

FORM 19 [See Rule 80 (1)]

Form of letter to the Accounts Officer forwarding papers for the grant of family pension and death gratuity to the family of a Government servant who dies while in service

No.....
Government of India Ministry of
Department/Office.....
Date.....

To,
The Pay and Accounts Officer / Accountant-General
.....
.....

Subject:-Grant of Family pension and death gratuity.

I am directed to say that Shri.....
designation..... died on His family has become
eligible for the grant of family pension and deathgratuity .Form 18 duly completed is
forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered
out of the death gratuity as indicated in Section II of Part –I of Form 18.

3. Your attention is invited to the list of enclosures which is forwarded herewith .

4. The receipt of this letter may be acknowledged and the Ministry /Department
/Office informed that necessary instructions for the disbursement of family pension and
death gratuity have been issued to the disbursing authority concerned.

Yours faithfully,

Head of Office.

List of enclosure

1. Form-18 duly completed.
2. Service Book (date of death to be indicated in the Service Book).
3. Two specimen signatures or left hand thumb and finger impressions of the claimant or guardian duly attested.
4. Two copies of passport size photograph of the claimant or guardian duly attested.
5. Two copies of descriptive roll of the claimant or guardian duly attested indicating height and personal marks.
6. Postal address of the claimant or guardian.