

**Intimation to be given in the case of death of a Pensioner or Spouse or an
Eligible Beneficiary under the specified List of Family Members**

(Model Template)

To be submitted by the member of the family on the death of the **Pensioner**

From:

Place:

Smt/Shri/Kum Name: _____

Date:

Address:

To

Assistant Personnel officer

_____ (Respective Establishment Section)

_____ (Unit from which retired and address)

Sir/Madam,

I am to inform you about the sad demise of my _____
(relationship with the pensioner) Shri/Smt _____
_____(name of
the deceased, designation held at the time of retirement and unit from which
retired). Copy of the death certificate is enclosed, duly attested by me.

His/Her PPO No : _____

His /Her CHSS No: _____

Yours faithfully,

Sd/-

(Name of the spouse)

Mobile no:

Email id (if any):

Cc to: 1. APO, Pension (Admn), BARC, Trombay, in case of BARC
2. AAO, Pension (Accounts), Unit concerned
3. APO (CHSS), BARC Hospital, Anushaktinagar, Mumbai 400094

The following documents are enclosed:

- (i) CHSS card issued to the Prime Beneficiary
- (ii) Copy of the death certificate attested by the applicant

(Model Template)

**To be submitted by the member of the family on the death of the Family
Pensioner / Spouse of the Pensioner**

From

Place:

Smt/Shri/Kum Name: _____

Date:

Address:

To

Assistant Personnel officer

_____ (Respective Establishment Section)

_____ (Unit from which retired and address)

Sir/Madam,

I am to inform you about the sad demise of my _____
_____(relationship with the family pensioner or Spouse) Shri/Smt/Kum
_____ (name of the deceased). Copy
of the death certificate is enclosed, duly attested by me.

His/Her PPO No : _____

His /Her CHSS No: _____

Yours faithfully,

Sd/-

(Name of the spouse)

Mobile no:

Email id (if any):

Cc to: 1. APO, Pension (Admn), BARC, Trombay, in case of BARC
2. AAO, Pension (Accounts), Unit concerned
3. APO (CHSS), BARC Hospital, Anushaktinagar, Mumbai 400094

The following documents are enclosed:

- (i) CHSS card issued to the Prime Beneficiary
- (ii) Copy of the death certificate attested by the applicant.

For Getting Family Pension:

Contact concerned Manager of the Bank along with Original Death certificate and PPO Book. The Book Contains a Form which needs to be filled and submitted to the Bank for enabling disbursal of Family Pension.

Notes:

It is important to inform the administrative units since the list of members and dependents change on death of Pensioner or spouse or any member included as Eligible Members of Family at the time of retirement.

Obtain 15 original copies of death certificate from the Municipality which may be needed at various places. They are issued all in original at nominal cost.

CHSS card of a deceased beneficiary also needs to be cancelled.

If the administrative unit is not informed about the death of a member listed as eligible family member, in certain cases it might affect smooth transition of benefits and can cause undue delay.

(In the case of family pensioner, it can be sons/daughters/parents too. Mentally and physically handicapped children are eligible for life time CHSS cards and pension. Divorced and widowed daughters are also eligible for lifetime family pension)

One may look for a Toll Free Number given in the Letter issued by Pay & Accounts Officer from Central Pension Accounting Office, New Delhi in case of any complications with Pension. Appropriate Portion of the letter head is reproduced below:



Toll Free No: 1 800 117 788

email: cccpao@nic.in

FAX: 011-2616 7326

CENTRAL PENSION ACCOUNTING OFFICE

GUIDELINES FOR THE BANKS AND THE CENTRAL CIVIL PENSIONERS

1. Changes in Pension/Address/Bank A/c No. etc. if any may be routed through the concerned PAO to CPAO to avoid delay.
2. Undertaking by pensioner for refund of overpayment should be flagged in ledger of the pensioner by the bank.
3. Pension should be credited by last working day of the month except for the month of March which is payable only on or after 1st April.
4. Commuted Value of pension (CVP) and Gratuity must not be paid by the bank unless the same is specifically authorised and indicated on the front portion of the CPAO's, SSA. PAO's SSA should always be referred to in this regard.
5. Full value of pension is to be restored automatically by the bank after 15 years from the date of payment of commuted value as indicated in the PPO. There is no need to make a reference to CPAO. CVP if paid by bank, date of restoration may be intimated to pensioner by Bank.
6. Dearness Relief is not admissible on Pension/Family Pension to Ex-Presidents, Ex-Vice-President, their families and Ex-MPs.
7. Dearness Relief is admissible on original basic pension plus additional pension, if any, before commutation. Dearness Relief to pensioners should be paid immediately by CPPC after uploading of copies of Govt. Orders issued by the Govt. of India, PPG & P, Deptt. of Pension & Pensioners Welfare by accessing to their website (<http://persmin.nic.in>).
8. Dearness Relief to Freedom Fighters Pensioners/Family Pensioners is also admissible as applicable to Central Govt. Employees twice a year w.e.f.01.01.2017 as amended time to time by the Ministry of Home Affairs.
9. Medical Allowance and Additional Pension are not admissible to freedom fighters, Ex- President, Ex-Vice President & Ex-MPs.
10. Only spouse and dependent unmarried daughter is eligible for family pension in case of Freedom Fighter Pension upto three daughters. The family pension to the spouse is admissible equivalent amount of pension drawn by the Freedom Fighter Pensioners. Family Pension to other eligible family pensioners is 50% of the sum that would have admissible to the Freedom Fighter i.e. in the range of Rs. 13,000/- to 15,000/- at any point of time if their monthly income from all sources i.e. employment/self-employment or on account of pension of his / her own job or by virtue of the previous employment of deceased freedom fighter does not exceed Rs. 2,40,000/- per annum or Rs.20,000/-p.m.
11. Group-A officers are not entitled to DR on their pension during the period of their re-employment.
12. D.R. is admissible on re-employment, if the pensioner was holding post below Group-A at the time of his/her retirement or otherwise provided in the terms & conditions of re-employment in cases where pay on re-employment was fixed at the minimum of pay Scale.
13. Dearness Relief is not admissible on Constant Attendant Allowance.
14. In case the pensioner wants transfer of pension payment to any branch of the same bank or any bank anywhere in India, the same can be done by CPPCs of the bank (old or new) as per procedure outlined in para 16 of the "Scheme for payment of Pension to Central Civil Government Civil Pensioners by Authorised Banks" under intimation to CPAO.
15. Family pension at enhanced rate is payable to the family for 10 years from the date of commencement of the family pension where the government servant dies while in service. In the event of the death of the Government servant after retirement enhanced rate shall be payable for 7 years or upto the age of 67 years of the Government Servant whichever is earlier. This would equally apply in all Central Civil Govt. Departments / Offices including Central Armed Police Force (CAPF) and Medical Officers.
16. Family pension to dependent children is payable till date of marriage or date of attaining the age of 25 years or start of earning more than minimum pension admissible plus Dearness Relief admissible from time to time whichever is earlier. There will be no age restriction for unmarried/divorced/widowed daughter of pensioner (under category 2). Family Pensioner under category 2 will be sanctioned by concerned Head of Office only after all claimants under category-1 become ineligible.
17. Family pension at enhanced rate is payable to the family of High Court / Supreme Court Judges from the date following the date of death of judges for a period of seven years or for a period upto the date on which the judge would have attained the age of 65 years had he survived whichever is earlier.
18. Family pension other than spouse and co-authorised pensioner shown in part-IV of the PPO shall be commenced only after issuance of fresh PPO. Both halves of the original PPO should be returned to CPAO for onward transmission to concerned Pay & Account Office (PAO).
19. In the event of the death of pensioner/family pensioner i.e. whenever pension ceases to be payable, both the copies of PPOs must be returned to CPAO.
20. The Name and PPO No. of the pensioner should invariably be quoted in the correspondence with CPAO.
21. Pensioner can get the details of pension, pension payment and lodge & track the grievances by registering on CPAO website under " Web Responsive Pensioners Service" (WRPS) by providing PPO number, date of birth and date of retirement(date of death in case family pensioner).
22. For any grievance/information/query, pensioner may also contact CPAO at 1800117788 or e-mail cccpao@nic.in

Relevant Telephone Numbers (in the case of BARC employees)

- | | |
|-------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1. BARC Switch Board / Main Lines | : 2550 5050 / 2559 2000 |
| 2. APRO, PI Cell for Retiree's Grievances
(Email: picell@barc.gov.in) | : 2559 3709 |
| 3. APO, Pension (Admin), BARC, Trombay | : 2559 2789 / 0803 |
| 4. AAO, Pension (Accounts), BARC, Trombay | : 2559 2712 / 2732 |
| 5. APO (CHSS), BARC Hospital, Anushakti Nagar | : 2559 8240 |

Please see "**Tel Nos – Detailed List**" under MENU for relevant numbers of Establishments of BARC and different DAE units in Mumbai.

Organ Donation

Is there any disfigurement after organ and tissue donation?

No. The organs are removed carefully in the operation theatre and there is no disfigurement. There is an abdominal incision on the body which is sutured just like in any other surgery.

When tissues are removed there are additional incisions on the arms and legs. These too are taken carefully to avoid disfigurement and later sutured. If the bones of the arms and legs are retrieved then the limbs are reconstructed so that the body is not disfigured. As in any other surgical procedure the body is always treated with the utmost care and respect.

Organ and tissue donation does not interfere with customary funeral arrangements and/or open coffin viewing.

Do different religions support organ and tissue donation?

Yes. All religions practiced in India support organ and tissue donation and consider it a noble act because it is life-saving and life-transforming.

Is any compensation or payment made to the donor family?

No. The donation of organs and tissues is an altruistic act and hence no monetary compensation can be made. However, once consent is given for organ and tissue donation the donor family is not charged for the tests that follow and any incidental expenditure, including maintenance of the donor in the ICU until retrieval takes place.

Since the human body is not a commodity, it cannot be bought or sold. The buying or selling of organs is a crime under THOTA, 1994. However, processing fees may be charged for tissues at the time of distribution.

How can one become an organ and/or tissue donor?

After death your body becomes the property of your legal next-of-kin, and the ultimate decision to donate your organs and tissues remains with them even if you have signed a pledge form. It is therefore important for you to discuss the possibility of such a donation with your family members. Share with them why you believe that organ and tissue donation is consistent with your life values and feels like the right thing to do. Explain how such donations can save lives and help to put a stop to unnecessary pain and despair and improve the quality of life for someone recovering from cancer or incapacitated with burns,

blindness or disease. Knowing how you feel makes it easier for them to reach beyond their own suffering to say that "yes" at the moment of your death. Evidence shows that up to 96% of relatives agree to donation if they already know the individual's wishes, compared to only 58% when the family has not previously discussed the issue.

Sign a donor card and keep it with you at all times. Have at least one family member witness your signature on your organ/tissue donation card.



Donor forms and cards are available at the following addresses:

Regional cum State Organ and Tissue Transplant Organisation (ROTTO-SOTTO)

K.E.M. Hospital & G.S. Medical College,
New Building, 7th Floor, Acharya Donda Road,
Parel, Mumbai, 400012, Maharashtra.

Email : rottosotto.mumbai@gmail.com

Telephone :

+91 022 24107738 / 24107739, +91 7021932447

National Organ and Tissue Transplant Organisation (NOTTO)

Website: <http://www.notto.gov.in>
NOTTO Toll free helpline: 1800114770



REGIOAL AND STATE ORGAN AND TISSUE TRANSPLANT ORGANISATION (MUMBAI)

REGIONAL CUM STATE ORGAN AND TISSUE TRANSPLANT ORGANISATION WEST & MAHARASHTRA

What is organ donation?

Organ donation is the gifting of an organ to patients suffering from end stage organ failure who would die unless they received an organ transplant. Organ donation is an extremely generous act. It can save the lives of lakhs of patients every year.

Organ donation relies on the selfless generosity of living donors, and the families of deceased donors who give their consent for donation.

What is tissue donation?

Many tissues can also be donated. They are used to improve the quality of life of patients by restoring sight, reconstructing skeletal defects, and making rehabilitation quicker and less painful.

Tissue donation also requires the consent of donors and their families.

What is organ and tissue transplantation?

Human organ and tissue transplantation involves the transfer of a healthy organ and/or tissue from a living or dead person to a recipient in need, through established surgical procedures.

How does organ and tissue donation take place?

There are three ways to donate organs and tissues. These are:

1. Donation following brain stem death. Potential donors are always in the Intensive Care Unit (ICU) and connected to a ventilator.
2. Donation following circulatory (cardiac) death i.e. when the heart stops beating.
3. Donation from a living donor. Whilst you are still alive you can choose to donate an organ through a medical operation, a kidney (since we have two), and in some cases a small section of your liver or lung.

Tissues can also be donated. For example, living donors can donate discarded bone from a hip or knee replacement surgery, and amniotic membrane, the wall of the water bag that is expelled during childbirth.

Who is eligible to be a donor?

Anyone is eligible to be a donor. Transplant surgeons evaluate each potential donor and the viability of each organ and make the final decision for eligibility of an organ donor. For both organ and tissue donation the donors social and medical history, including blood reports, are evaluated to ensure the donated organs and tissues are clinically useful, and to eliminate the risk of disease transmission.

Upfront however, everyone is a potential organ donor.

Which organs and tissues can be donated after death?

Organs that can be donated after death include the heart, lungs, liver, kidneys, large intestine and pancreas.

Tissues that can be donated after death include heart valves, bone, tendons, ligaments, skin and cornea.

There are different time limits for the donation of different organs and tissues. Organs have to be transplanted as soon as possible. Tissues can be retrieved 12-15 hours after death. However, corneas can only be donated within 6 hours after discontinuation of the ventilator. In a multi-organ and tissue donor therefore, the organs are retrieved first followed by the tissues. When more than one organ is being donated, the order for organ retrieval is heart, liver, kidney followed by other organs.

A single organ donor can save 8 lives.

A single tissue donor can restore health in over 50 people, as donated tissues can be cut in to different shaped and sizes and used in a variety of ways.

Do organ and tissue donors have to die only in a hospital?

Organ donation can only take place under strictly defined conditions when death occurs in a hospital ICU.

In the case of tissues, every death is an occasion for potential tissue donation regardless of where it occurs. A person dying at home can become a tissue donor.

How long does the donation process take?

The time between declaration of brain stem death and donation is can range from 6 to 48 hours for most organs and tissues.

However, every case is different and the time taken will depend on the number and the type of organs and tissues retrieved, the location of the donation and transplant hospitals in relation to each other, medicolegal issues, and the time taken to conduct the laboratory tests, run the match list, allocate organs, and coordinate retrieval efforts. This can be a difficult time for the donor family and hospital staff but it is important to balance this with the need of those people on the waiting list for whom this donation is the only possibility of life.

What is brain stem death?

Any individual with irreparable damage to the brain stem (an important part of the brain) is declared brain stem dead. Brain stem dead individuals cannot regain their consciousness and are not able to breathe on their own as the brain stem controls both these functions. However, the heart can continue to function for 36 to 72 hours, circulating oxygen through the blood, if the potential donor is hooked onto a ventilator and provided medical support. As the blood supply to organs can be maintained in this way for few hours, the organs can be retrieved during this period after obtaining consent from the next-of-kin. Brain stem death can be declared only in the ICU when the potential donor is connected to a ventilator.

How is brain stem death declared?

Brain stem death is declared by a team of four doctors registered by the State Government, who are not involved in performing the transplant surgery. The team diagnoses brain stem death using neurological criteria and tests conducted twice with a gap of 6 hours for adults and 12 hours for paediatric donors. Brain stem death can only be declared by hospitals registered for organ donation by the State Government i. e. transplant hospitals or non-organ transplant retrieval centres (NTOCRS). The criteria used for declaration of brain stem death are those used worldwide. A brain stem death certificate for the donor is issued to the relatives.

Is there any chance of survival of a brain dead individual?

No. Brain stem dead individuals are dead and there is no chance of recovery.

Brain stem death must not be confused with mercy killing. In brain stem dead individuals the organs are retrieved only after the person is declared dead. Comatose patients are not brain stem dead. The comatose patient's brain stem shows signs of activity and there is a chance of the person regaining consciousness. In brain stem death there is no chance of the individual regaining consciousness.

Organs are never taken at the cost of a donor's life.

Is the donation of organs and tissues legal in India?

Yes. In India the donation and transplantation of human organs and tissues are governed by The Transplantation of Human Organs and Tissues Act (THOTA), which was passed in 1994 and amended in 2011, as well as the Transplantation of Human Organs and Tissues Rules, 2014. The Act and Rules provide for the regulation, removal, storage and transplantation of human organs and tissues for therapeutic purposes, and for the prevention of commercialised dealings in human organs and tissues. They recognize brain stem death and state the conditions for its declaration.

Is the donor's body given back to the relatives?

Yes. The donor's body is given back to the relatives to perform the last rites after the retrieval of organs and tissues. The donation of organs is different from body donation where the whole body is given to the anatomy department of a Medical College for education and research purposes.

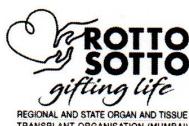
Are donated organs and tissues given only to the rich?

No. In Maharashtra The Regional cum State Organ and Tissue Transplant Organisation (ROTO-SOTTO) has established guidelines for the donation and distribution of organs, and monitors the process. The waiting lists for organs are, maintained by four Zonal Transplant Coordination Centres which are non-profit Organisations (NGO) authorised to do so by the State Government. Patients waiting for organs are listed according to priority criteria, which include age, blood group, waiting period and clinical status of recipients. Organs are allocated according to waiting list and donor-recepient suitability. The social, economic and religious status of the recipient are not considered for the allocation of organs.

Since there are artificial and biological alternatives to donated tissues available, with the exception of cornea, waiting lists are usually not maintained for tissues.

Will the donor family know the identity of the recipient?

No. As per the law in India, the name and address of the recipient cannot be shared with the donor family and vice versa.

**Regional cum State Organ and Tissue Transplant Organisation (ROTTO-SOTTO)**K.E.M. Hospital & G. S. Medical College, New Building, 7th Floor,
Acharya Donde Road, Parel, Mumbai - 400012, MaharashtraEmail : rottosotto.mumbai@gmail.com • Phone : +91 022 24107738, 24107739, +91 7021932447**National Organ and Tissue Transplant Organisation (NOTTO)**
Website: <http://www.notto.gov.in> • NOTTO Toll free helpline: 1800114770**FORM 7**FOR ORGAN OR TISSUE PLEDGING (*To be filled by individual of age 18 year or above*)*[Refer rule 5(4)(a)]*ORGAN(S) AND TISSUE(S) DONOR FORM (*To be filled in triplicate*)**Registration Number (To be allotted by Organ Donor Registry).....**I,.....S/o,D/o, Spouse/o.....
aged.....and date of birth.....resident of

in the presence of persons mentioned below hereby unequivocally authorise the removal of following organ(s) and/or tissue(s), from my body after being declared brain stem dead by the board of medical experts and consent to donate the same for therapeutic purposes.

Please tick as applicable

Heart

Lungs

Kidneys

Liver

Pancreas

Hands

Any Other Organ (Pl. specify).....

(Following tissues can also be donated after
brain stem death as well as cardiac death)

Corneas/Eye Balls

Skin

Bones

Heart Valves

Blood Vessels

All Organs

Any other Tissue (Pl. specify)

My blood group is (if known).....

All Tissues

Signature of Pledger.....

Address for correspondence.....

Telephone No.....

Email :

Dated:.....

(Note: In case of online registration of pledge, one copy of the pledge will be retained by pledger, one by the institution where pledge is made and a hard copy signed by pledger and two witnesses shall be sent to the nodal networking organisation.)

(Signature of Witness 1)

1. Shri/Smt./Kum..... S/o,D/o,Spouse/o..... aged resident
of Telephone No.....
Email: is a near relative to the donor as

(Signature of Witness 2)

2. Shri/Smt./Kum..... S/o,D/o,Spouse/o..... aged resident
of Telephone No.....
Email:

Dated.....

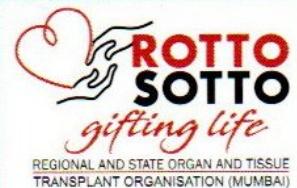
Place

Note:

- (i) Organ donation is a family decision. Therefore, it is important that you discuss your decision with family members and loved ones so that it will be easier for them to follow through with your wishes.
- (ii) One copy of the pledge form/pledge card to be with respective networking organisation, one copy to be retained by institution where the pledge is made and one copy to be handed over to the pledger.
- (iii) The person making the pledge has the option to withdraw the pledge.



Organ & Tissue Donor Card



Full Name :

REGIONAL CUM STATE ORGAN & TISSUE TRANSPLANT ORGANIZATION

7th Floor, New Building, KEM Hospital, Mumbai - 400012.

Email : rottosotto.mumbai@gmail.com

Website : www.rottosottokem.in

Keep this card with you all times let your relatives know your wishes

NOTTO Helpline No.: 1800-14-4770, Mobile: 7021932447

I _____

S/o, D/o, Spouse/o _____ Aged _____

Resident of _____

Email _____ Tel. _____

would like to donate any suitable organ or tissue in the event of my death

I confirm, I have had a discussion with my family

Signature of Donor _____ Date _____

Name of family member _____ Tel. _____

Signature of family member _____ Date _____

Relative's Email _____ Tel. _____