

FORMAT 13

[See rules 79(2)(b)(i) and 79(3)(iv)]

Letter sanctioning Family Pension when a Pensioner dies/goes missing or a Family Pensioner dies/ceases to be eligible/goes missing

No.....
Government of India
Ministry of.....
Department/Office.....

Dated the

To,

The Pay and Accounts Officer,

[Two empty rectangular boxes for address details]

Subject: Grant of family pension

Sir/Madam,

I am directed to say that Shri/Smt./Km.
formerly (designation) in this Ministry/Department/Office was
authorised the payment of pension of ₹. with effect from on his / her
retirement from service. Intimation has been received in this Ministry / Department/Office that Shri/Smt./Km.
..... has died/gone missing on

A report in this respect was lodged with the Police on A report dated
..... has also been received from the Police that whereabouts of
Shri/Smt./km..... could not be located despite all efforts made in this regard. (To be
filled in case of missing pensioner only)

OR

I am directed to say that Shri/Smt./km(Name of the previous family pensioner)
..... (relationship) of late
Shri/Smt./Km..... formerly
(designation) in this Ministry / Department /Office was authorized the payment of Family Pension of ₹
.....with effect from. vide PPO No

Intimation has been received in this Ministry / Department / Office that Shri/Smt./Km.
..... has died/ceased to be eligible for family pension/gone missing on
.....

A report in this respect was lodged with the Police on A report dated has also been received from the Police that whereabouts of Shri/Smt./Km. could not be located despite all efforts made in this regard. (To be filled in case of missing family pensioner only)

2. There are the following surviving members of family of the deceased Government servant/ pensioner or missing pensioner:--

S.N.	Name	Date of birth	Aadhaar No.* (if available)	Relationship with deceased Government servant or deceased/missing pensioner	Whether suffering from any disability	Marital Status	Address
1.							
2.							
3.							

3. In terms of Rule 50 / 51 of the Central Civil Services (Pension) Rules, 2021, the amount of family pension has become payable to Shri/Smt/Km
The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt./Km. who is the nominee/guardian.

4. Sanction for the grant of Family Pension of ₹. per month at enhanced rate from to
and ₹.at ordinary rate from to Shri/Smt./Km. is hereby accorded. The family pension will be tenable as per the provisions of Rule 50 and Rule 51 of the Central Civil Services (Pension) Rules, 2021.

5. Whether Fixed Medical Allowance is Admissible

<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount (₹)

6. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to the family pensioner.

Yours faithfully,



(Head of Office)

Enclosure:

1. Death certificate (in case of death of pensioner/family pensioner)
2. Form 10 (with enclosures)

3. Undertaking to the Bank in Format 9
4. Report lodged by the family with the police (In case of missing **Government servant**)
5. Report received by the family from the police

Strike out which is not applicable.

Note : The Form may be suitably modified if there are more than one member of family to whom family pension is payable as per Rule 50. The names of all such members and the amount of family pension payable to each may be indicated accordingly.