
11	Substantive Pay as on the date of death:	(a)	Pay Band		
		(b)	Pay in the Pay Band	`	
		(c)	Grade Pay	`	
		(d)	Basic Pay	`	
12	(a) Details of Nominee (s) to whom Death Gratuity is payable (as per service record of deceased employee)				
Death Gratuity	SN	Name	Date of Birth	Address	Relationship with deceased employee
	<i>Note: If Nominee is convicted for the murder or abetting in murder of the employee then he/she will be treated as debarred to receive DG & FP and in that case the DG & FP will be paid to other eligible family members only.</i>				
	(b) Details of Guardian who can receive the payment of Death Gratuity in case of minor or mentally disabled children:				
	SN	Name of Minor / Mentally Disable Children	Name of Guardian	Address	Relationship of Guardian with deceased employee
	(c) Details of eligible dependent Family Members to whom the Death Gratuity is payable in case when there is no nomination or valid nomination is not available/subsists (as per service record):				
SN	Name	Date of Birth	Address	Relationship with deceased employee	

13	Details of eligible dependent(s) for Family Pension							
Family Pension	SN	Name	Date of Birth	Age as on date	Relationship	Marital Status	Please mention the category : (a) Employed (b) Pensioner (c) Family Pensioner (d) Others	Personal Annual income of the dependent
	Details of the Dependent(s) Family Members: (a) Category –I							
	a				Widow/Widower			
	b				Unmarried Son /Daughter(s)			
	Details of the Dependent(s) Family Members: (a) Category –II							
	c				Unmarried / Widowed / Divorced Daughter(s)			
	d				Parent(s)			
e				Disabled sibling(s)				
14	Details of the person nominated /found eligible for Family Pension							
	Sr. No	Name	Date of Birth	Address	Relationship with deceased employee			

Part - B

(a) Death Gratuity		From	To	No. of Yrs.	Months
1	Gross qualifying Service for Death Gratuity				
2	(-) Period of Non Qualifying Service				
	1 Extra Ordinary Leave				
	2 Period of Suspension				
	3 Interruption in Service				
	4 Any other period not treated as Qualifying Service				
	Total Period of Non Qualifying Service				
3	(+) Additions to Qualifying Service, , if any				
	Period of Civil Service				
	Approved Period of Service in an Autonomous Institute / Organization /State/Central Govt. etc.				
4	Net Qualifying Service				
5	Qualifying Service in terms of completed six monthly period <i>(Period of 3 months and above is to treated as completed six monthly period)</i>				
6	Emoluments Reckoning for Death Gratuity	Basic Pay			
		+ D.A. (at the time of Death)			
		Total Emoluments			
7	Length of Service	Death Gratuity Payable		Amount of DG	
	Less than 1 year	2 Times of emoluments			

	One year & above but less than 5 years	6 Times of emoluments		
	Five years & above but less than 20 years	12 Times of emoluments		
	20 years & above	Half of the emoluments for every completed 6 monthly period of qualifying service subject to maximum of 33 times of emoluments or ` 10 lakhs		
8	(a) Details of the family members as per the nomination form for payment of death gratuity			
	Sr. No	Name	Date of Birth	Address
8	(b) Details of all the eligible dependent family members alongwith equal distribution of % distribution in case of non-availability of Death Gratuity nomination			
	Sr No	Name	Date of Birth	Address
(B) Family Pension				
(a)	Name of the Family Pensioner:			
(b)	Relationship with the Deceased Employee:			
(c)	Category			
(d)	Whether eligible from all aspects?			
1	Basic Pay (Pay in the Pay Band + GP)/Average Emoluments/ Emoluments (Attach sheet)			
2	(a)	Family Pension Payable (<i>Normal Rate</i>) <i>Ref. Rule 54 (2)</i>	1. 30 % of Basic Pay (subject to minimum ` 3,500/- p.m. and maximum of ` 27,000/- p.m.)	
			Net basic pension after observing the minimum and maximum limit	
			2. plus Dearness Relief as on	
(b)	Family Pension Payable (<i>Enhanced Rate</i>) <i>Ref. Rule 54 (3)</i>	a) In case when employee dies while in service after rendering 7 years of continuous service – 50 % of Last Basic Pay Drawn / Emoluments / Average Emoluments (Subject to maximum of ` 45,000/- p.m.)		
		1. <i>Enhanced pension payable to the family members for a period of 10 years from the date of death of employee</i> 2. <i>Enhanced rate of FP is not admissible to dependent parents (OM No 45/51/97-(P&PW (E) dt. 19/4/2002)</i>		
Compiled & Checked		Verified	Pre Audited	Recommended
Jr. Asst./Supt. (Admin.)		A.R. / D.R. Admin	IAO	DoFA / Registrar
Approved				
Director				
For Finance and Accounts Use				
Any amount of Dues Recoverable from Death Gratuity and Family Pension				
Checked as per Rules		Recommended		Passed
Jr. Supt. / Supt. (Pay & Accounts)		A.R. / D.R. (F&A)		FA & CA / Finance Officer