

DOCUMENTS REQUIRED FOR FAMILY PENSION TO MENTALLY DISABLED CHILDREN

1. Family pension proposals in 3 sets as per G.O.Ms No. 111 Finance (HRM.VI) Department dated 03.09.2015 i.e.
 - a) Part I duly signed by the guardian and Pension Sanctioning Authority,
 - b) Part II-A duly filled and signed by Pension Sanctioning Authority and
 - c) Part II-B sanction accorded in the name of applicant by the Pension Sanctioning Authority indicating the family pension amount.
2. Descriptive Rolls (3 sets) should contain **i) single photograph of the guardian and ii) The joint photographs of Family Pension Beneficiary (i.e., Disabled child) and guardian**. Attestation by a State Government Gazetted Officer in service should be done across the photos and also at the end of the page/Annexure I. The Descriptive Rolls should also contain the specimen signature & Identification Marks of the guardian and disabled child.
3. The Pension Sanctioning Authority has to issue (Proceeding) Specific Sanction Order for payment of Family Pension for life under the Government order to Physically/Mentally disabled child clearly stating that **“after satisfying myself that the handicap is of such a nature as it is preventing the child from earning his/her livelihood”**.
4. Attested copy of Medical Certificate issued by Medical Authority regarding the disability (obtained while in service of Govt. Servant).
5. A guardian must be appointed other than the parents to receive payment on behalf of the handicapped child. A Guardianship Certificate duly stating the name, relationship and signature of guardian appended and countersigned by Pension Sanctioning Authority. Guardian can be nominated by anyone of below-
 - a) the Government Servant/ Service Pensioner,
 - b) Spouse of the Government Servant,
 - c) Certificate issued under Section 14 of the National Trust Act 1999 (No.44 of 1999) by local level committee shall be accepted,
 - d) As per orders of Court.
6. Attested copies of Death Certificate of deceased Govt. Servant and his/her spouse issued by Competent Authority.
7. Attested copies of latest Family Member Certificate in respect of the family of Govt. Servant/Family Pensioner issued by Revenue Authorities.
8. Self Declaration from the applicant stating that-
 - a) There are no other physically/mentally disabled children in the family of the deceased Government servant other than the applicant.
 - b) No other member in the family is eligible for family pension other than the applicant.
(The declaration should be countersigned by Pension Sanctioning Authority)
9. An Income Certificate from Revenue Authorities duly stating the Annual Income from all sources may be furnished (either original or attested by Pension Sanctioning Authority)
10. Life Time Arrear Certificate from Treasury Authority duly specifying the date upto which pension was paid last and the name of the person to whom it was paid (either original or attested copy).

The Pension Proposals and certificates furnished have to be countersigned by the Pension Sanctioning Authority