

**APPLICATION FOR CONVERSION OF SERVICE PENSION INTO FAMILY PENSION**

**BY THE TREASURY**

(Form exclusively for AG authorized Joint Pension Payment Order cases only)

(To be submitted in Duplicate)

Attested Recent  
Passport size  
Photo  
(Across the Photo)

1. Name of the Family Pensioner :  
(In block letters)

2. Pension Payment Order Number (PPO No.) :

3. Name of the Deceased Pensioner :

4. Applicant's relationship to the  
Deceased Pensioner :

5. Date of Death of the Pensioner :

6. Name of the Department / Office and Place in  
Which the pensioner last served :

7. Name of the Pension Disbursing Authority  
(District Treasury / Sub-Treasury / PPO ) :

8. Descriptive Roll of the Applicant  
a) Specimen Signature / 1)  
Thumb Impression (in case of illiterate) : 2)  
3)

b) Date of Birth :

c) Aadhaar Number :

d) PAN Card Number (if necessary) :

9. a) Are you in receipt of any other pension or  
Employed in Govt. Service : Yes ☐ No ☐

b) If yes, please furnish the details :

Employee	Designation	
	Name of the Department	
Pensioner	PPO No.	
	Name of the Treasury (DT/ST)	

10. Bank Details to which family Pension is to be credited. - :  
(a) Bank Account No. (Single Account) :  
(b) IFSC Code of the branch :  
(c) Name of the Bank with Branch :

11. Full Address of the Family Pensioner with Pin Code :

- 12.a) Mobile Number of the Family Pensioner :  
b) Alternate Number to contact (Optional) :  
c) E-mail address (Optional) :

### Declaration

I hereby declare that all the above details furnished are true to the best of my knowledge.

Station :

Date :

Signature / Thumb impression  
of the Family Pensioner

Attestation by any one of the Group A or B officer of the State / Central Government.

a) Name :

b) Designation :

Date :

Signature of the Attesting officer  
With seal

### List of Enclosures

- (1) Pensioner half of PPO (in Original)
- (2) Death certificate of the pensioner (in Original)
- (3) Age proof documents of the family pensioner (Self attested)
- (4) Bank Account Pass Book photocopy in the name of family pensioner or Cancelled cheque leaf
- (5) Self Declaration for
  - a. Non Re-Marriage Certificate
  - b. Non-Employment Certificate

## **CONCURRENCE FORM**

[Govt. Lr. No.74419/Pen./95-1, Fin. (Pen.) Dept. dt. 20-9-1996.]

Thiru / Tmt. .... is an account holder of  
Savings Bank Account No. .... in our bank. We accept to collect  
it to Saving Bank Account.

Certified that this is an Individual Account and not Either Survivor Account or Joint Account.

Postal Address and Phone No.

MICR No.

**Signature of the Bank Branch Manager  
With Bank Name.**

**PART-B****ADDITIONAL INFORMATION OF PENSIONER / FAMILY PENSIONER**

[To be submitted by Pensioner / Family Pensioner ONE-TIME ONLY ]

[Vide G.O.Ms.No.103, Finance (Pension) Department, Dated:31<sup>st</sup> March, 2015.]

1. P.P.O.No. :   
[Pension Payment Order Number]
2. Pension scheme opted : Tick wherever applicable ☒ Pension Pilot Scheme ☐ PSB Scheme ☐
3. Place of payment of Pension / Family Pension : PPO, Chennai ☐ District Treasury ☐ Sub-Treasury ☐ Directly from Banks ☐
4. Name of Treasury / Sub-Treasury/Bank & Branch :
5. Name of Pensioner / Family Pensioner :
6. Expansion of Initials :
7. Date of Birth (with proof\* for Family Pensioners) :  /  /

\* (a). School Certificate. (b). Driving Licence (c). PAN Card. (d). Voter's ID Card. (e). Passport. (f). Aadhaar Card

8. Type of Pensioner : Civil Pensioner ☐ Civil Family Pensioner ☐ Teacher Pensioner ☐ Teacher Family Pensioner ☐  
A.I.S. Pensioner ☐ A.I.S. Family Pensioner ☐ Ex-Gratia Pensioner ☐ Ex-Gratia Family Pensioner ☐  
1/3rd Pensioner ☐ 1/3rd Family Pensioner ☐ Divisible Family Pensioner ☐ Others (Specify)
9. Are you in receipt of Military Pension? : YES ☐ NO ☐  
If Yes, specify Family Pension opted : Civil Family Pension ☐ Military F.P. ☐

10. Bank Name :
11. Branch Name :
12. IFSC Code :
13. Bank Account No. :
14. Ration Card No.\* :
15. Aadhaar No.\* :
16. PAN Card No.\* :

\* If available, specify now. Otherwise, whenever these numbers are obtained, the same may be furnished immediately for updation

**P.T.O.**

17.	Contact Details	e_Mail Address, if available	:																				
		Landline No., if available	:																				
		Mobile No.	:																				
20.		Blood Group	:																				
21.		Address with PIN Code	:																				
		District																					
		PIN Code																					

\_\_\_\_\_  
Signature of Pensioner / Family Pensioner

**FOR OFFICE USE ONLY**

- (a) Received Date : \_\_\_\_\_
- (b) Entered Date : \_\_\_\_\_
- (c) Vol.No. / Page No. : \_\_\_\_\_



**ANNEXURE-II**

**NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE**

[To be submitted by Pensioner / Family Pensioner once a year OR at the time of employment / re-employment]

[Vide G.O.Ms.No.103, Finance (Pension) Department, Dated:31<sup>st</sup> March, 2015.]

I declare that I have not been serving in any capacity either in a State or Central Government or a Government Undertaking or a Government Corporation or an Autonomous Body or a Local Fund.

**OR**

I declare that I have been employed/re-employed in the office of \_\_\_\_\_  
and was in receipt of the following monthly rates of emoluments during the year ended \_\_\_\_\_ or during the months of \_\_\_\_\_ within the said years.

- (i) Pay in the Pay Band
- (ii) Grade Pay
- (iii) Dearness Allowance
- (iv) Other Allowance  
[like HRA/CCA/MA etc.]

**OR**

- (i) Honorarium / Consolidated Pay / Other (specify)

Further that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the reemployment period.

**OR**

I declare that I have not accepted employment under Government outside India.

**OR**

I declare that I have accepted employment under a Government outside India after obtaining the previous sanction of the Government and none of the conditions attached by the Government has been deviated from without obtaining previous sanction of the Government.

\_\_\_\_\_  
**Signature of the Pensioner / Family Pensioner**

Place :

Name :

Date :

P.P.O. No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I certify to the best of my knowledge and belief that the above declaration is correct.

\_\_\_\_\_  
**Signature of Attesting Officer**

Place :

Name :

Date :

Designation :

Office Seal :

**ANNEXURE-III**

**NON RE-MARRIAGE / NON-MARRIAGE CERTIFICATE**

[To be submitted by Family Pensioner once a year OR in the event of remarriage/marriage]

[Applicable only for Widow / Widower / Daughter / Son recipient of family pension]

[Vide G.O.Ms.No.103, Finance (Pension) Department, Dated:31<sup>st</sup> March, 2015.]

I hereby declare that I have not married and that I have not been married during the past year.

OR

I hereby declare that I have not re-married/married and I undertake to report such an event promptly to the Treasury / Bank concerned.

\_\_\_\_\_  
Signature of the Family Pensioner

Place :

Name :

Date :

P.P.O. No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I certify to the best of my knowledge and belief that the above declaration is correct.

\_\_\_\_\_  
Signature of Attesting Officer

Place :

Name :

Date :

Designation :

Office Seal :

\_\_\_\_\_  
This certificate shall be furnished by the recipient of family pension:

1. Widow / Widower.
2. The eligible daughter / son who have not attained the age of 25 years.
3. The eligible daughter including widowed / divorced daughter who is suffering from any disorder or disability of mind (including mentally retarded) or physically crippled or disabled so as to render her unable to earn a livelihood even after attaining the age of twenty-five years.
4. The eligible unmarried / widowed / divorced daughters above the age of twenty-five years.

**TAMIL NADU GOVERNMENT PENSIONERS**

**FAMILY SECURITY FUND SCHEME**

**ADVANCE STAMPED RECEIPT**

Received from the Director of Pension, Chennai – 35 a cheque bearing  
No..... Dated: ..... for Rs..... (Rupees  
.....) only drawn on Indian Overseas  
Bank, Teynampet, Chennai – 600 006.

Signed before me:





# COMPUTER SHEET – PENSIONER DATA BASE

(To be furnished by the Pension Disbursing Officer and enclosed with sanction of Tamil Nadu Government Pensioners' Family Security Fund Scheme)  
TAMIL NADU GOVERNMENT PENSIONERS' FAMILY SECURITY FUND SCHEME 1997

1. Pension Payment Order No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Pensioner Name (in Capital (English))

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Address for communication (in Capital (English)) – for issues of Cheque)

DISTRICT										PIN									

4. Date of Retirement

--	--	--	--	--	--	--	--	--	--

4 a) CLAIM (B) REFUND

--	--	--	--	--	--	--	--	--	--

5. If claim, Date of Death of the Pensioner

--	--	--	--	--	--	--	--	--	--

6. Category of Pensioner

(Civil / Teacher / AIS (T. N. Cadre))

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. Details of Pension Disbursing Officer

DISTRICT										PINCODE									

8. Details of Spouse / Nominee (Name, Age, Relationship & Address for issue of Cheque)

DISTRICT										PINCODE									

9. Date of Admittance

--	--	--	--	--	--	--	--	--	--

10. Recovery made upto

--	--	--	--	--	--	--	--	--	--

Signature of the Pension Disbursing Officer

1	NAME OF THE PENSIONER/ CLAIMANT	
2	ADDRESS WITH MOBILE OR LANDLINE NUMBER	
3	PENSION PAYMENT ORDER NUMBER	
4	NAME OF THE BANK AND BRANCH TO WHICH PENSION IS CREDITED	
5	BANK ACCOUNT NUMBER	
6	TYPE OF ACCOUNT	
7	BANK IFSC CODE	
8	BANK BRANCH MICR CODE	
9	CORE BANKING SYSTEM YES / NO	
10	NEFT	
11	BANK PHONE NO WITH STD CODE	
12	AMOUNT CLAIMED	
13	NAME OF THE DISTRICT/ SUB TREASURY.	PENSION PAY OFFICE, CH-35

SIGNATURE OF THE PENSIONER/FAMILY PENSIONER/LEGAL HEIR