

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, the guardian should claim gratuity in one Form on their behalf)

1. (i) Name of the claimant :
in case he is not minor
- (ii) Date of birth of the claimant :
2. (i) Name of the guardian in :
case the claimants are minors
- (ii) Date of birth of the guardian :
3. (i) Name of the deceased :
Govt. servant in respect of
whom gratuity is being claimed
- (ii) Date of death of Govt. servant :
- (iii) Office/Department/Ministry in :
Which the deceased served last
4. Relationship of the claimant / :
Guardian with the deceased
Govt. servant
5. Full postal address of the :
Claimant / guardian
6. (I) Where gratuity is claimed by :
The guardian on behalf of
Minors, the names of the
Minors, their ages, relationship
With the deceased Govt.
Servant, etc.

Sl. No.	Name	Age	Relationship with the deceased Govt. servant	Postal address
1.				
2.				
3.				
4.				

- (ii) Relationship of the guardian with minor :
7. Place of payment of Pension and Gratuity (Treasury, Sub-Treasury, Public Sector Bank Branch, or the Pay and Accounts Office) :

Signature / Thumb-impression of the claimant / guardian

8. Two specimen signature * or left hand Thumb and finger impressions of the Claimant / guardian duly attested (to be furnished in a separate sheet) :

9. ** Attested by :

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

10. Witnesses:

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

* To be furnished in case the applicant is not literate enough to sign his name.

** Attestation should be done by two Gazetted Government Servants or two or more persons of respectability in the town, village or Pargana in which the applicant resides.

FORM – 14

{See Rules 77(3) and 81 (1)}

**FORM OF APPLICATION FOR THE GRANT OF FAMILY PENSION, 1964, ON THE
DEATH OF A GOVERNMENT SERVANT / PENSIONER**

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

Sl. No.	Name	Relationship with the deceased person	Date of birth by Christian era
1.			
2.			
3.			
4.			

3. Name and No. of the PPO of the deceased :
Pensioner
4. Date of death of the Govt. Servant / pensioner :
5. Office / Deptt. / Min. in which the deceased :
Govt. Servant / pensioner served last.
6. If the applicant is guardian, his date of birth and :
Relationship with the deceased Govt. Servant /
Pensioner.
- 6A. If the applicant is a widow / widower the amount:
of service pension which she / he may be in
Receipt on the date of death of the husband /
Wife.
7. Full address of the applicant :
8. Place of payment of Pension and Gratuity :
(Treasury, Sub-Treasury or Public Sector Bank
Branch and Pay and Accounts Office)
9. Enclosures:
(i) Two specimen signatures of the applicant, :
duly attested (to be furnished in two
separate sheets)
(ii) Two copies of passport size photographs :
of the applicant, duly attested.

(iii) Two slips each bearing left hand thumb and finger impressions* of the applicant, duly attested. :

(iv) Descriptive Roll of the applicant, duly attested, indicating (a) height and (b) personal marks, if any, on the hand, face etc. (specify a new conspicuous marks, not less than two, if possible) (to be furnished in duplicate.) :

(v) Certificate(s) of age (in original with two attested copies) showing the dates of birth of birth of the children. The certificate should be from the municipal authorities or from the local panchayat or from the head of a recognized school. :

(This information should be furnished in respect of such child or children, the particulars of whose date of birth are not available with the Head of Office)

10. Indicate whether family pension is admissible from any other source – Military or State Govt. and / or a public Sector under-taking / autonomous body / local fund under the Central or a State Govt. :

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

12. Attested by:

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

10. Witnesses:

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

Note: Attestation should be done by two Gazetted Government Servants or two or more persons of respectability in the town, village or Pargana in which the applicant resides.

* 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) name of the Treasury / Sub-Treasury at which payment is desired and (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 – ABCD
A. PHOTO IDENTITY

N. B.: If the legal heir is a
Pardha Nashee Lady
photograph need not be
produced by the fact
should be confirmed by a
gazetted officer photo size :
2 x 3

Certified that the Photograph of
Sri / Smt. _____
S/o. D/o. W/o. _____
of legal heir of the late Government servant
of Sri / Smt. _____
S/o. D/o. W/o. _____
Office of the _____

Signature of the Gazetted Officer
Name :
Designation:
Date :

B. THUMB AND FINGER IMPRESSIONS CARD

Little Finger	Ring Finger	Middle Finger	Fore Finger	Thumb

Certified that the above left-hand thumb and finger impressions are those of Smt./
Sri _____, S/o. D/o. W/o. _____
of legal heirs of the late Govt. Servant Sri / Smt. _____
S/o. D/o. W/o. _____, office of the _____
_____.

Signature of the Gazetted Officer

Name:

Designation :

Date:

C. SPECIMEN SIGNATURE SLIP

Specimen signature or Left Hand Thumb Impression _____
Certified that the above specimen signature or left hand thumb impression are those
of Sri/Smt. _____
S/o. D/o. W/o. _____ of legal heirs of Late
Govt. Servant Sri/Smt. _____
S/o. D/o. W/o. _____
office of the _____.

Signature of the Gazetted Officer :

Name:

Designation:

Date:

D. IDENTIFICATION CARD

Height in Inches	Colour of Hair	Colour of eyes	Date of birth	Age	Visible Identification marks	Address

Certified that the above identification marks are those of Sri / Smt. _____
_____ S/. D/o. W/o. _____
Of legal heirs of the late Govt. Servant Sri / Smt. _____
S/o. D/o. W/o. _____
office of the _____.

Signature of the Gazetted Officer :

Name:

Designation :

Date:

**LIFE INSURANCE CORPORATION OF INDIA
P&GS UNIT (G505) :: VIJAYAWADA**

Dear Sir / Madam,

Date:

Ref: Direct credit of annuity amounts to your bank account.

In order to our services, we are planning to implement in process of transferring the annuity amount directly into your Bank Account using NEFT facility. For this process to take shape, we request you to furnish us your Bank Account details in the enclosed proforma.

Thanking you,

Yours faithfully,

Sr. Branch Manager.

----- CUT HERE -----

The Sr. Branch Manager,
LIC of India,
P&GS Unit, Besant Road,
Vijayawada – 520 002.

Dear Sir,

Ref: My Bank Account details

I give below the required information for giving direct credit of the annuity amount to my bank account.

1. My full name (in bold letters) : _____
(exactly as appearing in the banker's pass book)
 2. My fifteen digit bank account No. : _____
 3. My Bank Branch Name & Address : _____

_____.
 4. IFSC Code of my Banker : _____
 5. My Contact Nos. Landline/mobile : _____
(with STD codes)
 6. My permanent address : _____

_____.
- Pin code : _____.

Thanking you,

Yours faithfully,

(Signature of the annuity)

Signature of Banker with seal certifying

**PERSONAL IDENTIFICATION MARKS, HEIGHT AND SPECIMEN
SIGNATURES OF THE LEGAL HEIR ALONGWITH PHOTOGRAPH**

(To be attested by the Gazetted Officer)

Identification Marks :

1)

2)

Height :

Specimen Signatures:

1)

(Name:)

2)

(Name:)

3)

(Name:)

