

## **FORM 18**

**[See Rules 78(1), 80(1), (3) and (5) and 80-B(1) and (5)]**

**Form for assessing and authorizing the payment of family pension  
And death 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 – I**

#### **Section I**

1. Name of the Deceased Government Servant
2. Father's name ( and also husband's name in the case of female Government Servant)
3. Date of birth ( by Christian Era)
2. Date of death ( by Christian Era)
5. Religion
6. Office/Department/Ministry 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.. (i) Total period of military service for which pension, gratuity was sanctioned;  
and  
(ii).Amount and nature of any pension, gratuity received for the military service.
- 11.. Amount and nature of any pension received for previous civil service, if any
12. Government under which service has been rendered in order of employment.

13. The date on which intimation regarding the death of Government Servant was received by the 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 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) and;

(iv) Assess the Service and emoluments qualifying for death gratuity and family pension  
as provided in Rules 78 and 79.

15. Whether nomination made for death gratuity?

16. Length of service qualifying for death gratuity/pension.

17. Periods of non-qualifying service

(i) Interruption in Service condoned under Rule 28

(ii) Extraordinary leave not qualifying for gratuity

(iii) Period of suspension treated as non-qualifying

(iv) Any other service not treated as qualifying service

----- Total period of non-qualifying service

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18. (a) Emoluments reckoning for death gratuity

(b) Amount of death gratuity

19. Deleted

20. Deleted

21. (i) Proposed Family Pension at –

(a) Enhanced rates [ if service rendered at the  
time of death is more than seven years as in  
Rule 54 (3)]

(b) Ordinary rates – [ as in Rule 54(2)

(ii) Period of tenability of Family Pension - From To

(a) Enhanced rates

(b) Ordinary rates

22. Persons to whom family pension is payable –

Name

Relationship with the deceased Government Servant

Full Postal Address

23. Details of Government dues recoverable out of gratuity –

(i) Licence fee for occupation of Government accommodation  
[See Rule 80-C]

(ii) Amount of death gratuity to be held over pending receipt  
Of information from the Directorate of Estates...

[See Rule 80-C (i), (v)]

(iii) Dues referred to in Rule 80-C (2)

24. Date on which claims received from the claimants

25. Name of guardian who will receive payment of death gratuity  
and family pension in the case of minors.

26. Place of payment (Treasury, sub-Treasury or Branch or Public Sector Bank or the Pay  
and Accounts Office)

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

Place

Dated the

**Signature of Head of Office.**

## Section II

*Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with Rule 80-A*

Provisional family pension Rs.....pm

Gratuity [ the amount mentioned in Item 18(b) of Part – I] Rs.....

Less

(a) Licence fee recoverable from gratuity for Occupation of Government accommodation [as in Item 23 (i) of Part – I] Rs.....

(b) Amount of gratuity to be held over Pending receipt of information from the Directorate of Estates (as in item 23 (ii) of Part –I] Rs.....

(c.) Other Government dues as mentioned in Item 23 (iii) of Part – I Rs.....

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

Place

Dated the

**Signature of Head of Office.**

## PART – II

### Account Enforcement

#### Section – I

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

- (i) Death Gratuity
- (ii) Family Pension, 1964

2. Net amount of gratuity after adjusting Government dues.

3. Amount and the period of tenability of Family Pension, 1964,  
If death took place

#### Amount Period of Tenability

Rs. From To

(i) before seven years service

(ii) After seven years service

1. Date from which Family Pension is admissible

2. Head of Account to which death 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 Accounts 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

**Accounts Officer**