

**FORM 6**

**APPLICATION FOR FAMILY PENSION/CONTRIBUTORY  
FAMILY PENSION/DEATH-CUM-RETIREMENT GRATUITY**

(Four pages)

(Referred to in Rules 108 and 90 of Part III, K.S.R)

(First Page)

Application for {  
    \*Family Pension (under rules 80 to 89, Part III)  
    Contributory Family Pension 1964  
    (under sub-rules 1 to 13 of Rule 90, Part III)  
    Death-cum-retirement Gratuity

for the family of the late Sri/Smt.....(Designation) in  
the Office/Department of .....

1. Name of Applicant
2. Relationship to the deceased Government employee/pensioner
3. Date of retirement (in the case of deceased pensioner)
4. Date of death of the Government employee/pensioner
5. Name and address of the members of the "Family" of the deceased.

Date of Birth (in Christian era)  
Name and address

- (a) Widow/widower
  - Sons
  - Unmarried/divorced daughters
  - Widowed daughters
  - Minor brothers
  - Unmarried sisters
  - Widowed sisters
  - Father
  - Mother
  - Married Daughters
  - Children of the predeceased son

- (b) Widow/widower
  - Minor Sons
  - Unmarried minor daughters
  - Father
  - Mother

- 6. (a) Name of District/ Sub-Treasury
  - (b) Post Office at which payment is desired
- 
- 7. Descriptive roll of the applicant  
(See instructions below)
    - (i) Date of birth (in Christian era)
    - (ii) Height
    - (iii) Identification Marks
    - (iv) Left hand thumb and finger impressions

*Thumb    Fore Finger    Middle Finger    Ring Finger    Little Finger*

Date.....

Signature.....

Full postal address of the applicant

.....  
.....  
.....

Attested by. -

(1).....

(2).....

Witnesses

(1).....

(2).....

### **Instructions**

1. Item 5(a) Members of the family for the purpose of Death-cum-Retirement Gratuity (See Rule 71,Part III, Kerala Service Rules).
2. Item 5(a) Members of the family entitled to family pension, under Rules 81 to 86,Part III, Kerala Service Rules do not include the last two items.
3. Item 5(b) applicable in respect of Contributory Family Pension Scheme (See sub-Rules 6 and 6A of Rule 90 of Part III, Kerala Service Rules

4. Descriptive roll including left hand thumb and finger impression should be in duplicate (in two separate sheets) and attested by two gazetted employees or persons of respectability in the town or village in which the applicant resides.
5. Strike out whichever is not applicable.

(Second page)

### HISTORY OF SERVICE

1. Name of deceased Government employee
2. Appointment held at the time of death/retirement
3. Office where last employed
4. Date of commencement of service
 

	D. M .Y	
	_____	
5. Date of ending of Service
 

	From	To	Y .M .D
			_____
6. Length of Military Service
 

	Y .M .D	
	_____	
7. Length of Total Service
 

	Y .M .D	
	_____	
8. Period of non-qualifying service with full particulars
 

		.....
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9. Net qualifying service
 

		.....
(Rounded to)		.....
10. How verified
11. Remark's, if any
12. Remark's of the Audit Officer

### Calculation of Family Pension and Death-cum-retirement Gratuity

(a) Family Pension

EMOLUMENTS (for 12 months)

From	To	Rate of pay	Total
		₹. Ps.	₹. Ps.

₹. Ps.

Average emoluments

Total period of service

₹. Ps.

Pension sanctioned previously/arrived at

.....

Non-contributory Family Pension Payable

.....

Pay at the time of retirement/death

.....

Contributory Family Pension Payable

.....

(b) Death-cum-retirement Gratuity. –

₹

Pay at the time of retirement /death

.....

Death-cum-retirement Gratuity admissible

.....

Deduct: -

(i) Amount already paid

.....

(ii) For Contributory Family Pension

(2 months pay last drawn)

.....

Net Death-cum-retirement Gratuity payable

.....

Station.....

Dated Signature of the Head of Office/  
Department or Audit Officer.

(Third Page)

**(A) REMARKS BY THE RECEIVING AUTHORITY**

1. As to character and past conduct of deceased employee.....
2. Explanation of any suspension or degradation..... ..  
.....
3. Regarding any death-cum-retirement gratuity or pension/gratuity already received by the deceased pensioner.
4. Any other remarks.
5. Specific opinion of the Receiving Authority whether the service claimed is established and should be admitted or not.

(See Rule 115 (c)(ii) of Part III, K.S.R.)

Station.....

Date.....

Signature.....

Designation.....

**(B) ORDERS OF THE SANCTIONING AUTHORITY**

1. The undersigned having satisfied himself/herself that the service of late Shri/Smt/Kumari..... has been thoroughly satisfactory, hereby orders the grant of a family pension of ₹.....(Rupees.....) per mensem for the period from.....to..... Shri/Smt/Kumari.....(here state the name, address and relationship to the deceased) of the said

late Shri/Smt/Kumari....., which may be accepted by the Accountant General as admissible under the rules. The undersigned also orders the grant of a death-cum-retirement gratuity of ₹.....(Rupees.....) to the following persons as specified against each which may be accepted by the Accountant General as admissible under the rules.

Sl.No	Name and address	Relationship to the deceased	Amount payable
(1)	(2)	(3)	(4)
			₹
1.			
2.			
3.			

The undersigned having satisfied himself/herself that the service of late Shri/Smt/Kumari.....has not been thoroughly satisfactory hereby orders that the family pension of ₹.....(Rupees.....) per mensem for the period from .....to.....which may be accepted by the Accountant General as admissible under the rules to Shri/Smt/Kumari.....(here state name ,address, relationship to the deceased ) of the said Late Shri/Smt/Kumari.....shall be reduced by the specified amount or percentage indicated below:-

Amount or percentage of reduction in family pension.

The Death-cum-retirement gratuity of ₹.....(Rupees.....) which may be accepted by the Accountant General as admissible

under the rules to the following persons as specified against each shall also be reduced by the specified amount or percentage indicated below: -

Sl.No	Name and address	Relationship to the deceased	Amount payable
(1)	(2)	(3)	(4)

Amount or percentage of reduction in death-cum-retirement gratuity.

2. The grant of this family pension and /or death-cum-retirement gratuity shall take effect from.....
3. \*A sum of ₹.....(Rupees.....) on account of ..... is to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted.
4. The family pension and /or death-cum- retirement gratuity is /are payable at District/sub Treasury/Post Office.....
5. This order is subject to the condition that should the amount of family pension and/or death-cum-retirement gratuity as authorized by the Accountant General be afterwards found to be in excess of the amounts to which the person concerned is entitled under the rules he/ she will be called upon to refund such excess.

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\*To be filled in, in case a surety bond or suitable cash deposit is not forthcoming.



Note. -In cases where death takes place after retirement the service of the deceased employee would have already been verified and the expression “having satisfied. ....thoroughly satisfactory” above would not be used.

Station.....  
Date.....

*Signature and designation of the  
Sanctioning Authority*

#### **(C) AUDIT ENFORCEMENT**

1. Total period of qualifying service which has been accepted for the grant of family pension/ death-cum-retirement gratuity, with reasons for disallowance, if any, other than disallowance, if any of service, the reasons for which are recorded by the Audit Officer in the second page. Y . M . D.

Note. – Service for the period commencing from.....and up to the date of retirement /death has not yet been verified; this would be done before the Pension Payment order/Authorisation for the drawal of the amount of death-cum-retirement gratuity is issued.

	Death-cum- ₹ Ps
2. Amount of Family Pension /Death-cum-Retirement Gratuity that has been admitted.	Retirement Gratuity .... .. Family Pension .... ..
	Death-cum- ₹ Ps
3. Amount of Family Pension /Death-cum-Retirement Gratuity admissible after taking into account the reduction in pension and gratuity made by the sanctioning authority	Retirement Gratuity .... .. Family Pension .... ..

4.(a) The family pension is payable to Shri/Smt/Kumari.....son/widow/daughter of the deceased and is tenable for the period from.....to.....or up to the date of death /Marriage or remarriage(in the case of a female member)whichever event occurs earlier.

(b) The death-cum-retirement gratuity is payable to the following persons as specified against each.

<i>Sl.No.</i>	<i>Name and address</i>	<i>Relationship to the deceased</i>	<i>Amount payable ( ₹ )</i>
1.			
2.			
3			
4.			
5.	Head of account to which the family pension/death-cum-retirement gratuity is chargeable		
	Date.....		<i>Audit Officer</i>

(Fourth Page)

**APPLICATION FOR FAMILY PENSION AND DEATH-CUM-  
RETIREMENT GRATUITY**

Date of Application

Name of Applicant

Sanctioning Authority

Amount of Family Pension sanctioned

Amount of Death-cum-Retirement Gratuity sanctioned

Date of commencement

Date of sanction