

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

FORM 18

[See Rules 78 (1), 80 (1), (3) and (5) and 80-B (1) and (5)]

Form for Assessing and Authorising the Payment of Family Pension and Death Gratuity when a Government Servant Dies While in Service

(To be sent in duplicate if payment is desired in a different circle of accounting unit)

PART-I Section I

1. Name of the deceased Government servant :
2. Father's name (and also husband's name in the case of female Government servant) :
3. Date of birth (by Christian era) :
4. Date of death (by Christian era) :
5. Religion :
6. Office/Department/Ministry in which last employed :
7. Appointment held last :
- (i) Substantive :
- (ii) Officiating :
8. Date of beginning of service :
9. Date of ending of service :
10. (i) Total period of military service for which pension, gratuity was sanctioned; and :
- (ii) Amount and nature of any pension, gratuity received for the military service. :
11. Amount and nature of any pension received for previous civil service, if any :
12. Government under which service has been rendered in order of 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 initiated to —

(i) obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in Rule 77; :

.....

(ii) obtain the 'No Demand Certificate' from the Directorate of Estates as provided in Rule 80-C (1); :

.....

(iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation, as provided in Rule 80-C (2) and; :

.....

(iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in Rule 78 and 79. :

.....

15. Whether nomination made for death gratuity?

16. Length of service qualifying for death gratuity/pension :

.....

17. Periods on non-qualifying service —

(i) Interruption in service condoned under Rule 28 :

From To

.....

(ii) Extraordinary leave not qualifying for gratuity :

.....

(iii) Period of suspension treated as non-qualifying :

.....

(iv) Any other service not treated as qualifying service :

.....

Total period of non-qualifying service :

.....

18. (a) Emoluments reckoning for death gratuity :

.....

(b) Amount of death gratuity :

.....

19. Deleted.

20. Deleted

21. (i) Proposed Family Pension at —

(a) enhanced rates [if service rendered at the time of death is more than seven years as in Rule 54 (3)] :

.....

(b) ordinary rates — [as in Rule 54 (2)] :

.....

(ii) Period of tenability of Family Pension —

(a) enhanced rates :

(b) ordinary rates :

22. Persons to whom family pension is payable —

Name :

Relationship with the deceased
Government servant :

Full postal address :

23. Details of Government dues recoverable out of gratuity —

(i) Licence fee for occupation of
Government accommodation
[See Rule 80-C] :

(ii) Amount of death gratuity to be
held over pending receipt of
information from the
Directorate of Estates :

(iii) Dues referred to in Rule 80-C (2) :

24. Date on which claims received
from the claimants :

25. Name of guardian who will receive
payment of death gratuity and
family pension in the case of minors :

26. Place of payment (Treasury, Sub-
Treasury or Branch or Public Sector
Bank or the Pay and Accounts Office) :

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

Place
Dated

*Signature of
Head of Office*

Section II

Details of Provisional Family Pension and Gratuity to be Drawn and Disbursed by the Head of Office in Accordance with rule 80-A.

Provisional family pension : Rs p.m.

Gratuity [the amount mentioned in
Item 18 (b) of Part-I] : Rs p.m.

Less

- (a) Licence fee recoverable from gratuity for occupation of Government accommodation [as in Item 23 (i) of Part-I] : Rs
- (b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as in Item 23 (ii) of Part-I] : Rs
- (c) Other Government dues as mentioned in Item 23 (iii) of Part-I : Rs
- (d) Total of (a), (b) and (c) : Rs

Place
Dated

Signature of
Head of Office