

Check-list for Family Pension (death while in service)

Name of the deceased:
Office:

S. No.	Points/Enclosures to be verified/checked	Status/Remark(s)
1.	*Application for grant of family pension (Form 14).	
2.	*Application for grant of death gratuity (Form 12).	
3.	*Photograph of claimant (passport size) in triplicate, duly attested by the Head of Office.	
4.	*Two specimen signatures or left hand (in case of females)/right hand (for males) thumb impression mark in duplicate, duly attested by a Gazetted Government servant.	
5.	*Particulars of identification, height and personal marks of the claimant in duplicate, duly attested.	
6.	Assessment of family pension and death gratuity (Form 18).	
7.	No Demand/No Dues Certificate from the Department and Directorate of Estates.	
8.	*Annexure related to CGEGIS (one copy pre receipted) in duplicate.	
9.	*Date of birth certificate of children below 25 years of age.	
10.	DCRG nomination, duly attested.	
11.	CGEGIS nomination, duly attested.	
12.	Sanction for encashment of leave by the competent authority (containing amount involved and number of days leave at credit).	
13.	Statement for verification of service and CGEGIS along with Service Book page number.	
14.	Entry in Service Book for payment of pension and leave salary contribution as admissible.	
15.	Statement showing details and total period of non-qualifying service spell and year-wise breakup.	
16.	*Details of family members (Form 3) duly countersigned.	
17.	Whether photocopy of Service Book and Pension file has been kept.	
18.	*Option for availing fixed medical allowance or CGHS facility.	

Note: Items marked * are to be submitted by/obtained from the claimant.