

FORM-18

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

FORM FOR ASSESSING AND AUTHORIZING THE PAYMENT OF FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY WHEN A GOVT. SERVANT DIES WHILE IN SERVICE.
(To be sent in duplicate if payment is desired in different circle of accounting unit)

Part-1

Section—1

- 1 Name of the deceased Government Servant Late Sh.____
- 2 Father's name (and also husband's Name)_____
- 3 Date of birth (by Christian era)_____
- 4 Date of death (by Christian era)_____
- 5 Religion_____
- 6 Office /Deptt./Ministry in which last employed__
- 7 Appoint held last:-
Substantive:-_____
- Officiating:-_____
- 8 Date of beginning of Service_____
- 9 Date of ending of service_____
- 10 (i) Total period of military service for which pension gratuity are 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 of which intimation regarding the death of Govt. servant was received by the Head office._____
- 14 The date of which action initiated to :-
 - (i) Obtain claim or claims from the claimants in the appropriate form from the claimants in the appropriate form death-cum-retirement 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 Govt. Dues other than the dues pertaining to occupation of Govt. accommodation as provided in Rule, 80 (2) &
 - (iv) Assess the service to and emoluments qualifying for death –cum- retirement gratuity and family pension as provided in Rules, 78 and 79
- 15 Whether nomination made for
 - (i) Death-Cum-retirement gratuity _____
 - (ii) Family pension 1950, if applicable:-----
- 16 Length of service qualifying for death _cum_ retirement gratuity/pension
- 17 Period of Non-qualifying Service:-
 - (i) Interruption of service condoned under Rule-88_____
 - (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-cum-retirement gratuity:- _____
(b) amount of death –cum-retirement gratuity:- ____
- 19 If family pension 1950 applicable the emoluments drawn during the last ten months
(i) In case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments.
(ii) The calculation of average emoluments should be based on actual members of days contained in each month.
- 20 If family pension 1950 applies and the Govt. servant had rendered more than ten years service
(i) Proposed pension _____
(ii) proposed family pension 1950 _____
(iii) Period of tenability of family pension 1950 _____
- 21 If family pension 1954 supplies
(a) proposed family pension at:-
(i) enhanced rates (if service rendered at the time of death is more than seven years is in Rule 34 (3)) - _____
(ii) ordinary rates (as in Rule 54 (2)) _____
(b) Period of tenability of family pension 1964:-
(i) enhanced rates _____
(ii) ordinary rates _____
- 22 Person to whom family pension is payable Name _____
Relationship with the deceased Government servants _____
Full postal Address _____
- 23 Detail of govt. dues recoverable out of gratuity:- ____
(i) License Fee for occupation of Govt. Accommodation (see Rule-80_C)
(i) Amount of death –cum-retirement gratuity to be held over pending receipt of information from the Directorate of Estate. _____
(iii) Dues referred to in Rule 80-C(2) _____
- 24 Date on which claims received from the claimant _____
- 25 name of guardian who will receive payment of death-cum-retirement gratuity and family pension in the case of minors.
- 26 Place of payment (treasury, sub treasury, Branch of Public Sector bank)
- 27 Head of account to which death-cum retirement gratuity and family pension are debit able _____

Date

Signature of the Head of the Office

Detail of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with Rule-80-I

Provisional Family pension:-_____

Gratuity the amount mentioned in item 18 (b) of part-I _____

1 License fee recoverable from gratuity for occupation of Govt. accommodation

2 Amount gratuity to be held over pending receipt of information form the Directorate of Estates _____

Other Govt. dues as mentioned in item 23 (iii) or Part-1

Signature of the head of Office