

**SET OF FAMILY PENSION FORMS**  
**पारिवारिक पेंशन प्रपत्रों का कुलक**

1. Name of Applicant : .....
- आवेदक का नाम : .....
2. Name of the deceased employee/Pensioner : .....
- मृतक कर्मचारी/पेंशनर का का नाम : .....
3. Date of Ending of Service of the deceased employee/Pensioner : .....
- मृतक कर्मचारी/पेंशनर की सेवा समाप्ति की दिनांक : .....
4. Designation of the deceased employee/Pensioner : .....
- मृतक कर्मचारी/पेंशनर का पद : .....

## आवेदन पत्र का प्रपत्र (पारिवारिक पेंशन)

आवेदन पत्र परिवार के पारिवारिक पेंशन हेतु स्वर्गीय श्री/श्रीमती.....  
विभाग.....

1. कार्यालय/विभाग.....
2. प्रार्थी का नाम .....
3. मृतक कर्मचारी/पेंशनर के साथ संबंध .....
4. यदि मृतक पेंशनर था तो सेवानिवृत्ति की दिनांक .....
5. कर्मचारी/पेंशनर की मृत्यु की दिनांक .....
6. मृतक के जीवित बच्चों के नाम व उम्र .....
7. आवेदन का पूरा पता .....

8.

क्र.स.	नाम (अंग्रेजी में)	जन्म दिनांक	सम्बन्ध	विवाहित/अविवाहित

1. (अ) भुगतान का स्थान राजस्थान स्टेट इण्डस्ट्रियल डवलपमेंट एण्ड इन्वेस्टमेंट कॉरपोरेशन लिमिटेड
2. (ब) बैंक खाता संख्या व बैंक की ब्रांच का नाम जहां से भुगतान चाहा गया है

## परिशिष्ट

1. निगम कर्मचारी का नाम .....
2. पिता का नाम/पति का नाम .....
3. अंतिम नियुक्ति का नाम  
संस्थापन के नाम सहित .....
4. सेवा प्रारंभ करने की तिथि .....
5. सेवा समाप्ति की तिथि .....
6. मृत्यु से पूर्व निरन्तर योग्यात्मक  
सेवा अवधि .....
7. राजस्थान सेवा नियमों के  
नियम 268 (सी) के अंतर्गत  
परिभाषित वेतन .....
8. देय पारिवारिक पेंशन की राशि .....
9. पेंशन आरम्भ होने की तिथि .....

10. बैंक, ब्रांच का नाम .....

11. खाता संख्या .....

12. आई एफ एस सी कोड .....

मैं निम्न हस्ताक्षरकर्ता स्व.श्री/श्रीमती .....के  
उपरोक्त दिये गये विवरणों से संतुष्ट होकर रुपये ..... प्रतिमाह  
श्री/श्रीमती ..... को नियमानुसार  
पारिवारिक पेंशन स्वीकृत करने का आदेश देता हूँ।

पेंशन स्वीकृतकर्ता अधिकार  
के हस्ताक्षर एवं पद

**FORM 14**

[See Rules 95 (3) and 107 (2)]

**Form of application for the grant of Family  
Pension on the death of an  
employee/pensioner**

1. Name of the applicant .....
  - (i) Widow/Widower .....
  - (ii) Guardian if the deceased person is survived by child or children .....
2. Name and age of surviving Widow/Widower and children of the deceased employee/pensioner .....

Serial No.	Name	Relationship with the deceased person	Date of Birth by Christian era
1.			
2.			
3.			
4.			
5.			
6.			

3. Name and No. of the P.P.O. of the deceased pensioner.....
4. Date of death of the employee/pensioner.....
5. Head Office/Unit Office in which the deceased employee/pensioner served last .....
6. If the applicant is guardian, his date of birth and relationship with the deceased employee/pensioner.....
- 6.A If the applicant is a widow/widower the amount of service pension which she/he maybe in receipt on the date of death of the husband/wife .....
7. Full address of the applicant .....
8. Pension Disbursing Authority (Incharge of Bill Section)
9. Enclosures :
  - (i) Details of Particulars Form 14A in triplicate

- (ii) Certificate(s) of age (in original with two attested copies) showing the dates of birth of the children.
- (iii) Death certificate
- (iv) Guardianship certificate in case of minor.

10. Indicate whether family pension is admissible from any other source Military or Central or any State Government and/or a public sector undertaking/autonomous body/local fund under the Central or a State Government .....

11. Signature of left hand thumb-impression\* of the applicant .....

12. Attested by :

Name	Full Address	Signature
(i) _____	_____	_____
(ii) _____	_____	_____

13. Witnesses :

(i) _____	_____	_____
(ii) _____	_____	_____

Note:- Attestation should be done by two Gazetted Employees/ Corporation officers not below the rank of Assistant General Manager or two or more persons of respectability in the town, village or Pargana in which the applicant resides.

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\* To be furnished in case the applicant is not literate enough to sign his name. In the case of re-marriage of the widow while applying for family pension on behalf of the minor child, the widow should furnish (i) the date of her re-marriage (ii) Detail of Bank a/c Name of Bank ,Branch SBA/c no., IFSC code (iii) her full address in the application for family pension. It is not necessary to furnish a fresh application nor the documents as they are already available with the pension papers on which family pension was originally admitted to her.

**FORM 14 A**  
(Annexure to Form 14 in  
triplicate)

**FORM OF DETAILS OF PARTICULARS FOR FAMILY PENSION**

1. Name of the applicant :
2. Name of the deceased  
employee/Pensioner :
3. Relationship : widow/widower/  
son/daughter/  
guardian of minor :
4. Date of birth :
5. Height :
6. Signatures :  
1.....  
2.....  
3.....  
Left hand thumb and finger  
impressions in case not literate  
to sign :  
Thumb Index Middle Ring Little
7. Personal identification mark :
8. Present Address : .....  
.....  
.....
9. Detail of the Bank a/c Name of Bank ,Branch SB a/c No.IFSC code
10. Attested photograph :  
Attested photograph

Signature of the applicant.

Attested by :  
Signature, Name and designation  
with seal of the attesting officer.

Dated : .....

**List of enclosures:-**

1. Three specimen signatures or left hand thumb and finger impressions of the claimant or guardian duly attested.
2. Three copies of passport size photographs of the claimant or guardian duly attested.
3. Three copies of descriptive roll of the claimant or guardian duly attested indicating height and personal marks.

**FORM 18**

[See Rules 96 (1), 98 (1),(3) and (5)  
and 100 (1) and (5)]

**Form for assessing and authorising  
the payment of family pension and  
death gratuity when an employee dies  
while in service.**

**PART I**

Section I

1. Name of the deceased employee.....
2. Father's name (and also husband's name in the .....  
case of female employee)
3. Date of Birth (by Christian era) .....
4. Date of death (by Christian era) .....
5. Religion .....
6. Office in which last employed .....
7. Appointment held last .....
- (i) Substantive
- (ii) Officiating
8. (i) Date of beginning of service .....
- (ii) Date of ending of service .....
9. **Military Service**
  - A. (i) Period of service for which pension  
or gratuity was sanctioned.....
  - (ii) Amount and nature of any  
pension/gratuity received for the same .....
  - B. Period of service for which no                      Years                      Months                      Days  
pension has been earned but  
which counts as service under  
Corporation
10. **Civil Service**
  - A. Amount and nature of any pension/  
Gratuity received for previous  
Civil Service .....
  - B. Period of previous Civil Service  
which counts as qualifying service under Rule.....



**11. Service under Governments**

Service rendered under GOI/  
GOR/others state Governments  
counting for pension:-

Name of Government	Years	Months	Days
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**12. Service under Corporation**

Service Rendered under Corporation	Years	Months	Days
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13. Government under which service has been rendered in order of employment.....

14. The date on which intimation regarding the death of employee was received by the Advisor (A&M) / Unit Head .....

15. 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 95,
- (ii) obtain the 'No demand certificate' from the GAD Cell/Concerned Unit Head as provided in Rule 101 (1);
- (iii) assess the Corporation dues other than the dues pertaining to occupation of Corporation accommodation as provided in Rule 101 (2), and ; .....
- (iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in Rules (96) and (97).

16. Whether nomination made for death gratuity, if so, attach a copy

17. Length of service qualifying for death gratuity/pension.....

18. Periods of non-qualifying service-

- (i) Interruption in service condoned under Rule (27) .....
- (ii) Extraordinary leave not qualifying for gratuity .....
- (iii) Period of suspension treated as non qualifying
- (iv) Any other service not treated as qualifying service

From To

Total period of non qualifying service

\_\_\_\_\_  
\_\_\_\_\_

19. (i) Period of foreign service where pension contribution is to be paid by the employee  
[Explanation below Rule 88 and 81 (1)(b) (vii)]

<u>Name of Organisation</u>	<u>Pay scale of the employee</u>	From	To
(a)			
(b)			
(a)			
(ii) Details of Pension Contribution realised.			
20. Details of deposit of employer's share with interest of C.P.F.			
21. Emoluments reckoning for death gratuity (see rule 45) .....			
(i) Substantive pay (officiating pay also to be reckoned other than appointment in leave Vacancy or additional charge)			
(ii) Personal pay			
22. Amount of death gratuity (Calculation sheet)			
23. (i) Proposed Family Pension at Annexure II (a) enhanced rate [if service rendered at the time of death is more than seven years as in Rule 62 (ii) (iii)] (b) ordinary rates-[as in Rule 62(i)]			
(ii) Period of tenability of Family Pension (a) enhanced rates .....		From	To
(b) ordinary rates .....			
24. Persons to whom family pension is payable Name ..... Relationship with the deceased employee..... Full postal address .....			

25. Amount of Corporation dues recoverable out of gratuity
- (i) Rent for occupation of Corporation accommodation [See Rule 101] .....
  - (ii) Amount of death Gratuity to be held over pending receipt of information from the Incharge of Bill Section/GAD Cell/Unit Head Concerned [See Rule 101 (i) (v) .....
  - (iii) Dues referred to in Rule 101 (2) (Attach details in Annexure I) .....
26. Date on which claims received from the claimants .....
27. Name of guardian who will receive payment of death gratuity and family pension in the case of minors. ....
28. Pension Disbursing Authority(Incharge of Bill Section) .....

Place

Signature of

Dated the

Advisor (A&M) / Unit Head

**Section II**

Details of provisional family pension and gratuity to be drawn and disbursed by the Advisor (A&M) / Unit Head in accordance with Rule 99 provisional family pension Rs..... p.m. Gratuity [75% of the amount mentioned in item 22 of part I] ..... Rs.....

Less

- (a) rent recoverable from gratuity for occupation of Corporation accommodation [As in item 25 (i) of Part I] ..... Rs.....
- (b) Amount of gratuity to be held over pending receipt of information from the Inchrge of Bill Section/GAD Cell/Unit Head Concerned [as in item 25 (ii) of part I] ..... Rs.....
- (c) Other Corporation dues as mentioned in item 25 (iii) of Part I ..... Rs.....
- (d) total of (a),(b) and (c) ..... Rs.....

Place

Signature of

Dated the

Advisor (A&M) / Unit Head

**Enclosures to Form 18**

1. Details of Amount of Corporation dues recoverable from Gratuity (Annexure I S.No.25)
2. Calculation Sheet. (Annexure II-S Nos.22 & 23)

3. Application for grant of family pension (Form 14) along with its enclosures.  
Details of particulars for Family Pension (Form 14 A) may be attached in triplicate.
4. Last Pay Certificate (Form 31).
5. Certificate for counting officiating pay (Form 32)
6. Nomination for Death Gratuity (Form 1 or 2)
7. Form of option.

**PART II**

**Account Enforcement**

Section I

1. Total period of qualifying service which has been accepted for :-

- (i) Death gratuity .....
- (ii) Family Pension .....

2. (i) Amount of Gratuity

- (ii) Net amount of gratuity after adjusting Corporation dues.....

3. Amount and the period of tenability of family Pension, if death took place —

	Amount	Period of tenability	
	Rs.	From	To
(i) Before seven years service	.....	.....	.....
(ii) after seven years service	.....	.....	.....

4. Death from which Family Pension is admissible

5. Head of Account to which death gratuity and family pension are chargeable .....

**Section II**

1. Name of the deceased employee .....

2. Date of death of the employee.....

3. Date on which pension papers received by the Financial Advisor .....

4. Amount of family pension authorised .....

5. Amount of gratuity authorised .....

6. Date of commencement of family pension .....

7. Date on which payment of family pension and gratuity authorised .....

8. Amount recoverable from gratuity .....

9. Amount of gratuity held over pending receipt of "No demand certificate" .....

Place  
Dated, the

Financial Advisor

**ANNEXURE I**  
(to S.No.25 of Form 18)  
**Details of amount of Corporation dues recoverable.**

Name of the employee: Designation

Kind of Advance	Amount Outstanding	Amount recovered	Balance		Basis i.e. detail of relevant document (No. & Date)	Head of credit
			Principal	Interest		
1	2	3	4	5	6	7
I.	Dues of Corporation accommodation					
II.	<b>Long term advances.</b>					
	(i) H.B.A. First					
	H.B.A. Second					
	(ii) Repairs Adv.					
	First					
	Second					
	Third					
	(iii) Conveyance Adv.					
	First					
	Second					
	Third					
	(IV) Term Loan					
(III)	Other Advances					
	(i)					
	(ii)					
	(iii)					
IV.	<b>Other recoveries</b>					
	(i)					
	(ii)					
	(iii)					

Copies of certificate of Incharge of Bill Section/GADCell/Unit Head(s)/PR Cell/LPC etc. are attached.

Signature  
Seal ( ADVISOR (A&M) / UNIT  
HEAD )

In case no amount of Corporation dues is recoverable, nil may be shown in the above columns No.4 and 5, and following certificate recorded :

"Certified that no dues are outstanding against the above named employee/pensioner."

**ANNEXURE II**

(to S.No. 22 & 23 of Form 18)

Calculation Sheet.

**I. AMOUNT OF DEATH GRATUITY.**

**Length of qualifying service**

- Less than one year Emoluments x 2 = Rs.....
- One year or more but less than five year Emoluments x 6 = Rs.....
- Five years or more but less than twenty years Emoluments x 12 = Rs.....
- Twenty years or more Emoluments x Completed six monthly periods of service = Rs.....  
\_\_\_\_\_ 2  
not exceeding 33 times of emoluments.

This amount should not be more than Rs. 20.00 lacs.

**II. AMOUNT OF FAMILY PENSION**

Emoluments at the ..... percent

(i) **time of death x as per slab** = Rs. .... (i)

(ii) Minimum Family pension in the slab : Rs. ....

(iii) Maximum Family pension in the slab : Rs. ....

**Amount of Family pension determined**  
based on (i), (ii), & (iii) : Rs. .... per mensem

**III. AMOUNT OF FAMILY PENSION AT ENHANCED RATES (if service rendered is 7 years or more).**

(a) (1) Fifty percent of Emoluments i.e.  
$$\frac{\text{Emoluments}}{2} = \text{Rs}.....$$

(2) Double the amount of pension determined in S.No. II Above. Rs..... x 2 = Rs.....  
whichever is less i.e. Rs..... per mensem.

(b) Where Workmen's Compensation Act is applicable:

(1) Fifty percent of Emoluments i.e.  
$$\frac{\text{Emoluments}}{2} = \text{Rs}.....$$

(2) One and half times the amount of pension determined in S.No. II above. Rs..... x 1.5 =Rs.....  
Whichever is less i.e. Rs..... per mensem.

**FORM 20**

[See Rule 107 (2)]

**Form of letter sanctioning Family Pension  
to the child or children of a retired  
Employee who dies after retirement but does  
leave behind a widow or widower**

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT AND INVESTMENT  
CORPORATION LIMITED**

**H.O...../Unit office.....**

No. ....

Dated the .....

To,

.....  
.....  
.....

Subject:- Grant of Family Pension to the Child/Children.

Sir,

I am directed to say that Shri/Smt. .... Formerly .....

(Designation) in  
the Corporation was authorised pension of Rs..... with effect  
from ..... on his/her retirement from service.

2. Intimation has been received in this Office that Shri/Smt. ....  
died on ..... and that at the time of death left no widow/widower but was  
survived by the following children\*:-

S. No.	Name	Son / Daughter	Date of Birth by Christian era	Date from which family pension ceases to be payable
(1)				
(2)				
(3)				
(4)				

3. In terms of Ch. V c of the Rajasthan Civil Services (Pension) Rules, 1996, the amount of Family Pension has become payable to the children in the order mentioned above. The Family Pension will be payable on behalf of the minor to Shri/Smt. .... who is the guardian.



4. Sanction for the grant of Family Pension of Rs.....per month to the children mentioned above is hereby accorded. The Family pension will take effect from .....and subject to the provisions of Rule 67 of the Rajasthan civil Services (Pension) Rules, 1996 will be tenable till .....
5. Attention is invited to the information furnished in the list of enclosures.
6. The receipt of this letter may kindly be acknowledged and this Office informed that instructions for the payment of Family Pension, to the guardian have been issued to the disbursing authority (Incharge of Bill Section).

Yours faithfully,

Advisor (A&M) / Unit Head

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**List of enclosures**

1. Permanent address of the guardian .
2. Bank Account Detail
3. Specimen signature or \*\*left hand thumb and finger impressions of the claimant or guardian duly attested.
4. Three attested copies of passport size photograph of the guardian.
5. Descriptive roll of the guardian, duly attested.
6. Death Certificate.

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\* The names of children should be mentioned in the order of eligibility mentioned in Rule ..... of the Rajasthan Civil Services (Pension) Rules, 1996, Children born as a result of marriage which took place before the retirement of the employee or children adopted legally before retirement should only be included but children born after retirement should not be included.

\*\* To be furnished in the case of the guardian who is not literate enough to sign his or her name.

**FORM 21**

[See rule 107 (2)]

**Form of letter sanctioning Family Pension  
to the child or children on the death  
or remarriage of a widow/widower who was  
in receipt of Family Pension**

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT AND INVESTMENT  
CORPORATION LIMITED  
H.O...../Unit office.....**

No. ....

Dated the .....

To,

The Financial Advisor RIICO, Rajasthan, Jaipur.

Subject :- Grant of Family pension to the Child/children.

Sir,

I am directed to say that Shri/Smt. .... widow/widower  
of late Shri/Smt. .... formerly .....  
(Designation)

in this Office was authorised the payment of Family Pension of Rs. ....  
with effect from ..... the Family Pension was tenable till the death or remarriage of  
the widow/widower.

2. Intimation has been received in this Office that Shri/Smt. ....  
died/Re-married on .....
3. At the time of death /re-marriage Shri/Smt. .... had  
following children\*:-

S. No.	Name	Son / Daughter	Date of Birth by Christian era	Date from which family pension ceases to be payable
(1)				
(2)				
(3)				
(4)				

\* The names of children should be mentioned in the order of eligibility mentioned in Chapter V c of the Rajasthan civil Services(pension) Rules, !996.

4. In terms of Chapter V c of the Rajasthan Civil Services (Pension) Rules, 1996 the amount of Family pension has become payable to the children in the order mentioned above. The family Pension will be payable on behalf of the minors to Shri/Smt..... who is the guardian.

5. Sanction for the grant of Family Pension Rs. .... per month to the children, mentioned above is hereby accorded. The Family Pension will take effect from ..... and subject to the provisions of Rule-67 of the Rajasthan Civil Services (Pension) Rules, 1996, will be tenable till .....
6. Attention is invited to the information furnished in the list of enclosures.
7. The Receipt of this letter may kindly be acknowledged and this Office informed that necessary instructions for the payment of Family Pension to the guardian have issued to the disbursing officer concerned.

yours faithfully

Advisor (A&M) / Unit Head

**List of enclosures**

1. Permanent address of the guardian.
2. Detail of Bank Account.
3. Specimen Signature of left \*hand thumb and finger impressions of the guardian duly attested.
4. Three Attested copies of passport size photograph of the guardian.
5. Descriptive roll of the guardian, dully attested.
6. Death Certificate.

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\* To be furnished in the case of the guardian who is not literate enough to sign his or her name.

**FORM 29**

(See Rule 107 (2) (A))

**Form of Intimation regarding death of a pensioner where payment of family pension has been authorised to the widow/widower**

From :

Incharge of Bill Section(Pension Disbursing Authority)

To,

The Financial Advisor ,  
RIICO,Rajasthan, Jaipur.

Dated the : ..... 20 .....

Subject:- Intimation regarding death of pensioner where payment of Family Pension has been authorised to widow/widower.

Sir,

I am to inform you that Shri/Smt. .... holder of P.P.O. No. .... who was drawing his/her pension from this this died on .....

2. The first payment of family pension @ Rs. .... (Rupees ..... only) per month has been made to .....for the period from ..... to.....  
Before making the said payment, the death certificate, the application form and other documents prescribed therein have been obtained from the claimant and accepted after necessary scrutiny. I have also personally satisfied myself about the identity and title of the claimant.

Yours faithfully,

Incharge of Bill Secion

**FORM No.30**

(See Rule 104)

**Form of application by a pensioner for  
endorsement of particulars of spouse for  
post retiral marriage.**

(To be filled in triplicate and submitted to Advisor (A&M) / Unit Head which  
processed pension papers initially)

To,

The Financial adviser

Sir,

I am to state that I have married/remarried on..... I give below the  
requisite particulars, of my spouse for necessary endorsement on my P.P.O.

I also enclose (i) 3 copies of pass port size joint photograph with my spouse duly attested (ii)  
an attested copy of marriage certificate from Registrar/Gram Panchayat/ District Magistrate for  
necessary action.

1. Name of the Pensioner (as recorded in PPO)
2. Full present Address.
3. Date of retirement.
4. P.P.O. No. & Date
5. Name of Pension Disbursing Authority
6. (a) Details of family as given in the application for the grant of pension.  
(b) Date of death/divorce of the previous spouse  
(Attested copies of death certificate/divorce decree to be enclosed).
7. Particulars of spouse from post-retiral marriage
  - (I) Name
  - (II) Date of marriage with the pensioner (please attach attested copy of marriage certificate)
  - (III) Joint photograph of the pensioner and the spouse referred to at item (a) above duly attested.

Encl : 3 copies of Joint  
photographs,  
marriage certificate

I certify that the particulars furnished above are correct.

Attested by  
(with name in block letters  
with address)

Signature of Pensioner

1. Signature

Name :

Address :

Place :

Date :

2. Signature

Name :

Address :

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Note :- Attestation should be done by two Gazetted Employee/Corporation officer not below the rank of Assistant General Manager or by two respectable persons in the town/village in which the applicant resides.