

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. **32321** /F,
FIN-TRY-PEN-0001-2021

Date. **22.11.2021**

OFFICE MEMORANDUM

Sub: Amendment of pension forms prescribed under Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules, 1981 read with Executive Instruction No-11931/EYS Dated: 21.03.1983 issued by Education and Youth Services Department

Authorisation of pension / family pension /other pensionary benefits to the employees of Aided / Urban Local Bodies / Taken Over Educational Institutions is governed by the provisions of Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules, 1981 read with Executive Instruction No-11931 dated 21.03.1983, OCS(Pension) Rules 1992, the Odisha Municipal Employees Pension Rules,1989 depending upon the nature and category of service of the employees.

2. In the extant process, the pension forms as prescribed vide Executive instruction No-11931, dated 21.03.1983 are being used for processing of pension applications of the employees of Aided/ ULB/ Taken Over Educational Institutions. Filing up of the existing forms requires high degree of manual intervention at all stages. Scrutiny of these forms takes a lot of time at the level of both the Pension Sanctioning Authority and the Pension Issuing Authority i.e. the Controller of Accounts, Odisha. This leads to delay in disbursement of pensionary benefits to the pensioners.

3. In order to reduce the requirement of manual intervention, for faster processing as well as for tracking of pension applications, State Government is considering introduction of online mode of pension processing, starting from submission of the pension application in respect of the employees of Aided/ULB/taken over Educational Institutions through the IFMS portal. Many of the information to be captured in the amended pension forms can be prefilled from the employee record available in IFMS/HRMS while submitting the pension applications through IFMS, once the online application process is implemented.

4. Keeping in view the above facts and to ensure transparency and hassle-free processing of pension applications, the State Government

have decided to amend the pension forms as prescribed in the Executive instruction No-11931, dated 21.03.1983 in line with the pension forms prescribed under Odisha Civil Services (Pension) Rules, 1992 with some additional information to cater to the need of online processing of pension application. The list of newly prescribed pension forms vis-à-vis the existing pension forms is appended at Annexure-A.

5. This shall come into force for all pension applications received by Head of the Office / Pension Sanctioning Authority on or after 01.12.2021 irrespective of the date of retirement of the employees.

6. Concurrence of School & Mass Education Department, Higher Education Department and Housing & Urban Development Department has been obtained in OSWAS Files: FIN-SOS1-PEN-0003-2021, FIN-TRY-PEN-0001-2021 and PT1-FIN-TRY-PEN-0001-2021 respectively.

7. Provisions of Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules, 1981, Executive Instruction No-11931 dated 21.03.1983, OCS (Pension) Rules 1992, and Odisha Municipal Employees Pension Rules, 1989 stand amended accordingly.

By order of the Governor,

Sd/-

(Vishal Kumar Dev)
Principal Secretary to Government

ANNEXURE-A

Sl. No.	Existing Pension Forms	PURPOSE	Amended New Forms
1	Form 1A, 1B, 1C, 1D	Nomination for DCRG (For LTA pension & DCRG)	Form C
2	Form 2	List of Employees to retire	Form A
3	Form 3	Application for pension	Form E
4	Form 4	Assessment & Calculation of pension & Gratuity	Form F
5	Form 4A	Sanction of Pension	Form F
6	Form 4B	Forwarding letter	Form G
7	Form 4C	Form of surety bond	Form P & Q
8	Form 5 &6	Information to the family of deceased for grant of DCRG	Form H
9	Form 5A	Declaration of Retiring	Form E
10	Form 7	Application for grant of DCRG on death of Govt. servant	Form J
11	Form 9	Application for grant of FP on death of a Govt. Servant/ Pensioner	Form K
12	Form 10	Assessment & sanction of FP/DCRG on death of a Govt servant while in service/ Pensioner	Form L
13	Form 11	Details of Family	Form D
14	Form 12	Form for Forwarding papers for FP/DCRG on death of a Govt Servant /Pensioner	Form M
15	Form 21	Sanction of FP to Child on death of pensioner without living widow	Form R
16	Form 22	Sanction of FP on remarriage /death of Widow Family pensioner	Form S
17	No form prescribed	Sanction of Provisional pension /FP/CVP/DCRG	Form N

PENSION FORM – A

[See Executive Instruction Para 1(2)]

(Information on list of employees due to retire in the succeeding calendar year)

List of Govt./Aided/ULB servants employed in the office / Department

_____ who are due to retire by the end of 31st December of the succeeding calendar year.

Sl. No	Name of the Employee	Designation	Date of Birth (dd/mm/yyyy)	Date of super- annuation (dd/mm/yyyy)	GPF / Account Number	Whether action for processing of pension paper initiated in advance as per Rule.(Yes / No)
1	2	3	4	5	6	7

(The List is to be sent by 31st of July each year by the Head of Office to the Controller of Accounts ,Odisha, Bhubaneswar,/ Appointing Authority / Administrative Department concerned / Director of Treasuries & Inspection, Odisha, Bhubaneswar / Estate Officer (if the Govt./Aided/ULB servant is allotted a Government Accommodation).

Signature of the Head of Office

PENSION FORM – C

[See Para 13 of Executive Instruction]

NOMINATION FOR PAYMENT OF ARREARS OF COMMUTATION VALUE / DEATH-CUM- RETIREMENT GRATUITY AND LIFE TIME ARREARS OF PENSION.

In the event of my death, I, _____ hereby nominate the person/persons mentioned below, who is/are members of my family/not a part of my family confer on his/her/them the right to receive the arrears arising out of commutation value of pension / gratuity sanctioned but remaining unpaid/ life time arrears of pension/ other arrears payable to me, the payment of which have been authorised by the State Government but remained unpaid and confer on him/her/them the right to receive the arrears to the extent specified below against each.

Original nominee(s)				Alternate nominee(s)	
Names and address of nominee/nominees.	Relationship with the Government/Aided/ ULB Employee	Date of Birth of the Nominee (dd/mm/yyyy)	Percentage of share of Arrears	Name, address, relationship and date of birth of the person or persons, if any, to whom the right conferred as the nominee, shall pass in the event of the nominee pre-deceasing the Government/Aided/ ULB Employee or the nominee dying after the death of Government/Aided/ ULB Employee but before receiving payment of share of arrears.	Percentage of share of Arrears
1	2	3	4	5	6

Note:-

1. Any Retiring Govt./Aided/ULB employee desirous of assigning different nominees for different type of claims may fill in separate forms of nomination and submit it to the pension sanctioning authority/Head of Office.
2. All columns should be filled in so as to cover the whole amount of the arrears with reference to the percentage.
3. This nomination supersedes previous nomination if any furnished by him/her.
4. The Govt./Aided/ULB servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.
5. Strike out which is not applicable.

Dated this.....day of month, 20.....at.....

Signature of two witnesses:

- 1.
- 2.

Signature of the Govt./Aided/ULB Employee.

Signature of the Head of Office
accepting the nomination

PENSION FORM – D

(See Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules, 1981, Odisha Aided Educational Employees (Non-Government fully aided primary school teachers) Retirement Benefit Rules, 1986)
(Information on details of family)

1. Name of the Government/Aided/ULB Employee: -

2. Designation:-

3. Date of Birth as per service book : -

4. Date of Appointment :-

5. Details of the members of my family* as on

SL. NO.	Name of the members of the family*	Date of Birth (dd/mm/yyyy)	Relationship with the Government /Aided/ULB Employee	Remarks if any
1.				
2.				
3.				
4.				
5.				

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of office any addition or alterations in the family.

Signature of the Govt/Aided/ULB Employee

Place :

Date :

* Family for this purpose means family as defined in clause (b) of sub-rule (17) of Rule 56 of the Odisha Civil Services (Pension) Rules , 1992.

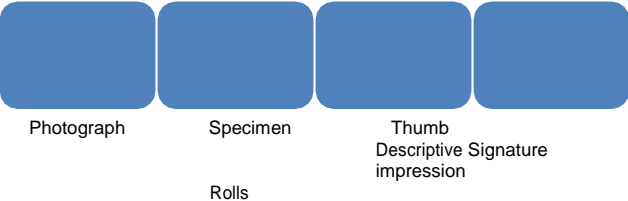
** Wife and Husband shall include respectively judicially separated wife and husband.

PENSION FORM-E

[See Executive Instruction Para 5(2)]
(Application by the Retiring Government/Aided/ULB Servant for
sanction of
Pension, Gratuity and Commuted Value of Pension)

PART-I

Name of the Government/Aided/ULB Servant (In Block Letters)		
2	Father/Spouse Name	Father:-
		Husband/Wife :-
3	Date of Birth(by Christian Era) as recorded in the Service Book	
	Date of Joining in Service/Appointment	
	Date of Retirement	
	Post last served and the name of the Office	
	Type of Pension applicable (Super-Annuation / Pension on Voluntary Retirement / Invalid Pension /Pension on Compulsory / Retirement / Compensation Pension)	
8	Previous Pension/Family Pension received ,if any, from other source / military / civil	
	Please indicate the details PPO/FPPO No.- Amount of Pension & date from which received.	
9	Permanent Address:-	
Address for Correspondence (where the Pensioner intends to reside after retirement)		
		Mob No:
		Email Id:

Retiring Government/Aided/ULB Servants' choice of the Banks where the pensionary benefits are to be credited (When Operated Singly/Jointly with the spouse by the Pensioner).	Name of the Bank:
	Branch Name:
	A/c No:-
	IFSC Code:-
	MICR Code:-
Permanent Account Number (PAN) if any (for Income Tax Purpose)	
Percentage (%) of Pensions ought to be commuted. (Maximum 40% of Pension)	
1 4 Details of the family:(Family for this purpose means family as defined in clause(b)(i)(iii)of sub-rule(17)of Rule 56 of the Orissa Civil Services (Pension) Rules,1992.) Spouse/Son/Sons including adopted sons/Un-married Daughter/Daughters including adopted Daughters/Parents/Parents-in-laws in case of Women Government/Aided/ULB Employee). NOTE:-Wife and husband shall include respectively judicially separated wife and husband. Any other Information:-	Spouse:-
	DOB:
	Son/Sons /Daughter/Daughters (with DoB and Marital Status)
	1
	2
	3
	Parent/Parents- in -Law(in case of women Government/Aided/ULB Servants) DOB/Age:
Whether Nomination furnished in Form-C.(Attach Form-C).	
Whether application for final withdrawal of GPF has been filed; (i) If yes, give the date (ii) If No, give the reasons.	i) ii)
Personal Identification proof to be attached: (Duly attested by Head of Office/Authorised Officer.) NB:- Photograph (Single or Joint)	 <p>Photograph Specimen Thumb Descriptive Signature impression</p> <p>Rolls</p>
Information on Drawal of Long Term Advances during the Service Period (Give details with TV No.) (If Applicable) (A) House Building Advance. (B) Special House Building Advance. (C) Motor Car Advance. (D) Motor Cycle Advance.	
Name of Treasury/Special Treasury/Sub Treasury Where the pensioner intends to draw his/her first pension.	
Signature of the Retiring/Retired Government/Aided/ULB Servant Designation before Retirement.	

DECLARATION OF THE RETIRING GOVERNMENT/AIDED/ULB SERVANT

I,....., do hereby give my free and full consent that if any over payment made to me is detected while in service or after my retirement in respect of my General Provident Fund Account or on account of Gratuity, Pension and Temporary Increase on Pension etc., the same shall be recovered from my Temporary Increase on Pension or Gratuity payable to me or to my family at anytime.

Full Signature of
the Retiring
Government/Aided/ULB
Servant with address.

**PART-II
ACKNOWLEDGEMENT**

Received From

Sri/Smt./Miss.....Application in Form-E for sanction of Pension/Gratuity and Commutation

Value of Pension with Medical Certificate / without Medical Certificate along with nomination in Form-C (strike out which is not applicable).

** (on receipt of the application by the Head of Office the Acknowledgement should be detached from the Form and to be handed over to the applicant as a proof of receipt of application)*

Place: _____

Date: _____

Signature of Head of Office/Authorised Authority

PENSION FORM-F

[See Executive Instruction Para 5(1)]

(To be Filled in by the Head of Office for sanction of Pensionary benefits)

PART-I

1. Verification of information details given by the retiring Government/ Aided /ULB Servants in Pension Form-E	Verified the information given in Pension Form-E
2.Name of the Government/Aided/ULB employee(In BLOCK LETTERS)	
3.Total Period of Gross Service I. Period of Government Service II. Aided Period III. ULB Period	
4.Total Period of Non-Qualifying Service I. Extra-ordinary Leave not qualifying the Pension II. Period of Suspension not treated as qualifying service III. Any other period of service not qualifying for Pension	
5.Total Period of Net Qualifying Service (Gross Period of Service – Period of Non-Qualifying Service)	
6.Any other Service Rendered to be added to the Qualifying Service(to be specified by the PSA with Reference to the Service Book Entry)	
7.Total Period of Qualifying Service for determination of pension I. Period of Government Service II. Aided / ULB Period	
8.Date of Direct Payment with Govt. Lt No. and Date. (Only Entry Level)	
9. Date of Recognition / Approval of the Post with Govt. Lt No and Date.(Only Entry Level)[If Applicable]	
10.Date of receipt of first GIA with Govt. Lt No. and Date. (Only Entry Level)	
11.Date of Taken Over With Govt. Lt No. and Date (Only Entry Level)	
12.Certificate under Rule 12 of 1981 Rules	
13.Scale of Pay with Grade Pay/Level & Cell if any, at the time of Retirement	
14.Emoluments last drawn(Pay, Grade Pay or Personal Pay, if any, drawn as defined in Rule-2(e)(a)(b)of the OCS Pension Rules, 1992 read with Rule-48	
15.Amount of Pension Payable per month. I. Government Period II. Aided / ULB Period	

16. Amount of Gratuity Payable subjected to maximum limit. I. Government Period II. Aided / ULB Period	
17. Commuted Value of Pension (Subjected to maximum limit of 40% of Pension)	
18. Reduced Pension Receivable after Commutation	
19. Amount of Family pension payable I. Before attaining 65 years. II. After attaining 65 years.	
20. Recovery Details:-(If Applicable) a) Outstanding Advances:- I. House Building Advance /Special House Building Advance with Interest:- II. Motor Car Advance with Interest:- III. Motor Cycle Advance with Interest:- b) Outstanding fees for occupation of Government Quarter. Over payment of pay and allowances including Leave Salary. c) Any other assessed dues payable to Government (Please indicate details)	
21. Total Outstanding Government Dues Recoverable	
22. Amount of Gratuity to be withheld for un-assessed dues.	
23. Net Gratuity Payable (Excluding recovery amount and the Withheld amount).	
24. Total amount of Pension to be commuted (Subject to Maximum of 40% of Pension).	
25. Age on next Birth Day.	
26. Total Amount of Commuted Value of Pension Payable in lieu of Commutation (Calculation to be made as per formula)	
27. Details of sanction of Provisional Pension if any with date and amount.	
28. Whether application for final withdrawal of GPF has been sent to COA, Odisha; (i) if yes, give the letter No. & date (ii) if no, give reasons	
29. Place of Payment (Name of Treasury/Special Treasury/Sub Treasury)	

Signature of the Head of Office with designation

PART -II
(For use by Pension
Sanctioning Authority)

Sanction is here by accorded in favour of Shri/Smt./Kumari.....
Name and Designation
In the Dept./Officefor payment of Pensionary benefits as admissible under rules.

1	Pension	Commutation of Pension	Reduced Pension after Commutation	Total Commutation value of Pension	Total Retirement Gratuity	Family Pension in the event of death of the Pensioner.		Name of the eligible family Pensioner.
						After 65 Years	Before 65 years	

2 Information on sanction of Provisional Pension/Gratuity and Commutation Value of Pension.

Provisional Pensionary Benefits Sanctioned	Provisional Pension	Provisional Commutation value of Pension	Provisional Retirement Gratuity
Amount			
Sanction Order No.			
Date of Sanction			
Designation of the Sanctioning Authority			

The amount of outstanding Government dues and the amount to be withheld as suggested in Part-I of this form shall be taken into account before authorizing pensionary benefits to the Retired Government/Aided/ULB Servants by the Controller of Accounts, Odisha.

Signature of the Pension Sanctioning
Authority and Designation.

PART - III
(ACCOUNT ENFACEMENT BY THE CONTROLLER OF
ACCOUNTS,ODISHA)

Name of Government/Aided/ULB Servant	
Class of Pension	
Gross Service Admitted	
Admitted non-qualifying service	
Admitted qualifying service	
Addition to qualifying service	
Admitted amount of pension/ service Gratuity	
Admitted amount of retirement gratuity	
Admitted amount of family pension (i)Before attaining 65 years (II)After attaining 65 years	
Amount of outstanding Government dues recovered from gratuity.	
Amount withheld from gratuity pending assessment of Government dues.	
Commuted value of Pension allowed to surrender	
Net Pension Payable after Commutation.	
Net Commuted Value of Pension Payable.:	
Date of commencement of Pension.	
Date of Commencement of Reduced Pension after Commutation:	
Head of account to which Pensionary benefits are debitable.	

ACCOUNTS OFFICER

PENSION FORM - G

[See Executive Instruction Para 8(2)(a)]

(Forwarding of Pension Papers of the retiring Government/Aided/ULB Employee to the Office of the Controller of Accounts, Odisha)

GOVERNMENT OF ODISHA _____ Department

To
The Controller of Accounts, Odisha
Bhubaneswar.

Sub: - Forwarding of Pension Papers.

Sir/Madam,

I am directed to forward herewith the pension papers of _____, Designation _____ working in this Department/Office for necessary authorization for drawl of pension/commuted value of pension/gratuity as per the suggestion given in Pension Form-F and outstanding Government dues are to be recovered from the retirement Gratuity and pending assessment of any other outstanding Government dues as suggested may be withheld till final decision in this regard.

The fact of authorization of pensionary benefits has to be intimated to this Office/Department.

Yours faithfully,

Signature of the Pension Sanctioning Authority
with Designation

Details of Enclosures:-

- i. Pension Form-E.
- ii. Pension Form-F.
- iii. Pension Form-D
- iv. Nomination Form in Pension Form-C
- v. Specimen Signature, Personal Identification Mark & three copies of Passport size Joint/ Single Photograph of the retiring Government/ Aided/ULB Servant duly attested by Sanctioning Authority/ Head of Office.
- vi. Original Service Book.
- vii. Original Medical Certificate (in case of invalid pension).

Memo No _____

Date: _____

Copy forwarded to Sri/Smt/Kumari _____ At _____ P.O. _____,
Dist. _____, Pin _____ for information and necessary action.

Signature of the Pension Sanctioning Authority with Designation.

Memo No. _____

Date: _____

Copy forwarded to the Head of Office for information and necessary action with reference to his office
letter No _____ Dated _____.

Signature of the Pension Sanctioning Authority with Designation.

PENSION FORM - H

[See Executive Instruction Para 17]

**INFORMATION TO THE MEMBER/ MEMBERS OF THE FAMILY OF THE DECEASED
GOVERNMENT/AIDED/ULB SERVANT FOR GRANT OF FAMILY PENSION AND DEATH GRATUITY
(WHERE VALID NOMINATION EXISTS/WHERE VALID NOMINATION DOES NOT EXIST).**

Name of Office/Department _____

Letter No. _____ Dt. _____

To

Subject - Payment of Family Pension and Death Gratuity in respect of late
Shri/Smt. _____.

Sir/Madam,

- (i) I am directed to state that in terms of the nomination made by Late Shri/Smt. _____ (designation) in the Office/Department of _____ death gratuity is payable to his/her nominee(s) a copy of the said nomination is enclosed herewith.
- (ii) I am directed to state that no nomination has been made by Late Shri/Smt. _____ (designation) in the Office/Department of _____/ the nomination though made either does not subsist or is found to be invalid. The death gratuity is payable to following family members in equal shares as per Rule-49 of the Odisha Civil Service Pension Rules, 1992 as per Legal heir / succession certificate.
- (a) Wife/Husband including judicially separated wife/husband.
(b) Sons including step-sons and adopted sons.
(c) Unmarried daughters including step- daughters and adopted daughters.
- (iii) In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares: as per Legal heir/ succession certificate.
- (a) Widowed daughters including step - daughters and adopted daughters.
(b) Father including adoptive father in case of individuals whose personal law permits adoption.
(c) Mother including adoptive mother in case of individuals whose personal law permits adoption.
(d) Brothers below the age of eighteen years including step-brothers and unmarried or widowed sisters including step-sisters.
(e) Married daughters and children of a pre-deceased son.
(f) Children born out of void wedlock.
- (iv) Family Pension payable to widow/widower/children including disabled son/disabled daughter/disabled widowed/disabled divorced daughters/Un-married/widowed/ divorced daughters/Father/Mother (strike out whichever is not applicable).
- (v) It is requested that claim for the grant of Gratuity may be submitted in the enclosed Pension - From J and claim for family pension in Pension- Form K as soon as possible.

Yours faithfully,

Head of Office

N.B.:- Strikeout which is not applicable before sending the letter.

PENSION FORM – J

[See Executive Instruction Para 17]

APPLICATION FOR GRANT OF DEATH GRATUITY ON THE DEATH OF A GOVERNMENT/ AIDED/ ULB EMPLOYEE/Pensioner

(To be filled in by the nominee or separately by the 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.	Name of the Deceased Government/Aided/ULB Employee in respect of whom gratuity is claimed.	
2.	a) Date of death of Government/Aided/ULB Employee. b) Date of retirement of Government/Aided/ULB Employee (if applicable)	
3.	Office/Department in which the deceased served last.	
4.	Names of the claimants with relationship with the deceased Government/Aided/ULB Employee.	

Name of the Claimant/ Nominee/ Name of the Guardian (in case the claimants are minors)	Date of Birth of Claimant/ Nominee/ Date of Birth of Guardian (in case of minor)	Relationship with the Deceased Government Employee	Name of the Minor(s)	Relationship with the Guardian [in case of minor(s)]	Full Postal Address for Correspondence

* The date of birth furnished in the format above is to be supported by the proof of the date of birth as recorded on the certificate(s) furnished by the School/College/Municipal/Local Panchayat Authorities/Register of Birth & Death.

5.	Documents to be submitted by the Applicant:-	
(i)	Two Specimen Signatures of the Claimant/ Nominee/ Guardian duly attested by the Head of the Office (Left Hand Thumb Impression and finger impression if the applicant is not literate).	
(ii)	Two Passport Size Photographs duly attested by Head of Office.	
(iii)	Attested copy of Proof of Date of Birth issued by the competent authority like Birth Certificate, Certificate issued by School/ College/ Municipal/ Local Panchayat Authority.	
6	Name of the Treasury/ Sub-Treasury/ Special Treasury at which payment is desired.	
7	Name of the bank where gratuity amount is to be credited.	Name of the Bank Branch: A/c No. IFSC Code : MICR Code :

Signature of the Claimant or Thumb Impression

(in case the Claimant is illiterate)

Received the Application form for sanction of Gratuity from Shri/Smt _____ on dt. _____

Signature of the Head of the Office where employee last served.

PENSION FORM-K

(See Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules, 1981, Odisha Aided Educational Employees (Non-Government fully aided primary school teachers) Retirement Benefit Rules, 1986)

(Application for grant of Family Pension on the death of a Government/Aided/ULB Employee/Pensioner)

1.	Name of the Deceased Government/Aided/ULB Employee	
2.	a) Date of death of the government/Aided/ULB Employee (Enclose attested copy of the death certificate). b) Date of retirement Government/Aided/ULB Employee (if applicable)	
3.	Name and Address of the Applicant for Family Pension.	
	(a) Widow/Widower/Father/Mother	
	(b) Guardian, if the deceased person is survived by Minor Child or Children including disabled son/disabled daughter/disabled divorced daughters (enclose the attested copy of Legal Guardian Certificate issued by the Collector & D.M.)	
	(c) Unmarried/Widowed/Divorced daughters even after attaining the age of twenty five years.(enclose substantive documents)	
4.	Name and Age of surviving widow/ widower/Father/Mother/Guardian and Children of the deceased Government/Aided/ULB Employee /pensioner.	Give details below

Sl. No.	Name	Relationship with the deceased person.	Date of Birth by Christian era.*	Age on date of death of Government Employee/ pensioner.
		2	3	4
a				
b				

* The Date of Birth furnished in the above format is to be supported by proof of the date of birth as recorded on the certificate(s) furnished by the School/College/Municipal/Local Panchayat Authorities/Register of birth & death.

5.	P.P.O. No. of the deceased pensioner (if applicable)	
6.	If the applicant is guardian/legal guardian i) Date of birth of minor ii)Relationship of minor with the deceased Government/Aided/ULB Employee/pensioner	
7	Name of the bank where Pensionary benefits are to be credited	Name of the Bank Branch : A/C No. : IFSC Code : MICR Code :
8.	Documents to be submitted	
(i)	Two specimen signatures of the applicant, duly attested by the Head of Office (To be furnished in two separate sheets).	
(ii)	Two copies of passport size photograph of the applicant, duly attested by Head of Office.	
(iii)	If illiterate , two slips each bearing left hand thumb and finger impression of the applicant, duly attested by Head of Office.	
(iv)	Descriptive roll of the applicant, duly attested by a Gazetted Officer/Head of Office indicating (a)Height and (b) personal identification marks, if any (To be furnished in duplicate).	
(v)	Proof of Age:- Attested copy of proof of date of birth issued by competent authority like Birth Certificate, Certificate issued by School/ College/ Municipal/ Local Panchayat Authority.	
9.	Name of Treasury or Sub-Treasury or Special Treasury at which payment is desired.	
10.	Whether pension/family pension is admissible/received from any other source (military or any other State Government or Central Government and / or a public sector undertaking/ Autonomous body/ Local fund under the State /Central Government (If Yes give details).	Previous Pension Type : Previous Pension Source : Previous Pension PPO/FPPO No. : Previous Pension Amount : Previous Pension Effective from

Signature of the applicant

Received the Application form for sanction of family pension from Shri/Smt. _____
on Dt. _____

Signature of the Head of the Office with seal

PENSION FORM-L

(See Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules, 1981, Odisha Aided Educational Employees (Non-Government fully aided primary school teachers) Retirement Benefit Rules, 1986)

(Application for the grant of Family Pension on the death of a Govt./Aided/ULB Employee/ Pensioner)
Form for assessing and sanctioning family pension / death gratuity in case of death while in service/
after retirement.

(To be sent in duplicate if payment is desired in a different unit of accounting circle)

PART-I

1. Name of the deceased Government/Aided/ULB Employee	
2. Father's name (and also husband's name in case of female Government/Aided/ULB Employee)	
3. Date of Birth (by Christian era).	
4. a) Date of death (by Christian era). b) Date of retirement of Government/Aided/ULB Employee (if applicable)	
5. Name of the establishment last served	
6. Amount and nature of any pensionary benefits received for previous services if any (both Civil and Military).	Previous Pension Type : Previous Pension Source : Previous Pension PPO/FPPO No. : Previous Pension Amount : Previous Pension Effective from Date :
7. Date of beginning of service.	
8. Total Period of Gross Service I. Period of Government Service II. Aided Period III. ULB Period	
9. Total Period of Non-Qualifying Service i. Extra Ordinary Leave not qualifying the Pension ii. Period of Suspension not treated as qualifying service iii. Any other period of service not qualifying for Pension	
10. Total Period of Qualifying Service for determination of pension I. Period of Government Service II. Aided / ULB Period	
11. Date of Direct Payment with Govt. Lt No. and Date. (Only Entry Level)	
12. Date of Recognition / Approval of the Post with Govt. Lt No and Date. (Only Entry Level)[If Applicable]	
13. Date of receipt of first GIA with Govt. Lt No. and Date. (Only Entry Level)	
14. Date of Taken Over With Govt. Lt No. and Date (Only Entry Level)	

15. Emoluments last drawn in terms of Rule 48 of OCS (P) 1992	
16. Certificate under Rule 12 of 1981 Rules.	
17. Proposed amount of family pension(Rs.) I. At enhanced rate(Rs.) II. At ordinary rate(Rs.)	
18. Proposed amount of death gratuity (Rs.)	
19.Outstanding Government dues for recovery from death gratuity.(If applicable) I. Motor Car Advance II. Special House Building Advance	
20. Amount to be withheld from gratuity Pending assessment of any other Government dues	
21.Amount of provisional Pensionary benefits sanctioned.(if any) (i) Amount of family pension (ii) Amount of Death Gratuity (iii) Amount of outstanding government dues to be recovered from provisional gratuity.	
22. Person /Guardian to whom family pension is payable.	Name Relationship DOB Address Share Guardian
23.Persons to whom death gratuity is payable when valid nomination exists/does not subsists	Name Relationship DOB Address Share
24. Name of the Treasury/special treasury/sub-treasury where payment is to be made	
25. Name of the Bank/Branch :	Name of the Bank Branch A/c No. : IFSC Code : MICR Code :
26. Head of account to which family pension/death gratuity is debitable.	

Signature with designation of the Head of Office

Part II

(For use by Pension Sanctioning Authority)

Sanction is hereby accorded in favour of Shri/Smt./Kumari _____ for payment of following pensionary benefits as admissible under rules consequent on the death of Shri /Smt./ Kumari _____ (Name with designation) in the Department/Office_____.

1A.

Family Pension		Name of the Family Pensioner
At the enhanced rate up to		
At the normal rate w.e.f.		

1B. Retirement Gratuity

Sl. No.	Name(s) of the claimants	DOB	Address	Percentage of Share

2. Information on sanction of provisional pension/gratuity.

Provisional Pensionary Benefits Sanctioned	Provisional Pension	Provisional Commutation value of Pension	Provisional Retirement Gratuity
Amount			
Sanction Order No.			
Date of Sanction			
Designation of the Sanctioning Authority			

The amount of outstanding Government dues to be recovered and the amount to be withheld as suggested in Part-I of this form shall be taken in to account before authorizing Pensionary benefits to the pensioner by the Controller of Accounts, Odisha.

Signature of the Pension Sanctioning Authority and Designation

Part III

ACCOUNT ENFACEMENT BY THE CONTROLLER OF ACCOUNTS, ODISHA

01	Name of deceased employee	
02	Date of death	
03	Gross service admitted	
04	Admitted non-qualifying service	
05	Admitted qualifying service	
06	Date of commencement of family pension	
07	Admitted amount of family pension a) At enhanced rate b) At normal rate	
08	Admitted amount of death gratuity	
09	Amount of outstanding Government dues recovered from gratuity	
10	Amount of provisional family pension/death gratuity to be adjusted	
11	Amount withheld from death gratuity pending assessment of government dues	
12	Head of Account to which Pensionary benefits are to be debited	

ACCOUNTS OFFICER

PENSION FORM-M

**(See Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules, 1981,
Odisha Aided Educational Employees (Non-Government fully aided primary school teachers)
Retirement Benefit Rules, 1986)**

(Form for forwarding the family pension/death gratuity papers of a deceased Government/Aided/ULB Employee)

Letter No. _____ Dt. _____

Department/Office _____

To

The Controller of Accounts, Odisha, Bhubaneswar.

Sub : - Forwarding of family pension/death gratuity papers.

Sir/Madam,

I am directed to forward herewith the family pension/death gratuity papers of Shri/Smt./Kumari..... in the Department/Office as per the details given below for further necessary actions.

LIST OF ENCLOSURES

1.	Application for family pension in Pension Form-K	
2.	Application(s) for death gratuity in Pension Form J [Application in Pension Form J for each of the claimants separately [1 copy each to be furnished].	
3.	Form for assessing and sanctioning family pension in Pension Form L.(To be sent in duplicate where pension is desired in different circles of accounting unit).	
4.	Attested copy of the death certificate.	
5.	Attested copy of legal heir certificate where no valid nomination subsists.	
6.	Attested copy of nomination in Pension Form - C.	
7.	Guardianship certificate where payment of death gratuity exceeds Rs. 50000/-(if the claim is by the guardian) or indemnity bond whichever is applicable.	
8.	Slip containing specimen signatures for each of the claimants duly attested (in duplicate).	
9.	Slip containing height, personal marks of identification for each of the claimants duly attested (in duplicate).	
10.	Passport size photograph of the applicant in Pension Form - K (in duplicate).	
11.	Original/Duplicate Service Book.	

2. Following outstanding Government dues are to be recovered from the death gratuity and to be adjusted (If Applicable):-

- (i) License fee for Government Accommodation
- (ii) Balance of House Building/Special House Building/Conveyance and other advances
- (iii) Over payment of Pay and Allowance including leave salary
- (iv) Any other assessed Government dues .

3. Pending assessment of any of the above outstanding Government dues, if any, necessary amount as required under Rule 78(1) (vi) of the OCS(P) ,1992 shall/ will be withheld from death gratuity.

4. The payment of provisional family pension/death gratuity shall be adjusted from the final payment. Sanction of provisional family pension and gratuity order enclosed.

5. The fact of authorization of pensionary benefits is to be intimated to this Department/Office.

Yours faithfully,

Signature with designation of the Pension Sanctioning Authority

Memo No. _____ Dt. _____

Copy forwarded to Shri /Smt. _____ For information with reference to the application in Form-H and Form-J .

Memo No. _____ Dt. _____

Copy forwarded to the Head of Office with reference to the letter No. _____ dt. _____ for information and necessary action.

**Signature and designation of
Pension Sanctioning Authority**

PENSION FORM-N

(See Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules, 1981, Odisha Aided Educational Employees (Non-Government fully aided primary school teachers) Retirement Benefit Rules, 1986)

Space for Photograph*

FORM FOR SANCTIONING PROVISIONAL PENSION, PROVISIONAL FAMILY PENSION, PROVISIONAL COMMUTED VALUE OF PENSION AND PROVISIONAL GRATUITY

Sanction is hereby accorded for payment of provisional Pension, provisional Family Pension, Provisional Commuted Value of Pension and Provisional Gratuity as indicated below in favour of Shri/Smt. _____ Pending issue of final P.P.O .and G.P.O.by the Controller of Accounts, Odisha.

1	Name of the Pensioner/Family Pensioner	
2.	Father's/Husband's name	
3.	Office / Department in which the Pensioner/deceased Govt./Aided/ ULB Employee served last	
4.	Permanent Address	
5.	(a) Amount of Provisional Pension/Family Pension	
	(b) Date from which Provisional Pension/Family Pension is payable	
6. (a)	Amount of retirement/death gratuity	
	Amount of gratuity to be deducted towards the outstanding Govt. dues as per details below (If Applicable):-	
(b)	(i) License fee for Govt. accommodation	
	(ii) Balance of house building/Special House Building conveyance & other advance with interest, if any.	
	(iii) Over payment of pay & allowance Including leave salary	
	(iv) Any other assessed Government dues/College advance	
(c)	Amount of gratuity to be held over for adjustment of un-assessed Government Dues.	
(d)	Amount of gratuity payable to the pensioner	
(e)	Amount of gratuity, if any, payable to the members of family of the deceased Government/Aided/ULB servant as per details below :-	
	(i)	
	(ii)	
	(iii)	
(F)	Amount of Provisional Commuted Value of Pension.	
	(i) Amount of provisional pension commuted	
	(ii) commuted value of provisional pension	
	(iii) The amount of provisional pension payable per month after commutation.	

Signature and seal of the Pension Sanctioning Authority

Memo No. _____ Dt. _____

Copy forwarded to _____ (Head of Offices)/ Treasury/ sub-Treasury/Special Treasury office Controller of Accounts, Odisha, Bhubaneswar/Beneficiary concerned Shri/Smt. _____, for information and necessary action.

Sanctioning

Signature and seal of the Pension

Authority/Head of Office

*Joint photograph incase of Provisional Pension and single photograph of the claimant for Provisional Family Pension.

**Score the items not necessary

PENSION FORM-P INDEMNITY BOND

Form of bond of Indemnity for payment of minor(s) share of death/retirement gratuity up to Rs.50000/-
(Rupees fifty thousand) to the person without production of guardianship certificate.

KNOW ALL MEN by these presents that we (a) _____ (b)
_____ the widow/son/brother etc. of (c)
_____ deceased, resident of
_____ (hereinafter called "the Obligor")

And

(d) _____ son/daughter of _____ resident of and (e)
_____ son/daughter of _____ resident of _____ the sureties
for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the Governor
of Odisha (hereinafter called "the Government" in the sum of Rs. _____ (Rupees
_____ only) well and truly to be paid to the Government on demand and without a
demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal
representatives, successors and assigns by these presents.

Signed this _____ day of _____ Two thousand _____ and
_____ and

WHEREAS (c) _____ at the time at the time of his death in
the employment of the Government/Pensioner _____ receiving salary at the
rate of Rs. _____ (Rupees _____ per month / pension at the rate
of Rs. _____ per month from the Government.

AND WHEREAS the said (c) _____ died on the day
of _____ 20 _____ and there was due to him at the time of his death the sum of Rs.
_____ (Rupees _____ only) for and towards share of his minor
son(s) /daughter (s) the death/retirement gratuity.

AND WHEREAS the "Obligor" claims to be entitled to the said sum as de facto guardian of the
minor son (s) /daughter (s) of the said (c) _____ but has not
obtained till the date of these presents the certificate of guardianship from any competent Court of law in
respect of the said minor (s).

AND WHEREAS the "Obligor" has satisfied (d) &(e) _____ that he/she
is entitled to the aforesaid sum and that it would cause undue delay and hardship if the "Obligor"
be required to produce the certificate of guardianship from the competent Court of law before payment
to him of the said sum of Rs. _____.

And WHEREAS the Government has no objection to the payment of the said sum of the "Obligor" but
under Government Rules and Orders, it is necessary for the "Obligor" to first execute a bond with one
surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to
the said (c) _____ before the said sum
can be paid to the "Obligor".

AND WHEREAS the "Obligor" and at his/her request the surety/sureties have agreed to execute
the bond in the terms and manner here in after contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been made to the "Obligor",
the "Obligor" and/or the surety/sureties shall in the event of a claim being made by any other person
against the Government with respect to the aforesaid sum of Rs. _____ refund to the
Government the said sum of Rs. _____ and shall otherwise indemnify and keep the Government
harmless and indemnified against and from all liabilities in respect of the aforesaid sum and all costs
incurred in consequence of the claim thereto. Then the above written bond or obligation shall be void
and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the "Obligor" or by any other method or thing what so ever which under the law relating to the sureties, shall but for this provision have the effect of so relating the surety/sureties from such liability nor shall it be necessary for the Government to sue the "Obligor" before suing the surety/sureties or either of them for the amount due here under, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the "Obligor" and the surety/sureties hereto have set and subscribed the respective hands hereunto on the day, month and year above written,

Signed by the above named 'Obligor' in the presence of

1. _____

2. _____

Signed by the above named Surety/Sureties

1. _____

2. _____

Accepted for and on behalf of the Governor of Odisha by

Names and designations of the Officer directed or authorised, in pursuance of Article 229 (1) of the Constitution, to accept the bond for and on behalf of the Governor in the presence of

(Name and designation of witness)

NOTE I. (a) Full name of the claimant referred to as the 'Obligor'

(b) State relationship of the Obligor to the deceased.

(c) Name of the deceased Government Officer.

(d) Full name or names of the sureties with name or names of the father(s)/husband(s) and place of residence.

(e) Designation of the Officer responsible for payment.

NOTE II. The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

PENSION FORM-Q INDEMNITY BOND

KNOW ALL MEN by these presents that we (a)_____ (b)_____ the wife/ son /brother/nominee etc. of (c)_____ who was holding the post of _____ in the Department /Office of _____/ who was in receipt of pension from _____ is reported to have been missing since _____ (Hereinafter referred to as 'missing Government/Aided/ULB Employee / missing pensioner) resident of _____ (hereinafter called "the Obligor") and (d) Shri _____ son/wife/daughter of Shri _____ resident of _____ and (e) Shri _____ son/wife/daughter of _____ resident of _____ the sureties for and on behalf of the "Obligor (hereinafter called "the sureties") are held firmly bound to the Government of Odisha(hereinafter called "the Government") in the sum of Rs. _____(in words) _____ equivalent of the amount on account of payment of salary, leave encashment, G.P.F., Pension, Retirement/Death Gratuity and each and every sum being the monthly family pension will and truly to be paid to the Government on demand and without a demur together with simple interest at the rate _____ per cent p.a. from the date of payment thereof until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this _____ day of _____ Two Thousand _____.

AND WHEREAS (c)_____ was at the time of his disappearance is in the employment of the Government and receiving pay at the rate of Rs. _____ (in words) _____ only per month from the Government/is in receipt of pension at the rate of Rs. _____(in words) _____ per month.

AND WHEREAS the the said (c) _____ disappeared on the day of _____ 20 _____ and there was dues payable to him at the time of his disappearance the sum equivalent of (i) Salary Due (ii) Leave Encashment (iii)G.P.F. (iv) Pension and (v) Retirement /Death Gratuity.

AND WHEREAS the Obligor is entitled to family pension of Rs. _____ (Rupees _____ only) plus admissible temporary increase thereon.

AND WHEREAS the Obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs. _____ (in words) and monthly family pension @ Rs. _____ (in words) and temporary increase thereon to the Obligor upon the Obligor and the Sureties entering into a Bond for the above mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government/Aided Employee/Pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been made to the Obligor, the Obligor and or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing employee/pensioner on appearance, against the Government with respect to the aforesaid sum of Rs. _____ (in words) and the sum paid by the Government as monthly pension, temporary increase and other dues as aforesaid then refund is to be made to the Government for each and every sum paid along with simple interest @ _____ % per annum and shall, otherwise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim

thereto. THEN the above written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing what so ever which under the law relating to sureties would but this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, If any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above written.

Signed by the above named 'Obligor' in the presence of

- 1.
- 2.

Signed by the above named 'Surety/Sureties'

- 1.
- 2.

Accepted for and on behalf of the Governor of Odisha _____ by (Name and Designation of the Officer directed or authorised, or in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the Governor) in the presence of _____

(Name and designation of witness)

Note I. (a) full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the "Obligor" to the missing Government/Aided Employee /Pensioner.

(c) Name of the 'missing Government/Aided Employee /Pensioner.

(d) Full name or names of the sureties with names or names of the father (s) / husband (s) and place of residence.

Note II. The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

Note III. The rate of simple interest will be as prescribed; by the Government from time to time.

Note IV. Strikeout the portion which is not applicable to the case either as a Government /Aided Employee or as Pensioner.

PENSION FORM-R

Form for Sanction of Family Pension to the child or children of a retired Government/Aided /ULB Employee who dies after retirement but does not leave behind a widow or widower.

Department of _____ Office of _____

Letter No. _____ Dt. _____

The Controller of Accounts, Odisha, Bhubaneswar

Subject—Grant of Family Pension to the child/children/Guardian [in case of minor(s)].

Sir/Madam

I am directed to say that Shri/Shrimati _____, formerly (Designation) _____ working in this Department/Office was authorised Pension of Rs. _____ with effect from _____ on his/her Retirement from service.

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

Sl. no.	Name (*)	Son/ Daughter	Date of birth in Christian Era	Name of the Guardian (In case on minor(s))

3. In term of Rule - 56 of the Odisha Civil Services (Pension) Rules, 1992 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 provision of sub-rule(5)of Rule 56 of the Odisha Civil Services (Pension) rules, 1992 will be tenable till.....

5. The family Pension is debitable to the Head _____.

6. List of documents enclosed are:-

- (i) Permanent address of the Child/Children/Guardian.
- (ii) Specimen signature or**left hand thumb and finger impressions of the claimant or guardian duly attested by Head of Office/Gazetted Officer.
- (iii) Two attested copies of passport size photograph of the Child/Children/Guardian.
- (iv) Descriptive roll of the Child/Children/Guardian, duly attested.

7. Name of the Treasury where payment is to be made(Treasury/Sub-Treasury/Special Treasury):-

8. Name of the Bank where payment is to be made:-

Branch.....
A/c no.....
IFSC Code.....MICR Code.....

9. The receipt of this letter may kindly be acknowledged and this Department/Office be informed that instructions for the payment of family pension to the Child/Children/Guardian have been issued to the disbursing authority concerned.

Pension Sanctioning Authority

* The names of children should be mentioned in the order of eligibility mentioned in Rule-56 (7) (c) of the Orissa civil Services (Pension) Rules, 1992.

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

PENSION FORM-S

(Form for sanctioning Family Pension to the child or children on the death or re-marriage of a widow/widower who was in receipt of Family Pension)

Department of _____ Office of _____
Letter No. _____ Dt. _____

To

The Controller of Accounts, Odisha, Bhubaneswar.

Subject – Grant of Family Pension to the child/children.

Sir/Madam,

I am directed to say that Shri/Smt..... widow/widower of late Shri/Smt. was authorized previously for payment of Family Pension of Rs. with effect from through FPPO No.....issued by the Controller of Accounts, Odisha. The family pension was tenable till the death or re-marriage of the widow/widower.

Sl. No.	Name (*)	Son/ Daughter	Date of birth in Christian era	Name of the Guardian (in case of Minor(s))
(1)				
(2)				
(3)				

2. In terms of rule 56(7)(c) of the Odisha Civil Services(Pension)Rules,1992 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/ Shrimati _____ who is the guardian.
3. Sanction for the grant of Family Pension of Rs. _____ per month to the Child/Children, mentioned above is hereby accorded. The Family Pension will take effect from and subject to the provision of sub-rule(5) of Rule- 56 of the Odisha Civil Services (Pension)Rules,1992 will be tenable till.....
4. The family pension is debitable to the head of account.....
5. List of documents enclosed are:-
 1. Permanent address of the Child/Children/Guardian.
 2. Specimen signature or**left hand thumb and finger impressions of the claimant or guardian duly attested by Head of Office/Gazetted Officer.
 3. Two attested copies of passport size photograph of the Child/Children/Guardian.
 4. Descriptive roll of the Child/Children/ Guardian, duly attested.
 5. Death Certificate/Marriage Certificate attested copy.
 6. Legal Guardian certificate in case of claimant is minor
 7. Name of the treasury where payment is to be made (Treasury/Sub-Treasury/Special Treasury):-
 8. Name of the Bank where payment is to be made:-
Branch.....
A/c no.....
IFSC Code.....
MICR Code.....
 9. The receipt of this letter may kindly be acknowledged and this Department/Office be informed that instructions for the payment of family pension to the Child/Children/Guardian have been issued to the disbursing authority concerned.

Yours faithfully

Pension Sanctioning Authority

N. B.

* The names of children should be mentioned in the order of eligibility mentioned in Rule -56(7)(c) of the Orissa civil Services(Pension)Rules,1992.

* ** To be furnished in the case of guardian, who is not literate enough to sign his/her name