

**FORMAT 10**

[See rules 60, 74 and 80]

**Letter to the Accounts Officer forwarding the papers for pension/ family pension and gratuity of a Government Servant**

No.....  
Government of India  
Ministry of .....  
Department of .....

To,

The Pay and Accounts Officer/Accountant General,

Date (DD/MM/YYYY)																				
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**Subject: Authorisation of pension/family pension and gratuity in respect of Shri/Smt./Km.**

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Sir/Madam,

1. I am directed to forward herewith the pension/ family pension and gratuity papers of Shri/Smt./Km. ....of this Ministry/ Department/Office for further necessary action.
2. The details of Government dues which will remain outstanding on the date of retirement / disappearance/death of the Govt. servant and which need to be recovered/withheld are indicated in item No. 13 of Form 7/ item no 9 of Form 11.
3. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension/family pension have been issued to disbursing authority concerned, under intimation to the retiring /retired Government servant/family pensioner.
4. The retirement/ death gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you.

Yours faithfully,

(Head of Office)

**Enclosures:**

1. Service Book (date of retirement/ death/ disappearance to be indicated in the service book).
2. Details of family in Form 4
3. Form 6 or 10 and Form 7 or 11, duly completed, along with enclosures and checklists.
4. Undertaking to the Bank in Format 9
5. Medical certificate of incapacity (for invalid pension).
6. Orders of the competent authority regarding grant of compulsory retirement pension/ compassionate allowance in the cases of compulsory retirement/dismissal/removal.

7. Brief statement leading to reinstatement of the Government servant attached(In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)

**Notes:**

When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.