

FORM 11

[See Rules 74(1), 76(1)]

Assessment and Authorisation of Payment of Family Pension and Death Gratuity when a Government Servant dies or goes missing while in Service

Photograph of claimant(s)

Family Pension / Death Gratuity case on
(Tick one box)

Death of Government Servant

Disappearance of Government servant
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Part I
Section I

1. Details of deceased/missing Government servant:

(a) Name	(b) Nationality	(c) Religion	
(d) Mother's Name	(e) Father's Name	(f) Date of birth (DD/MM/YYYY)	
(g) Date of death (in the case of death of Government servant) (DD/MM/YYYY)		(h) Date from which missing (in the case of missing Government servant) (DD/MM/YYYY)	
(i) Date of lodging of report with police (in the case of missing Government servant) (DD/MM/YYYY)		(j) Date up to which pay and allowances/leave salary has been paid (in the case of missing Government servant) (DD/MM/YYYY)	

2. Post held at the time of death /disappearance:-

(a) Name of the office			
(b) Post held substantively		(c) Officiating post	
(d) Level of pay in the pay matrix		(e) Basic Pay	
(f) In case the last post was held outside the Government on foreign service terms-			
(i) Level of pay of the post held in the parent department		(ii) Basic pay	
(g) Total period of military service, if any, for which pension and/or gratuity was sanctioned			
(h) Amount of any pension/gratuity received for the military service		(i) Nature of any pension/gratuity received for the military service	

3. Date of beginning of service (DD/MM/YYYY)	4. Date of death/disappearance (DD/MM/YYYY)
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5. Service in Autonomous Body/State Government, if any particulars of service:

(a) Name of organization	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(e) Whether the Autonomous Organization has discharged its pensionary liability to the Central Government		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(f) Amount of any pension/gratuity received for the previous civil service, if any		(g) Nature of any pension/gratuity received for the previous civil service, if any		

6. Service qualifying for gratuity:						
(a) Details of omission, imperfection or deficiencies in the service book which have been ignored]						
(b) Periods of non-qualifying service:		From	To	No. of Days		
Interruption in service condoned under Rules 27 & 28						
Extraordinary leave not qualifying for gratuity						
Period of suspension treated as non-qualifying						
Boy service (2nd proviso to Rule 11)						
Periods of foreign service with United Nations bodies for which no pension contributions are payable/paid (Rule 29)						
Any other service not treated as qualifying service						
Total Period of non-qualifying service						
(c) Additions to qualifying service:		From	To	No. of Days		
Civil service (Rule 19)						
Military service (Rule 20)						
Benefit of service in a State Government/ Autonomous Body Rule 13/Rule 14)						
Temporary status service (Rule 15) (half of the total period)						
Total Period of qualifying service						
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 45)						
7. Emoluments						
(a) Emoluments in terms of Rule 31						
(b) Emoluments drawn during ten months preceding death/ disappearance-	From (DD/MM/YYYY)				To	
Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 5 below Rule 31)						
(c) Average emoluments (Rule 32)						
(d) Emoluments or average emoluments (whichever is higher)						
(e) Pay reckoned for family pension [same as (d)]						
(f) Dearness Allowance on (d) as admissible on the date of death/disappearance						
(g) Emoluments reckoned for gratuity/ gratuity (Rule 45) [(d) +(f)]						
8. Amount of gratuity						
Death gratuity (in case of deceased Government servant)						
Retirement gratuity (in case of missing Government servant)						
Note: Difference between death gratuity and retirement gratuity will be payable in the case of a missing Government servant after the death is conclusively established or on expiry of seven years from the date of disappearance.						
9. Details of Government dues recoverable out of gratuity:						
(a) Licence fee for occupation of Government accommodation [See Rule 77]						
(b) Amount to be withheld as indicated by the Directorate of Estates [See Rule 77 (1) (v)].						
(c) Dues referred to in Rule 77 (2)						
(d) Net amount payable as gratuity						
10. Details of the nominee(s) to whom gratuity is payable:						
Sl. No.	Name	(b) Date of birth (DD/MM/YYYY)	(c) Aadhaar No.* (if available)	(d) Share In gratuity	(e) Relationship With deceased/missing Govt. servant	(f) Address
1						
2						
3						
11. Details of guardian/nominee who will receive payment of gratuity in the case of minor/mentally disabled children						
Sl. No.	(a) Name of minor/mentally disabled child	(b) Date of birth (DD/MM/YYYY)	(c) Aadhaar No.* (if available)	(d) Relationship With deceased/missing Govt. servant	(e) Address	
1						
2						
3						

12. Details of payment of family pension							
Rate of family pension	Amount of family pension	Period for which it is payable					
		From	To	Total period			
(a) Enhanced rate [Rule 50 (2)(ii)]							
(b) Ordinary rate [Rule 50 (2)(i)]							
13. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order							
(a) Details of spouse and other family members, if any, who will share the family pension with percentage of family pension payable to each.	Name	Relation with Government servant	Monthly income	If the claimant Is a widowed /divorced daughter, date of death of husband/date of divorce*	If the claimant is a disabled child/sibling, date from which suffering from disability	Postal address (with PIN code), Mobile No. and e-mail ID	Percentage of family Pension payable
*If the date of divorce is after the date of death of both parents, then date of filing of divorce petition may be indicated in this column.							
(b) Name and relation of family member to be co-authorized (i.e. disabled child/dependant parent/disabled sibling)	Name			Relation with deceased Government servant/pensioner			
14. Details of guardian who will receive payment of family pension in the case of minor/ mentally disabled children							
Sl. No.	(a) Name of minor/mentally disabled child	(b) Name of guardian	(c) Aadhaar No.* (if available)	(d) Relationship With deceased/missing Govt. servant	(e) Address of guardian		
1							
2							
3							
15. Whether Fixed Medical Allowance is admissible			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Amount `
Place:							
Date:							
(Signature of Head of Office)							

Section II
Details of provisional family pension and gratuity drawn and disbursed by the
Head of Office in accordance with Rule 75 of Central Civil Services (Pension) Rules, 2021.

Name of person to whom Provisional family pension has been sanctioned		Date from which Provisional family pension sanctioned		Amount of provisional family pension	Rs. Per. Month
Death gratuity [amount mentioned in item 9 (d) of Section I]			Rs. _____		
<p>Place:</p> <p>Date:</p> <p style="text-align: right;">(Signature of Head of Office)</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/>					

PART II
Account Authorisation
Section I

Total period of qualifying service accepted for gratuity											
Net amount of gratuity after adjusting Government dues											
Family Pension	Amount of Family Pension										
At enhanced rate [Rule 50 (2)(ii)]											
At ordinary rate[Rule 50 (2)(i)]											
Date from which family pension is admissible (DD/MM/YYYY)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Head of account to which gratuity and family pension are debitable											

Section II

Details of deceased/missing Government servant													
Name		Date of death (in case of deceased Government servant)											
		Date from which missing (in case of missing Government servant) (DD/MM/YYYY)											
		Date of lodging of report with police (in case of missing Government servant)											
Amount of family pension authorised						Amount of gratuity authorised							
Date of commencement of family pension (DD/MM/YYYY)						Amount recoverable from gratuity							
Amount of gratuity withheld pending receipt of 'No Demand Certificate'													
Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order													
(a) Details of spouse and other family members who will share the family pension, with percentage of family pension payable to each.	Name					Relation with Government servant/pensioner			Percentage of family pension payable				
(b) Name and relation of family member (s) to be co-authorized (i.e. Disabled child/dependant parent/disabled sibling)	Name					Relation with deceased Government servant/pensioner							
Name of the person to whom provisional family pension is being paid , if any.													
Date from which provisional family pension under Rule 75 being paid by Head of Office,						Amount of Provisional Family Pension being paid							
Date up to which provisional family pension to be continued (DD/MM/YYYY)						Date from which regular family pension is to commence by Pension Disbursing Authority (DD/MM/YYYY)							
<p>Note 1 : The date from which the final family pension shall be commenced by the Pension Disbursing Authority shall be at least two months after the date of issue of the PPO, taking into consideration the time likely to be taken by CPAO and CPPC to process the pension case. Pay & Accounts Office shall record a note in this regard in the PPO while authorizing the final family pension.</p> <p>Note 2: The payment of provisional family pension shall, accordingly, continue from the office till the date mentioned in the PPO for commencement of final pension by the PDA so that there is no gap between the date up to which the provisional pension is to be paid and the date of commencement of final pension by the PDA.</p> <p>Note 3: The HOO will draw and disburse the difference between the amount of family pension finally assessed and the amount of provisional family pension. If the amount of family pension finally assessed is less than the amount of provisional family pension, the difference will be adjusted from the amount of gratuity payable failing which, in instalments from family pension payable in future.</p>													

Place:

Date:

(Signature of Head of Office)

CALCULATION SHEET FOR GRATUITY/FAMILY PENSION

1. Name		2. Designation	
3. Date of birth		4. Level of pay in the pay matrix	5. Basic pay
6 Date of entry in the Government service (DD/MM/YYYY)		7.Date of Death/Disappearance (DD/MM/YYYY)	
8. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)			
9. Emoluments drawn during the last ten months			
10. Emoluments or average emoluments, whichever is higher			
11. Dearness Allowance on item (10) on the date of death/disappearance			
12. Emoluments for gratuity [(10)+(11)]			
13. Gratuity admissible (In case of missing Government servant): calculation to be shown as follows :- Emoluments for gratuity/4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)			
14. Death Gratuity admissible (In case of deceased Government servant):			
15. Pay for family pension (as indicated in Pension Payment Order)			
16. Family pension admissible (calculation to be shown as follows) :-			
(a) Ordinary family pension : Pay x 30% subject to prescribed minimum and maximum			
(b) Enhanced family pension: Pay /2 [Subject to prescribed minimum and maximum]			
17. Amount of Fixed Medical Allowance, if admissible			

Signature of the Head of Office

Countersigned by PAO

Copy to:- Shri./Smt./Kumari _____

Family member of deceased/missing Govt. servant