

**FORM 13**  
**[See rule 79 (6)]**

**Application for the Grant of Residuary Gratuity on the Death of a Pensioner**  
(To be filled in separately by each claimant)

**Photograph(s)**

**1. Details of pensioner:**

Name		Office/Dept./Ministry		Nationality	
Date of retirement		Date of death (DD/MM/YYYY)		PPO no.	

**2. Details of claimant(s):**

Name	Date of birth [DD/MM/YYYY]	Aadhaar No.* (voluntary)	Mobile No.	Relation with the deceased pensioner	Postal address

**3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable:**

Name	Date of birth [DD/MM/YY YY]	Aadhaar No.* (voluntary)	Mobile No.	Relation with minor	Relation with the deceased pensioner	Postal address

**4. Details of Bank Account:**

A/c No.		Bank's Name and Branch		IFS code	

Place:

Date:

(Signature of the claimant/guardian)

**For office use**

1.	Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to the deceased pensioner	
2.	Amount of retirement gratuity received by the deceased pensioner	
3.	The amount of pension (including ad-hoc increase, if any)/service gratuity drawn by the deceased till the date of death	
4.	If the deceased had commuted a portion of pension before his death, the commuted value of the pension	
5.	Total of items 2, 3 and 4	
6.	Amount of death gratuity equal to 12 times of the emoluments	
7.	The amount of residuary gratuity payable, i.e., the difference between the amount shown against items 5 and 6	

*Note:- If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad-hoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.*

*\*Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*