

**FAMILY PENSION FORM**

[ to be issued by the Appointing Authority / Pension Sanctioning authority in the event of in-service death of a government servant / death of pensioner ]

**Subject : SANCTION OF FAMILY PENSION IN CASE OF IN-SERVICE DEATH  
OF GOVERNMENT SERVANT / DEATH OF THE PENSIONER**

**In Service Death**

It is mentioned that Mr./Mrs/Ms. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ Designation / post held \_\_\_\_\_ drawing pay/ emoluments \_\_\_\_\_ (reckonable toward pension), in BS \_\_\_\_\_ (please indicate kind of appointment i.e. Regular/ Officiating or Acting / Current Charge w.e.f. \_\_\_\_\_) Personal/ Employee No. \_\_\_\_\_ CNIC No. \_\_\_\_\_ lastly posted at (Office) \_\_\_\_\_ place of posting \_\_\_\_\_ has expired on \_\_\_\_\_ while in service.

**Death of Pensioner**

Mr./Mrs./Ms. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ residing at \_\_\_\_\_ designation at the time of retirement \_\_\_\_\_ drawing pension/ family pension vide PPO/FPPO No. \_\_\_\_\_ CNIC No. \_\_\_\_\_ drawing pension/family pension Rs. \_\_\_\_\_ per month, increases Rs. \_\_\_\_\_ Total pension Rs. \_\_\_\_\_ per month from Bank/Post Office/ Treasury \_\_\_\_\_ Branch \_\_\_\_\_ Account No. \_\_\_\_\_ has expired on \_\_\_\_\_. His/her date of birth is \_\_\_\_\_ date of retirement from government service \_\_\_\_\_ and date of sanction of family pension is \_\_\_\_\_.

**A. Family Pension Calculation :-**  
(in service death)

Gross Pension \_\_\_\_\_  
Family Pension @ 75 % of \_\_\_\_\_  
Rs. \_\_\_\_\_  
Gratuity 1/4<sup>th</sup> [of Gross Pension] \_\_\_\_\_  
Rs. \_\_\_\_\_

**Other Benefits :-**

- i) \_\_\_\_\_ Rs. \_\_\_\_\_  
ii) \_\_\_\_\_ Rs. \_\_\_\_\_  
iii) \_\_\_\_\_ Rs. \_\_\_\_\_

**B. Family Pension Calculation**  
(On death of Pensioner)

Gross Pension \_\_\_\_\_  
Family Pension @ 75% [net or gross pension as the case may be] \_\_\_\_\_  
Rs. \_\_\_\_\_

- (1) His/her date of birth is \_\_\_\_\_, date of 1st entry into government service is \_\_\_\_\_ EOL availed during service is \_\_\_\_\_. His/her total length of qualifying service for pension comes to \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days.  
 (2) Certified that no inquiry is pending against deceased employee.

- (3) Certified that no Demand / Recovery is outstanding against the deceased.
- (4) Certified that Advances drawn by the deceased (if any) have been fully repaid or waived off.
- (5) As per record, it is verified that Mr./Mrs./Ms. \_\_\_\_\_ CNIC No. \_\_\_\_\_ is bonafied family member entitled to family pension of Mr./Mrs./Ms (Late) \_\_\_\_\_ and his/her gratuity/family pension may be transferred/credited in Bank/Post Office/Treasury Branch \_\_\_\_\_ Account Number \_\_\_\_\_ (as opted).
- (6) Administrative and financial sanction for grant of family pension/ gratuity is hereby accorded.

**Following Documents Attached**

- i. Pension application alongwith three attested photographs, as "Annexure-B"
- ii. Death Certificate and Death Notification.
- iii. Original PPO/FPPO of deceased pensioner.
- iv. Last Pay Certificate [LPC]/ Last Pension Payment Certificate.
- v. Pension contributions receipts/Bank Challan/Acceptance Certificate (if required).
- vi. Original service book alongwith its attested copy/ service statement (in case of gazetted Government servant).
- vii. N.D.C from state office in case of Government accommodation.

**Signature (By Name) with stamp  
Pension Sanctioning Authority**

1. The AGPR/ Accounts Office is requested to grant family pension/ gratuity and endorse a copy of Computerized Family Pension Payment Order [C.F.P.P.O] / Pension Payment Order [P.P.O] to this department/office. The original service book after recording necessary entries regarding issuance of FPPO may also be returned to this department/office.
2. Mr./Mrs./Ms. \_\_\_\_\_ you are hereby informed that your gratuity/ and first monthly pension/ shall be transferred/ credited by the Accounts Office in the Bank/ Post Office/ Treasury Office \_\_\_\_\_ Branch \_\_\_\_\_ Accounts No. \_\_\_\_\_ as opted by you.

**Important:** As per requirement every pensioner is bound to provide Life Certificate/ No Marriage Certificate to his/her bank on or before 10<sup>th</sup> March and 10<sup>th</sup> September of each year [Annex-C].

**APPLICATION FOR FAMILY PENSION**

[ To be filled in and signed by the applicant himself/herself ]

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

- 1). It is submitted that my husband/wife/son/daughter \_\_\_\_\_ has expired on (date) \_\_\_\_\_ (death certificate attached). I, therefore, requested that the family pension admissible under the rules may kindly be sanctioned to me.

- 2). List of my family members are given below :-

S. No.	Name	Relationship with the deceased	CNIC No.	Age/ date of Birth	Marital Status

- 3). It is hereby informed that my gratuity/ commutation/ family pension may be transferred/ credited by the Accounts Office in the Bank/Post Office/ Treasury Office \_\_\_\_\_ Branch \_\_\_\_\_ Account No. \_\_\_\_\_. [DCS form, where applicable, is enclosed].

**UNDERTAKINGS**

- 4). **Under Article 351 (B) of CSR :** I do hereby undertake that government may, within one year from the issue of Pension Payment Order, recover any of its dues from the pension granted to me.
- 5). **In pursuance of Article 911 (2) of CSR :** I do hereby declare I have neither applied for nor received any family pension or gratuity in respect of any portion of the service included in this application and in respect of which family pension/gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.
- 6). **Under Article 920 (1) of CSR :** I hereby undertake to refund if the amount of family pension granted to me after wards found to be in excess of that to which I am entitled under the regulation.
- 7). **Under Article 922 (a) of CSR :** I do hereby declare that I have not received any family pension or gratuity in respect of any portion of the service included in this application [in case of anticipatory pension only].

**THUMB IMPRESSION**

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

CNIC # \_\_\_\_\_

**Important:** As per requirement every pensioner is bound to provide Life Certificate/ No-Marriage Certificate to his/her bank on or before 10<sup>th</sup> March and 10<sup>th</sup> September of each year [Annex-C].

**Note :** Application to be verified by Pension Sanction Authority/DDO

### **LIFE CERTIFICATE FORM**

*[This certificate is to be furnished on or before 10<sup>th</sup> March and 10<sup>th</sup> September of each year to the concerned Bank/Post Office/ Treasury (Pension Payment Office) in person or through representative or by post/courier service]*

This is to certify that Mr./Mrs./Ms. \_\_\_\_\_ S/o,  
W/o, D/o \_\_\_\_\_ holder of P.P.O No. \_\_\_\_\_  
C.N.I.C No. \_\_\_\_\_ whose specimen signatures/thumb impression and address are appended below is alive till date \_\_\_\_\_.

( Pensioner's Signatures/Thumb Impression )

Date : \_\_\_\_\_

Phone No. \_\_\_\_\_

Address : \_\_\_\_\_

( Signature of attesting Officer  
With date & Name Stamp )

### **NO MARRIAGE CERTIFICATE FORM**

*[This certificate is to be furnished on or before 10<sup>th</sup> March and 10<sup>th</sup> September of each year to the concerned Bank/Post Office/ Treasury (Pension Payment Office) in person or through representative or by post/courier service]*

I \_\_\_\_\_ Widow/Daughter of the deceased  
Mr./Mrs./Ms. \_\_\_\_\_ holder of P.P.O No.  
\_\_\_\_\_ C.N.I.C No. \_\_\_\_\_ hereby declare that I have not  
been married during the last six months.

( Pensioner's Signatures/Thumb Impression )

Date : \_\_\_\_\_

Phone No. \_\_\_\_\_

Address : \_\_\_\_\_

( Signature of attesting Officer  
With date & Name Stamp )

**NOTE:-** The above certificate(s) is/are to be signed by Gazetted Government Officer/Military Commissioned Officer/ Magistrate / Sub-Registrar / Pensioned Officer/ Chairman Union Councils/ Member of the Federal or Provincial Assemblies / Manager of Banks.

The \_\_\_\_\_,

\_\_\_\_\_  
\_\_\_\_\_

Sub: - **GRANT OF FAMILY PENSION.**

Respectfully it is stated that my husband \_\_\_\_\_ Ex,  
\_\_\_\_\_ has died on \_\_\_\_\_.

I am the widow of above named deceased employee.

I therefore, request to your good self that the pension of my husband  
may kindly be transferred to me under the extent rules,

Thanks.

Mst. \_\_\_\_\_

widow of

Ex, \_\_\_\_\_

\_\_\_\_\_

## **Specimen Signatures**

Specimen signatures and Right hand thumb and finger impression of  
Mst \_\_\_\_\_ widow of late \_\_\_\_\_ Ex,

### **Signatures/Thumb Impression.**

1	2	3
---	---	---

### **Thumb and Fingers.**

1 Thumb	2	3	4	5
---------	---	---	---	---

**ATTESTED**

## **CERTIFICATE OF IDENTITY**

Certified that Mr. \_\_\_\_\_ S/O \_\_\_\_\_

Ex \_\_\_\_\_ who has  
expired on \_\_\_\_\_ and widow also expired on \_\_\_\_\_ leaving  
behind the following members of his family.

S.NO	Name	Relation with the employee	Date of birth	Married/Un Married
1				
2				

Any other member of the family's Father, NIL

Certified that the deceased has left no other member of the family  
Except those mentioned above.

Signature of the widow Daughter

ATTESTED.

## **INDEMNITY BOND**

To,

**The Bank Manager,**

**Lahore**

In compliance with the SBP's insurance for payment of gratuity and other dues through your Bank, branch. I agree to indemnify you and keep you indemnified about liabilities with the sum of money what so ever including mark-up of my account. I further undertake that my legal heirs, successors, executor shall be refund excess amount, if any, credited to my pension Account either in full or in installments equal to such excess amount.

<b>Next of Kin:-</b>	<b>Signature:-</b>
<b>CNIC:-</b>	<b>Name of Pensioner.</b>
<b>Signature</b>	<b>D.O.D:-</b>
	<b>PPO:-</b>
	<b>Bank Account No:-</b>
	<b>CNIC No:-</b>
<b>Witness-1</b>	<b>Witness-2</b>
<b>Name:-</b>	<b>Name:-</b>
<b>CNIC No:-</b>	<b>CNIC No:-</b>
<b>Date:-</b>	<b>Date:-</b>
<b>Signature:-</b>	<b>Signature:-</b>

# AFFIDAVIT.

I am \_\_\_\_\_ widow  
of \_\_\_\_\_ Ex, \_\_\_\_\_  
**P-R HQ Office Lahore.**

That my husband \_\_\_\_\_ has died on \_\_\_\_\_.

That I am only single widow of deceased employee.

That the dues of pension of my deceased Husband kindly be transferred to me.

That I am well conversant with the fact stated above.

That the statement mode above is true and correct to the best of my knowledge and belief.

(Mst \_\_\_\_\_)  
Widow of Late

Ex, \_\_\_\_\_  
**P-R HQ Office Lahore.**

## **Pension transfer to \_\_\_\_\_**

Our father \_\_\_\_\_, CNIC No. \_\_\_\_\_ Ex:  
\_\_\_\_\_ has been died during service on \_\_\_\_\_. after his  
death pension was transferred to our mother \_\_\_\_\_ CNIC No.  
\_\_\_\_\_.

Our mother \_\_\_\_\_ expired on \_\_\_\_\_. after desmise  
of our mother \_\_\_\_\_ her pension transferred case to our sister  
\_\_\_\_\_ CNIC No. \_\_\_\_\_ is under process.

We have absolutely no objection in transferring pension of our mother  
in name of our sister \_\_\_\_\_.

CNIC No. \_\_\_\_\_