

**FORM 10**

[See rules 50, 71 , 74, 76, 79 and 80 ]

**Application to the Head of Office for Family Pension on Death of a Government Servant or Pensioner or on Death or Ineligibility of a Family Pensioner or when a Government Servant or Pensioner or Family Pensioner goes missing**

**Photograph**

Application for family Pension on : (Tick one box)

Death of Government servant	Death of Pensioner	Death of Family Pensioner	Ineligibility of Family Pensioner
Disappearance of Government servant	Disappearance of Pensioner	Disappearance of Family Pensioner	

**1. Details of deceased/missing Government Servant/Pensioner (To be filled only if a Government servant/pensioner has died or gone missing)**

Name			Office/Dept./Ministry			Nationality	
Date of retirement (in case of pensioner) (DD/MM/YYYY)			Date of death (in case of death of Government servant/pensioner) (DD/MM/YYYY)			Date from which missing (in case of missing Government servant/pensioner) (DD/MM/YYYY)	
Date of lodging of report with Police (In case of missing Government servant/pensioner) (DD/MM/YYYY)			PPO No. (If issued)(in case of pensioner)				

**2. Details of previous family pensioner who has died or become ineligible or gone missing (To be filled only if a family pensioner has died or become ineligible or gone missing):**

*Name of deceased Government servant/pensioner			*Office/Dept./Ministry			*Nationality	
*Date of retirement of Government servant (DD/MM/YYYY)			*Date of death of Government servant/pensioner (DD/MM/YYYY)			*PPO No. (Issued on retirement/ death of Government servant )	
Name of previous family pensioner who has died/become ineligible or gone missing			Date of death/ineligibility of previous family pensioner (DD/MM/YYYY)			Date from which missing (in case of missing family pensioner only) (DD/MM/YYYY)	
Date of lodging of report with Police (In case of missing family pensioner) (DD/MM/YYYY)			PPO No. sanctioning family pension to previous family pensioner who has died or become ineligible or gone missing				

**Note: The information for items marked ( \*) is to be given in respect of the person who was employed in the Department and on whose death, family pension was originally sanctioned. Remaining information is to be given in respect of deceased/ineligible/missing family pensioner.**

**3. Details of claimant:**

Name			Date of birth (DD/MM/YYYY)			Aadhaar No. *(Voluntary)	
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PAN			Relationship with deceased/missing Govt. servant/pensioner	
If the claimant is a widowed daughter, date of death of husband of the claimant (DD/MM/YYYY)		If the claimant is a divorced daughter		If the claimant is a disabled child/sibling, date from which suffering from the disability (DD/MM/YYYY)
		Date of filing of divorce petition (DD/MM/YYYY)		
		Date of divorce (DD/MM/YYYY)		

**4. Postal address:**

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone /Mobile No.		E-mail ID	

**5. 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/YYYY)		Aadhaar No. *(Voluntary)	
PAN		Relationship with minor/ mentally disabled claimant			
Relationship with the deceased /missing Government servant /pensioner					

**Postal address:**

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone /Mobile No.		E-mail ID	

**6. Details of Bank:**

A/c No.		Bank's Name and branch	
IFS Code			

7. Indicate whether family pension is also admissible from any other source- (Tick whichever is applicable)
- Military ☐
- State Govt. ☐
- Public sector undertaking/ autonomous body/ local fund under the Central or State Govt. ☐

8. Are there any criminal proceedings pending against the claimant? If so, give details. ....

9. Are there any charges of fraud or any other serious crime against the missing Government servant/pensioner/family pensioner ? If so give details. (Applicable in case of missing Government servant/pensioner/family pensioner) .....

I declare that the information given by me is true to the best of my knowledge and nothing has been concealed therefrom.

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Place:

Date:

(Signature of the claimant/guardian)

*\*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.*

Note: If a member or members of family is/are proposed to be co-authorised for family pension, an application in Form 8 may be attached. In accordance with Rule 63(1), the following members of family are eligible for co-authorisation for family pension along with spouse, if there is no other member of family eligible for family pension before them:

- Disabled child/ children
- Dependent parents.
- Disabled siblings.

## List of Documents to be submitted with Form 10

1. Two specimen signatures (to be furnished in a separate sheet) .If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.
2. Proof of identity.
3. Proof of relationship with the deceased/missing Government servant/pensioner
4. Two copies of self attested passport size photographs of the claimant.
5. Details of family in Form 4.
6. Undertaking for refunding any excess payment made by the pension disbursing bank in Format 9.
7. 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.
8. Two specimen signatures of guardian (to be furnished in a separate sheet if the claimant is minor or suffering from mental disability)
9. If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.
10. A copy of Photo ID proof of the guardian along with proof of Permanent Address.
11. Two self attested copies of passport size photograph of the guardian/nominee
12. Copy of Pension Payment Order of previous pensioner/family pensioner.
13. Copy of death certificate of Government servant/pensioner/previous family pensioner , if applicable
14. Copy of document regarding ineligibility of previous family pensioner, if applicable
15. Copy of report lodged with police in respect of missing Government servant or pensioner or previous family pensioner.(In case of missing pensioner/family pensioner only)
16. Copy of the report from the police that the Government servant could not be traced so far despite all efforts made (In case of missing pensioner/family pensioner only)
17. Indemnity Bond in Format 8 (In case of missing pensioner/family pensioner only)
18. Last Income Tax Return failing which Certificate from SDM failing which any other document regarding income in support of the claim for family pension (Not applicable in the case of spouse).
19. Copy of the first page of the Pass Book showing name and account number in which the family pension is to be credited. (Name of the claimant in the form and in the bank account should be the same)
20. If the claimant is a widowed/divorced daughter or a disabled child/sibling, document in support of the eligibility of the claimant (i.e death certificate of husband in the case of widowed daughter/divorce decree in the case of divorced daughter/disability certificate in the case of a disabled child)
21. Form 8, if a family member is proposed to be co-authorised for family pension.