

**FORM 18**

**[See rules 78(1), 80(1), 80(3), 80 (5), 80-B (1) and 80-B (5)]  
Form for assessing and authorising the payment of family pension  
and death gratuity when a Government servant dies while in service**

**PART I  
Section I**

1. Name of the deceased Government servant ...
2. Father's name ...
3. Husband's name in the case of female Government servant...
4. Date of birth (by Christian era) ...
5. Date of death (by Christian era) ...
6. Religion...
7. Particulars of post held at the time of death
  - (a) Name of the Office
  - (b) Post held substantively:
  - (c) Officiating post:
  - (d) Scale of pay/Pay Band & Grade Pay
  - (e) Basic Pay/Pay in Pay Band & Grade Pay
  - (f) Whether the last post held was under the Government or outside the Government on foreign service terms
  - (g) If on foreign service, scale of pay/pay band, pay in the pay band and grade pay of the post in the parent department
8. Date of beginning of service ...
9. (i) Total period of military service, if any, for which pension and/or gratuity was sanctioned:  
(ii) Amount and nature of any pension/gratuity received for the military service

10. Particulars relating to service in autonomous body/State Government, if any -  
(a) Particulars of service :

Name of Organization	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be counted for gratuity in the Government ... ..
- (c) Whether the autonomous organization has discharged its pensionary liability to the Central Government ... ..

11. Amount and nature of any pension/gratuity received for previous civil service, if any
12. Service qualifying for death gratuity –  
(a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 59 (1) (b) (ii) ] -

Check List of Documents to be submitted with Form 14

1.	Two specimen signatures of claimant (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.  (Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.)	
2.	Two copies of passport size photographs of the claimant, duly attested	
3.	Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Govt.	
4.	Details of the family in Form 3.	
5.	Certificate(s) of age showing the dates of birth of the children. The certificates should be from the Municipal authorities or from the local panchayat or from the head of a recognized school or Central/State Board of Education.	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Specimen signature or left hand thumb and finger impressions of guardian duly attested, in the case of the guardian who is not literate enough to sign his or her name	
8.	Two attested copies of passport size photograph of the guardian/nominee	
9.	Descriptive roll of the guardian/nominee, Showing the particulars of height and identification marks, duly attested.	
10.	Copy of PPO of previous pensioner/family pensioner	
11.	Proof of permanent address of the guardian.	
12.	Copy of death certificate of the deceased employee or pensioner/previous family pensioner, if applicable.	
13.	Copy of document regarding ineligibility of previous family pensioner, if applicable.	

- (b) Periods of non-qualifying service –
- (i) Interruption in service condoned under rules 27 & 28
  - (ii) Extraordinary leave not qualifying for gratuity
  - (iii) Period of suspension treated as non-qualifying
  - (iv) Boy service (2nd proviso to rule 13)
  - (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)
  - (vi) Any other service not treated as qualifying service

From To

Total period of non-qualifying service

- (c) Additions to qualifying service -
- (i) Civil service (Rule 18)
  - (ii) Military service (Rule 19)
  - (iii) Benefit of service in an autonomous body

Total period of qualifying service

(d) Net 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 49)

13. (a) Emoluments reckoning for death gratuity ...  
 (b) Amount of death gratuity ...
14. Details of Government dues recoverable out of death gratuity -
- (i) Licence fee for occupation of Government accommodation [See rule 80-C]....
  - (ii) Amount to be withheld as indicated by the Directorate of Estates [See rule 80-C (i) (v)]....
  - (iii) Dues referred to in rule 80-C (2) ...
15. Net amount payable as death gratuity
16. Details of the nominee(s) to whom death gratuity is payable

S. No.	Name	Share in death gratuity	Date of Birth	Address	Relationship with deceased Govt. servant

17. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S. No.	Name of minor/mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

18. The date on which intimation regarding the death of Government servant was received by the Head of Office

19. The date on which action initiated to -

- (i) obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in rule 77:
- (ii) obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1):
- (iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2):
- (iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79.

20. Details of payment of Family Pension –

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

21. Persons to whom family pension is payable -

- (i) Name ...
- (ii) Relationship with the deceased Government servant ...
- (iii) Full postal address ...

22. Details of guardian who will receive payment of family pension in the case of minor/ mentally disabled children

S. No.	Name of minor/ mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

23. Head of Account to which death gratuity and family pension are debitable

Place

Dated the .....

Signature of  
Head of Office