

**ANNEXURE-13**

**FORM 20**

FORM FOR ASSESSING AND AUTHORISING THE PAYMENT OF  
FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY  
WHEN A GOVERNMENT SERVANT DIES WHILE IN SERVICE  
(To be sent in duplicate if payment is desired in a different circle of accounting  
unit)

PART-1

SECTION-1

1. Name of the deceased Government servant
2. Father's name (and also husband's name in case of female Government servant)
3. Date of birth (by Christian era)
4. Date of death (by Christian era)
5. Religion
6. Office/ Department in which last employed
7. Appointment held last
  - (i) Substantive
  - (ii) Officiating
8. Date of beginning of service
9. Date of ending of service
- 10.(a) Total period of Military service for which pension and gratuity was sanctioned and
  - (b) Amount and nature of any pension/ gratuity received for the military service

11. Amount and nature of any pension/gratuity received for previous civil service if any
12. Department under which service has been rendered
13. The date on which intimation regarding the death of Government servant was received by Head of Office
14. The date on which action initiated to
  - (i) Obtain claim or claims from the Claimants in the appropriate form for death-cum-retirement gratuity and family pension
  - (ii) Obtain the 'No demand certificate' from the Estate Officer/Executive Engineer, P.W.D. etc
  - (iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation
  - (iv) assess the service and emoluments qualifying for death-cum-retirement gratuity and family pension
15. Whether nomination made for D.C.R.G.
16. Length of service qualifying for death-cum-retirement gratuity/pension
17. Periods of non-qualifying service
  - (i) Interruption in service condoned
  - (ii) Extra-ordinary leave not qualifying for gratuity
  - (iii) Period of suspension not treated as qualifying service
  - (iv) Any other service not treated as qualifying serviceTotal non-qualifying service period

18. (a) Emoluments reckoning for death-cum-retirement gratuity  
(b) Amount of death-cum-retirement gratuity

19. Family Pension 1964

- (i) Proposed Family Pension at,
- (ii) Enhanced rate (if service rendered at the time of death is more than seven years)
- (iii) Ordinary rate
- (iv) Period of tenability of Family Pension 1964
- (v) Enhanced rate from
- (vi) Enhanced rate to

20. Person to whom family pension is payable

Name

Relationship with the deceased Government  
Servant

Full postal address

21. Details of Government dues recoverable out of  
gratuity :

- (i) Licence fee/rent for allotment of Government accommodation
- (ii) Amount of death-cum-retirement gratuity to Be held over pending receipt of information From the Estate Officer/Executive Engineer etc
- (iii) Dues other than those pertaining to Government accomodation

22. Date on which claims received from the claimants

23. Name of guardian who will receive payment of death-cum-retirement gratuity and family pension in the case of minors

24. Place of payment of pension (Treasury, Sub-Treasury or Branch of Public sector bank)
25. Head of Account to which death-cum-retirement gratuity and family pension are debitable

Place .....

Date .....

Signature of Head of Office

PART-I

SECTION –II

DETAILS OF PROVISIONAL FAMILY PENSION AND GRATUITY

Provisional family pension

Gratuity (the amount mentioned  
In item 18 (b) of Part I)

Less

(a) Licence fee/rent recoverable  
from gratuity for occupation  
of Government accommodation  
(as in item 21 (i) of Part-I

(b) Amount of gratuity to be held  
Over pending receipt of information  
From the Estate Officer as in item  
21(ii) of Part-I

(c) Other Government dues as  
Mentioned in item 21 (iii) of  
Part-I

(d) Total of (a), (b) and (c)  
Total

Place

Dated the

Signature of Head of Office

PART-II

SECTION-I

AUDIT ENFACEMENT

1. Total period of qualifying service, which has been accepted for

- (i) Death-cum-retirement gratuity
- (ii) Family Pension 1964

2. Net amount of gratuity after adjustment of Government dues

3. Amount and the period of tenability of Family pension 1965. If death took place

- (i) before seven years service

Amount (Rs)	Period of inability	
	From	to

- (ii) after seven years service

Amount (Rs)	Period of inability	
	From	to

4. Date from which family pension is admissible

5. Head of Account to which death-cum-retirement gratuity and family pension are chargeable

## SECTION-II

- 1.Name of the deceased Government Servant
- 2.Date of death of the Government Servant
- 3.Date on which pension papers received by the Audit Officer
- 4.Amount of family pension authorized
- 5.Amount of gratuity authorized
- 6.Date of commencement of family pension
- 7.Date on which payment of family pension and gratuity authorized
- 8.Amount recoverable from gratuity
- 9.Amount of gratuity held over pending receipt of 'No demand Certificate'

Place

Dated the

Audit Officer