

O.C.S.(PENSION) FORM 16

[(See rule 75 (2) read with F.D. Resolution No.29826, dated the 9th July 1992]

FORM FOR FORWARDING THE FAMILY PENSION/DEATH GRATUITY PAPERS OF A
DECEASED GOVERNMENT SERVANT/PENSIONER TO THE ACCOUNTANT GENERAL

No. _____
GOVERNMENT OF ORISSA
DEPARTMENT / OFFICE
Dated

To

The Accountant-General, Orissa, Bhubaneswar.

SUB: Forwarding of family pension/death gratuity papers.

Sir,

I am directed to forward herewith the family pension/death gratuity papers of Shri/Smt./Kumari _____ (name with designation) in the Department/ Office _____ as per the details given below for further necessary action.

2. The following outstanding Government dues are to be recovered from the death gratuity and adjusted-

- (1) Licence fee for Government accommodation.
- (2) Balance of house building, conveyance and other advances.
- (3) Over payment of pay and allowances including leave salary.
- (4) Any other assessed government dues.

3. the payment of provisional family pension/death gratuity sanction of which was communicated to the Accountant General, Orissa, Bhubaneswar in this Department/ Office Memo No. _____ dated _____ shall be adjusted from the final payment.

4. Pending assessment any of the above outstanding Government dues, if any, necessary amount as required under rule 78 (1) (vi) shall be withheld from death gratuity.

5. The fact of authorization of pensionary benefits has to be intimated to this Department/Office.

Yours faithfully,

Signature with designation of Pension
Sanctioning Authority

LIST OF ENCLOSURES

- | | | |
|-----|---|------------------|
| 1. | Application for family pension in O.C.S. (Pension) Form No.14 | 1 copy |
| 2. | Application(s) for death gratuity in O.C.S. (Pension) Form No.12
(Application in O.C.S. (Pension) Form No.12 for each of the claimants separately each to be furnished) | 1 copy
1 copy |
| 3. | Form for assessing and sanctioning family pension in O.C.S. (Pension) Form No.15 (To be sent in duplicate where payment is desired in Different circles of accounting unit) | 1 copy |
| 4. | Calculation sheet in O.C.S. (Pension) Form No.8 | 1 copy |
| 5. | Attested copy of death certificate | 1 copy |
| 6. | Attested copy of legal heir certificate where no valid nomination subsists | 1 copy |
| 7. | Attested copy of nomination in O.C.S. (Pension) Form No.3 or 4 as the case may be. | 1 copy |
| 8. | Guardianship certificate where payment of death gratuity exceeds Rs.10.000 | 1 copy |
| 9. | Indemnity Bond in O.C.S. (Pension) Form No.18, No.19, No.20 as the case may be. | 1 copy |
| 10. | Slip containing specimen signatures for each of the claimants duly attested. | 2 copies |
| 11. | Slip containing height, personal marks of identifications for each of the claimants duly attested. | 2 copies |
| 12. | Passport size photograph of the applicant in O.C.S. (Pension) Form No.14. | 2 copies |
| 2. | Original Service Book. | |

Memo No. _____
Dated _____

Copy forwarded to Shri / Smt. _____ (claimants in O.C.S. (Pension) Form Nos.14 and 12) and _____ (head of Office) for information and necessary action.

Signature and designation of Pension
Sanctioning Authority/ Authorised
Authority