

FORM 13

[See rule 77(3)]

(Form of letter to family member of a deceased Government servant for grant of Family Pension)

No.....  
Government of India  
Ministry of.....  
Department/Office....

Dated the ..... ..

To

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

Subject:- **Payment of Family Pension in respect of the late Shri/Smt. ....**

Sir/Madam,

I am directed to state that in terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, a family pension is payable to you in respect of the late Shri/Smt. ....  
..... (Name and Designation) in the Office/Department/ Ministry of .....

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 14.
3. In the event of death or ineligibility after re-marriage of the widow/widower, the Family Pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of rule 54 of Central Civil Service (Pension) Rules, 1972.
4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the condition that her earning is less than or equal to the sum of minimum family pension under the Central Civil Service (Pension) Rules, 1972 and Dearness Relief on it.

Yours faithfully,

Head of Office

**FORM 12**  
**[See rule 77(2)]**

**Form of application for the grant of death gratuity on the death of a Government servant**

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

- 1 (i) Name of the deceased Government servant in respect of whom gratuity is being claimed  
(ii) Date of death of Government servant  
(iii) Office/Department/Ministry in which the deceased served last
- 2 Name and other details of claimant(s)-

Serial No.	Name	Date of birth	Relationship with the deceased Government servant	Postal Address

3. In case the claimant(s) is/are minor, details of guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address

4. Details of Bank with Account No., IFSC Code for e-Payment/ECS

Signature/Thumb-  
impression of the claimant/guardian

Enclosures:

- (i) Death Certificate,
- (ii) Date of Birth Certificate, (in case of minors)
- (iii) Specimen signature/left hand thumb and finger impressions of the claimant/guardian.

