

GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT (Codes Division)
Civil Secretariat, Jammu/Srinagar

Notification,

Srinagar, the 1st December, 2022.

S.O-643.— In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Lieutenant Governor is pleased to direct that the following amendments shall be made in the Jammu and Kashmir Civil Service Regulations, 1956; namely:-

1. In Schedule XII of J&K Civil Services Rules, 1956 Vol. II, the following shall be substituted; namely:-

A) Form 3 (referred to in Article 287-A, 287-B, 287-C, 288-A, 289(a)(i) & 290(3)), shall be substituted by **Form-3 (Digital)**.

B) Form 5 (referred to in G.I below Article 284 & Article 289-A), shall be substituted by **Form-5 (Digital)**.

C) Form 7 (referred to Art. 284-B & 289-A), shall be substituted by **Form-7 (Digital)**.

D) Form 8 (referred to Art. 289-A), shall be substituted by **Form-8 (Digital)**.

2. In Jammu & Kashmir Family Pension-Cum-Gratuity Rules, 1964 as contained under Schedule XV of Jammu & Kashmir Civil Services Regulations Vol. (II), the following shall be substituted; namely:-

a. **Form 14** (referred to in Rule 28 of Schedule XV) titled as "Form of application for grant of family pension on the death of pensioner survived other than by a widow/widower" shall be substituted by **Form-14 (Digital)** titled as "Form of application for the grant of family pension or death cum retirement gratuity of a Government servant while in service/after his retirement to Child/Children/Other Dependents, when



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spouse is not alive or has remarried or has declined to accept Family Pension/DCRG".

- b. **Form 14 A** (referred to in Rule-29 Schedule-XV) titled as "Form of application for Family Pension in respect of pensioners who have retired on or after 1-4-1965 and have a wife/husband living" shall be substituted by **Form-14 A (Digital)** titled as "Form of application for nomination and grant of Advance family Pension in favour of surviving spouse of the pensioner who married/remarried after retirement".
- c. **Form 14 B** titled as "Form of application for family pension in respect of pensioners who have retired on or after 1-4-1965 but before 1st February, 1980 and those pensioners who retired on or after 1-2-1980, and who have died without having filled Form14-A", shall be substituted by **Form-14 B (Digital)** titled as "Form of application for grant of Family Pension to spouse of the pensioner who married/remarried after retirement and died without having filled Form-14 A (Digital)".
- d. **Form 17** (referred to in Rule-25 Schedule-XV) titled as "Form of application for grant of family pension on the death of Government servant while in service/ after his retirement", shall be substituted by **Form-17 (Digital)** titled as "Form of application for the grant of family pension and or death-cum-retirement gratuity to spouse on the death of a Government servant while in service/after retirement".
- e. **Form 18** (referred to in Rule-25 & Rule-26 of Schedule XV), titled as "Form for assessing and sanctioning Family Pension and Death Gratuity when a Government servant dies while in service" shall be substituted by **Form-18 (Digital)** titled as "Form for assessing and sanctioning Family Pension or Death-cum-Retirement Gratuity when Government Servant dies while in service or after retirement to the spouse".
- f. **Form 19** (referred to in Rule 26 of Schedule XV), titled as "Form of letter to the Accounts Officer forwarding papers for the grant of family pension and

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death-cum-retirement gratuity to the family of a Government servant who dies while in service." shall be substituted by **Form-19 (Digital)** titled as "Form of letter to the Accountant General forwarding papers for the grant of family pension and death-cum-retirement gratuity to the family of a Government servant who dies while in service or after retirement."

- g. **Form 20** (referred to in Rule-28 of Schedule XV) titled as "Form of letter sanctioning family pension to the child or children of a retired Government servant who dies after retirement but does not leave behind widow/widower", shall be substituted by **Form-20 (Digital)** titled as "Form of letter sanctioning family pension and or death-cum-retirement gratuity on the death of a Government servant while in service or after retirement to Child/ Children when spouse is not alive or has remarried or has declined to accept Family Pension and or DCRG".
- h. **Form 21** (referred to in Rule-28 of Schedule XV) titled as "Form of letter sanctioning family pension to the child or children on the death or remarriage of a widow/widower who was in receipt of family pension" shall be substituted by **Form-21 (Digital)** titled as "Form of letter sanctioning family pension and or death-cum-retirement gratuity on the death of a Government servant while in service or after retirement to the dependents when spouse or child/children of a Government servant/pensioner do not exist or are not eligible or has declined to accept Family Pension and or DCRG."
3. In Rule 25, after the words "while in service" the symbol & words "/after retirement" (as the case may be)", shall be incorporated.
4. In Rule 25, for the words "beneficiary or beneficiaries", the words "spouse or child/children/other dependents", shall be substituted.
5. In Rule 25, for the word and figure "Form 17", the words and figures "Form-17 (Digital) in respect of spouse and Form-14 (Digital) in respect of child/children/other dependents", shall be substituted.

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6. In Rule 25, for the word and figure "Form 18", the words and figures "from spouse, child/children & other dependents in Form-18 (Digital), Form-20 (Digital) & Form-21 (Digital)", respectively, shall be substituted.
7. In the Caption under Rule 26, for the words "Audit Office", the words "Office of Accountant General" shall be substituted.
8. In Rule 26, for the word and figure "Form 18", the words and figures "Form-18 (Digital), Form-20 (Digital) & Form-21 (Digital)", shall be substituted.
9. In Rule 26, for the words "the Head of office shall complete items 19, 20, 21 and 24 of the Form 18 and send Form 18 in original to the", the words "from the spouse or child/children(s) or other dependents the Head of Office shall complete the details in Form-18 (Digital) or Form-20 (Digital) or Form-21 (Digital), respectively and send the respective form to the", shall be substituted.
10. In Rule 26, for the words "Audit Office" the words "Office of Accountant General" shall be substituted.
11. In Rule 26, for the words "Audit Officer" the words "Accountant General", shall be substituted.
12. In Rule 26, the words "of Part I", shall be deleted.
13. In Rule 26, the figures "19, 20, 21 and 24, shall be deleted.
14. In the Caption under Rule 28, after the word "Pensioner", the symbol & words "/Government Servant" shall be incorporated.
15. In Rule 28, after the word "Pensioner" the symbol & words "/Government Servant" shall be incorporated.
16. In Rule 28, after the word "retirement", the symbol & words "/while in service" shall be incorporated.
17. In Rule 28 (C)(iv) & Rule 28(D)(ii), for the word & Figure "Form 21", the words & figure "Form 20 (Digital)" shall be substituted.

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18. The following shall be inserted as Rule 28 (E); in Family Pension-cum-Gratuity Rules, 1964; namely:-

“(E) In the event of death of Pensioner/Government servant after retirement or while in service the grant of family pension to other dependents, when the spouse or child/ children of pensioner/Government Servant do not exist or are not eligible or declines to accept Family Pension, the Head of Office shall sanction Family Pension in favour of the eligible dependent in Form 21 (Digital).”

19. In Rule 29, for the words “Wife or Husband”, the word “Spouse” shall be substituted.

20. In the first line of Rule 29, for the words “who has retired from service on or after 1-4-1965, and has on the date of issue of these orders, a surviving wife or husband, (as the case may be) may apply in Form 14-A to the authority who sanctioned his service pension for grant of family pension to his surviving wife/husband after his/her death”, the words “and has married/remarried after retirement may apply in Form-14 A (Digital) to the authority who sanctioned his service pension for nomination & grant of Advance family pension to his/her surviving spouse”, shall be substituted.

21. In Jammu & Kashmir Family Pension-Cum-Gratuity Rules, 1964 as contained under Schedule XV of Jammu & Kashmir Civil Services Regulations Vol. (II), the following shall be substituted; namely:-

i) Form A (referred to in Article 240-E) titled as “Nomination of Death Gratuity (when the officer has a family and wishes to nominate one member thereof), shall be substituted by **Form-A (Digital)** titled as “Nomination for Death Gratuity or Retirement Gratuity (in the event of death of retired Government servant before receiving gratuity) when the officer has a family and wishes to nominate any member or members of his family referred to in Article 240-C (ii)”.

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ii) **Form B** (referred to in Article 240-E) titled as "Nomination of Death Gratuity (when the officer has a family and wishes to nominate more than one member thereof)", shall be substituted by **Form-B (Digital)** titled as "Nomination of Death Gratuity/Retirement Gratuity, when the officer has no family and wishes to nominate any person or persons".

iii) **Form C & Form D**, shall be deleted.

iv) In Article 240-E, after the words "while in service", the symbol & words "/after retirement" shall be incorporated.

v) In Article 240-E, for the words "(Form A & Form B of Schedule XV)", the words [Form-A (Digital) and Form-B (Digital) of Schedule XV], shall be substituted.

22. In Civil Pension (Commutations) Rules, as contained under Schedule X of Jammu & Kashmir Civil Services Regulations Vol. (II), the following shall be substituted; namely:-

i) **Form A** titled as "Form of Application for Commutation of Pension, shall be substituted by **Form-A (Digital)** titled as "Form of Application for commutation of Pension after one year of retirement with Medical examination".

ii) **Form B** titled as "Commutation of Civil Pension", shall be substituted by **Form-B (Digital)** titled as "Forwarding Letter to the Medical Board for Medical Examination of the Pensioner for Grant of Commutation".

iii) **Form C** titled as "Commutation of Civil Pension", shall be substituted by **Form-C (Digital)** titled as "Form for Medical Examination for Commutation".

iv) **Form D** titled as "Form of Application for commutation of Pension without Medical examination, shall be substituted by **Form-D (Digital)** titled as "Application for Commutation of Pension without Medical Examination when the Government servant/ pensioner desires that the payment of the commuted value should be authorized through the Pension Payment Order or after issuance of Pension Payment Order within one year from the date of retirement".

v) **Form F**, shall be deleted.

23. In Note below Rule 7-A, the words "the report from audit officer will have to be called for in Part II of Form A for commutation of Civil Pension twice", shall be deleted.

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24. For the existing Rule 13 of Schedule X, the following shall be substituted;

13. Eligibility.

An applicant who is authorized -

- a) a superannuation pension under Article 225 of J&K CSR Vol.I; or
- b) a retiring pension under Article 230 of J&K CSR Vol.I; or
- c) a compensation pension on abolition of permanent post under Article 207 of the Pension Rules ; or
- d) a pension on premature retirement in terms of Article 226(2)
- e) an Invalid pension in terms of Article 215, excluding the category retired on Invalidation due to any disease referred in Rule 12 of this schedule.

25. For the existing Rule 15, the following shall be substituted;

15. Application for commutation of pension -

(1) An applicant, who is in receipt of any pension referred to in Rule 13 (a to d) and desires to commute a percentage of that pension any time after the date following the date of his retirement from service, but before the expiry of one year from the date of retirement, shall -

- (a) apply to the Pension Sanctioning Authority in **Form-D (Digital)** after the date of his retirement ;
- (b) ensure that the application in **Form-D (Digital)**, duly completed, is delivered to the Pension Sanctioning Authority as early as possible but not later one year of the date of his retirement :

Note: An applicant who applies for commutation of pension within one year of from the date of his retirement but his application in **Form-D (Digital)** is received by the Pension sanctioning Authority after one year of the date of his retirement, shall not be eligible to get his pension commuted, without medical examination. Such an applicant, if he desires to commute a fraction of his pension, shall apply afresh in **Form-A (Digital)** to PSA in accordance with the procedure laid down in sub-rule 5 of this rule.

(2) An applicant who applies for commutation of pension after one year from the date of his retirement, he/she shall have to apply in **Form-A (Digital)** to PSA in accordance with the procedure laid down in sub-rule 5 of this rule.

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(3) A Government servant who is due to retire on superannuation and desires payment of the commuted value of pension being authorized at the time of issue of the pension payment order, shall be eligible to apply for commutation of a portion of pension up to maximum limit of 40% of Pension along with pension papers prior to the date of retirement provided:-

(a) The Government servant retires on superannuation pension only;

(b) The application is submitted to the Head of office in the prescribed **Form-D (Digital)** so as to reach the Head of Office not later than three months before the date of superannuation;

(c) The Government shall have no liability for the payment of the commuted value of pension if the Government servant dies before the date of superannuation or forfeits claim to pension before such retirement.

(4) A Government servant who Retire on Invalidation, in terms of Article 215 of J&K CSR Vol. I, shall apply to Pension Sanctioning Authority in **Form-A (Digital)** to PSA for commutation of a percentage of his pension in accordance with the procedure laid down in sub-rule 5 of these rules, however, retirement on Invalidation due any disease referred to in Rule 12 are not eligible for commutation.

(5) The PSA on receipt of application for commutation from the Pensioner in **Form-A (Digital)**, shall instruct the pensioner to appear before the Medical Authority and shall request the Medical Authority in **Form-B (Digital)**, to conduct the Medical examination of the Pensioner on appropriate date and place within three months from the date issue of this letter.

The Pensioner shall produce himself/herself before medical authority on the decided date and shall take the duly filled Form-C (Digital) Part I to the Medical Authority. Medical Authority shall subject the applicant to strict medical Examination, enter the results in Part II of Form-C (Digital) and shall complete the certificate in Part-III of Form C (Digital).

Subject to the certificate of fitness provided by the Medical Authority, the PSA may forward the application in Form A, along with medical fitness Certificate in Part-III of Form-C obtained from the Medical authority to the Office of the Accountant General for authorization of Commutation of Pension.

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The Accountant General on receipt of the completed "Form D (Digital)" in case of Rule 15(1) & 15(3) and "Form A and Part-III of Form C" in case of Note under rule 15(1), Rule 15(2) & 15(4) from the Head of Office/PSA shall make necessary verification of the information furnished by the retiring Government servant / Pensioner and shall issue necessary authorization to the Treasury Officer under intimation to the Government Servant and the Head of Office.

Treasury officer, after receipt of necessary authorization from the Accountant General shall draw the bill on account of commuted value of pension. For the cases mentioned at Rule 15(3), the Treasury officer shall draw the bill on account of commuted value of pension "Not payable before----- (date following the date of retirement)".

26. For the existing Rule 19, the following shall be substituted:-

"On receipt of an application for commutation from the Pensioner after one year, the sanctioning authority, shall instruct him/her to appear before the said Medical Authority in Form-B (Digital) within 3 months from the date of the order, or if he has applied for commutation in advance in case of Retirement on Invalidation, within 3 months from that date of retirement. This intimation shall lapse if the medical examination does not take place within the period of 3 months from the issue of letter in Form-B (Digital). If the applicant does not appear for examination before the Medical Authority within the prescribed period, the sanctioning authority may at his discretion extend it for a further period of 3 months without obtaining a fresh application for commutation. The applicant can, however, withdraw his/her application for commutation by a written notice dispatched at, any time before the medical examination is due to take place and this option will lapse as and when the applicant appears for examination before a Medical Authority, provided that if the Medical Authority directs that his/her age for the purpose of commutation shall be assumed to be greater than his/her actual age, the applicant may withdraw his/her application by written notice dispatched within 2 weeks from the date, on which he/she, received intimation of the revised sum payable on commutation, or if this sum is already stated in the sanctioning order (within two weeks from the date on which he/she receive intimation of the finding of the Medical Authority). If the applicant does not withdraw in writing his/her application within the period of two weeks prescribed above he/she shall be assumed to have accepted the sum offered".

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27. In Rule 21, the words "in Part III of Form A", shall be deleted.
28. In Rule 22, the words "on Form 'B' a certified copy of the Accountant General's certificate contained in Part II of Form 'A', shall be deleted.
29. In third line of Rule 22, for the words "Form C part" the words Form-C (Digital) - Part-I", shall be substituted.
30. For the existing Rule 28, the following shall be substituted:-
- "The ultimate Medical Authority shall without delay forward the Certificate of fitness in Form-C (Digital), Part-III in original to the sanctioning authority who shall further forwards it along with Form-A (Digital) to the Accountant General as expeditiously as possible."
31. For the existing Rule 33, the following shall be substituted:-
- The Accountant General on receipt of the complete Forms-A (Digital) and Form-C (Digital) mentioned above, shall subject to provisions of Rule 32 arrange forthwith for the payment of the appropriate commutation value and for the corresponding reduction in pension, if necessary.
32. Rule 33-A, shall be deleted.
33. In Rule 34, for the word "Form E", the words "Form-E (Digital)", shall be substituted.
34. In Article 291 (1), for the word "Form A", the words Form-A (Digital), shall be substituted.
35. Form B [referred to in Article 291 (1)] titled as "(To be signed by legal heirs or members of the family of a deceased pensioner)", shall be substituted by Form-B (Digital) titled as "(To be signed by member/members of the family or legal heirs of a deceased Government servant/ Pensioner)."
36. In Article 303-C, for the words "the form annexed to this chapter" the words "Form-A (Digital)", shall be substituted.

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37. The existing forms as referred above shall be deemed to have been replaced by the revised digital forms (Annexure-A).

By Order of the Lieutenant Governor.

Sd/-
Secretary,
Finance Department.

No. FD-Code/353/2021-02-Part(1) - 13

Dated: 01.12.2022


Copy to the:-


1. Advocate General, J&K High Court Srinagar/Jammu.
2. Principal Accountant General J&K Srinagar/Jammu.
3. All Financial Commissioners (Additional Chief Secretaries).
4. Director General of Police, J&K.
5. All Principal Secretaries to Government.
6. Jt. Secretary (J&K), Ministry of Home Affairs, Government of India.
7. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
8. Chief Electoral Officer, J&K.
9. All Commissioner/ Secretaries to Government.
10. Divisional Commissioner Kashmir/ Jammu.
11. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
12. Registrar General, J&K High Court Srinagar/Jammu.
13. Director Anti Corruption Bureau, J&K.
14. Director General, Audit and Inspections.
15. Director General, Budget Division J&K.
16. Director General Accounts and Treasuries.
17. Director General Local Fund Audit & Pensions, J&K.
18. Director General Funds Organization.
19. Director Information, J&K.
20. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies/ Societies.
21. Secretary J&K Public Service Commission.
22. All District Development Commissioners.
23. Secretary, J&K Legislative Assembly.
24. Director/Principal, Northern Zonal Accountancy Training Institute Jammu.
25. Director Accounts & Treasuries Kashmir/ Jammu.
26. All Directors of Finance/Financial Advisors & CAOs.

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27. Principal Accountancy Training School Srinagar.
28. Joint Director, J&K Funds Organization Srinagar/Jammu.
29. All Treasury Officers.
30. General Manager, Government Press, Srinagar/ Jammu for publication in Government Gazette.
31. Principal Private Secretary to Hon'ble Lieutenant Governor.
32. Private Secretary to Hon'ble Advisor (B).
33. Private Secretary to Chief Secretary.
34. Private Secretary to Administrative Secretary, Finance Department.
35. I/C website, FD (www.jakfinance.nic.in).
36. I/C website, GAD (www.jkgad.nic.in).
37. Government Order File (W2 scs).


(Sonika Arora)
Deputy Director (Codes),
Finance Department.



Annexure-A to S.O-643 Dated 01.12.2022 (Pages 1 to 46)

FORM-3 (Digital)

[Referred to in Article 287-A, 287-B, 287-C, 288-A, 289 (a)(i) and 290 (3)]

Details of Family

1. Name of the Government servant _____
2. Designation _____
3. Date of Birth _____
4. Date of appointment _____
5. Unique Id. of the Government servant _____ (Aadhaar number)
6. Details of family members as on _____

| S.No. | Name | Date of Birth | Unique ID | Relation ship with the employe e | Marital status | Physical status/ disability | Occupation | Contact No. | |
|-------|------|---------------|---|--|-------------------|-----------------------------------|------------|-------------|------------|
| | | | Aadhaar card no PAN Voter ID Birth certificate | | | | | Email ID | Mobile no. |
| | | | | | | | | | |

I hereby under take to keep the above particulars up to date by notifying the Head of Office any addition or alteration.

Remarks , if any:

Place:

Dated:

Digital Signature of Government Servant
(Aadhaar based)

Remarks , if any:

Digital signature of Head of Office/PSA
(Contact details:-Email-Id & Mobile No.)

Note-1: Details of family members may include legally wedded wife/wives, husband, sons, unmarried/widowed/divorced daughter(s), father, mother and brother(s) below the age of 18 years.

Note-2: Where the second marriage has been contracted by a Government servant after 5th February, 1971 the Family Pension to the Junior Widow shall be admissible only if the Government servant had obtained permission of the competent authority (Government) for second marriage as provided under proviso to Rule-22 (a) of J&K Family Pension-cum-Gratuity Rules, 1964 and Rule-22 of J&K Employees (Conduct) Rules, 1971. If yes, then permission order may be enclosed with and details of family in the above stated format may also be provided thereof.



FORM-5 (Digital)
[Referred to Government Instruction below Art-284 & 289-A]

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his/her retirement.

1. Name of the Government servant _____

Aadhaar No. _____
 PAN _____
 E-mail ID _____
 Mobile No. _____

Alternate E-mail ID _____
 Alternate mobile no. _____

2. Date of birth _____ / _____ / _____
 3. Gender: M/F/T _____
 4. Nationality _____
 5. Religion _____
 6. Father's/Mother's name _____
 7. Husband Name in case of female government servant _____
 8. Date of appointment _____

| | From | To |
|---|-------|-------|
| (a) Work charged/Daily rated worker | _____ | _____ |
| (b) Service rendered against migrant post | _____ | _____ |
| (c) Service rendered in Local Body | _____ | _____ |

9. Regular service _____
 10. Date of retirement _____
 11. Employment Status at the time of retirement:

| | Gazetted | Non-Gazetted |
|---|----------|--------------|
| (a) Category of employee | _____ | _____ |
| (b) Employee Code/CPIS id/PID No | _____ | _____ |
| (c) Substantive post held (Designation) | _____ | _____ |
| (d) In-charge post (if any) | _____ | _____ |
| (e) DDO Code | _____ | _____ |
| (f) Designation of Head of Office / Office Name | _____ | _____ |
| (g) Designation of Head of the Department | _____ | _____ |
| (h) Administrative Department | _____ | _____ |
| (i) Office address with PIN code | _____ | |

12. Two passport size photographs of the retiree

13. Two specimen signature /Thumb and finger Impressions (if illiterate) _____

14. Joint photograph with spouse

15. Height (in centimeters) _____
 16. Two marks of personal identification _____
 17. Address of the Government servant

| | | |
|-----------------------------|------|--------------------------|
| Present residential address | Same | Address after retirement |
|-----------------------------|------|--------------------------|

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| | as | |
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18. Name of the Bank through which the Government servant desires payment of pension _____

Branch name _____

Saving Bank Account No. _____

IFSC Code _____

19. Name of the Treasury mapped with the concerned Bank Branch _____

20. Whether drawing Defense or any other service pension, If so give details (H.O. No./PPO No. etc.) _____

21. Details of Loans and Advances (HBA, Conveyance etc.) if any availed from Government _____

22. Whether such Loans/advances liquidated with interest in full _____

23. Outstanding principal and or interest amount, if any _____

24. Details of Family as in Form-3

| S. No | Name | Date of Birth | Unique ID | Relationship with the employee | Marital status | Physical status/ disability | Occupation | Contact No. | |
|-------|------|---------------|---|--------------------------------|----------------|-----------------------------|------------|-------------|------------|
| | | | Aadhaar card no PAN Voter ID Birth certificate | | | | | E-Mail ID | Mobile no. |
| | | | | | | | | | |

25. Whether spouse is employed and or drawing/entitled to any service pension or family pension. If so, give details (office/department where employed/PPO number etc.) _____

Remarks, if any:

Place: _____

Dated: _____

Digital signature of the retiring employee
(Aadhaar based)




FORM-7 (Digital)
[Referred to in Article 284-B & 289-A]

FORM FOR ASSESSING PENSION AND GRATUITY

1. Name of the Government servant _____
a) Aadhaar No. _____
b) PAN _____
c) E-mail ID _____ Alternate E-mail id _____
d) Mobile No. _____ Alternate Mobile no. _____
2. Date of birth _____
3. Gender: M/F/T _____
4. Nationality _____
5. Religion _____
6. Father's/mother's Name _____
7. Husband Name in case of female government employee _____
8. Date of appointment _____
9. Additional service, if any
- | | From | To |
|---|-------|-------|
| (a) Work charged/Daily rated worker | _____ | _____ |
| (b) Service rendered against migrant post | _____ | _____ |
| (c) Service in Local Body (if any) | _____ | _____ |
10. Regular service _____
11. Date of retirement _____
12. Gross service _____
13. Non-qualifying Service
- | | From | To |
|--|-------|-------|
| (a) Boy service | _____ | _____ |
| (b) Interruption(s) | _____ | _____ |
| (c) Dies-non | _____ | _____ |
| (d) Extraordinary leave not qualifying for pension | _____ | _____ |
| (e) Period of suspension not treated as qualifying service | _____ | _____ |
| (f) Any other service not treated as qualifying service | _____ | _____ |
14. Net qualifying service _____
15. Service status of the Government servant _____ a) Temporary b) Quasi-Permanent c) Confirmed
Date: _____
16. Employment status at the time of retirement:
- | | Gazetted | Non-Gazetted |
|----------------------------------|----------|--------------|
| (a) Category of employee | _____ | _____ |
| (b) Employee code/CPIS id/PID No | _____ | _____ |
| (c) Substantive post held | _____ | _____ |
| (d) In-charge post (if any) | _____ | _____ |
| (e) DDO Code | _____ | _____ |

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(f) Designation of Head of Office / Office Name _____

(g) Designation of Head of the Department _____

(h) Administrative Department _____

(i) Office address with PIN code _____

17. Two passport size photographs of the retiree



18. Two specimen signature/Thumb and finger Impressions (if illiterate) _____ (upload)

19. Joint photograph with spouse



20. Height (in centimeters) _____

21. Two marks of personal identification _____

22. Address of the Government servant

| Present residential address | Same as | Address after retirement |
|-----------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | |

23. Name of the Bank through which payment of pension is desired

the employee desires to draw pension _____

Bank Account No. _____

Branch Name _____ IFSC _____

24. Name of the Treasury mapped with the concerned Bank Branch _____

25. Class of Pension

(In case of invalid pension, medical certificate may be attached)

26. (i) Total period of Defence service for which pension/Gratuity was sanctioned, if any. _____

(ii) Amount and nature of any pension/gratuity received for the Defence service, if any. _____

27. Amount and nature of any pension/gratuity received for previous civil service, if any _____

28. Government under which service has been rendered in order of employment _____

29. Pay Scale/Band/Level _____

30. Last basic pay _____

31. Non-Practicing Allowance (if applicable, enclose sanction orders) _____

32. Rate of Dearness Allowance on the time of retirement _____

33. Emoluments reckoning for pension _____

34. Emoluments reckoning for retirement gratuity _____
35. Proposed Pension _____
36. Proposed Retirement Gratuity _____
37. Proposed Service Gratuity, if any. _____
38. Date from which pension is to commence _____
39. Proposed amount of the provisional pension if departmental or judicial proceedings are pending _____
40. Reason for provisional pension, if any _____
41. Whether nomination made for
 a) Retirement Gratuity _____
 b) Family pension _____
42. Whether the Government servant has paid all the Government dues. _____
43. Whether any reduction has been made by the appointing authority under Article-233 and 234 (if yes, enclose Form-06) _____
- (a) Amount of reduction in the Pension _____
- (b) Amount of reduction in the Gratuity _____
44. Complete and up to date details of family members as given in Form-3

| S. No | Name | Unique ID | Date of Birth | Relationship with the employee | Marital status | Physical status | Occupation | Contact No. | |
|-------|------|---|---------------|--------------------------------|----------------|-----------------|------------|-------------|------------|
| | | Aadhaar card no PAN Voter ID Birth certificate | | | | | | Email ID | Mobile no. |
| | | | | | | | | | |

45. Whether spouse is employed and or drawing/entitled to any service pension or family pension. If so, give details (office/department where employed/PPO number etc.) _____

46. Head of Account to which pension and gratuity debitable 2071 8658 (for AIS)

Remarks, if any:

Place: _____

Dated: _____

Digital Signature
(Aadhaar based)

Signature of Head of Office/PSA
(Contact details of PSA: Email-Id & Contact No.)

S. P. Jones *SP*

FORM-8 (Digital)
[Referred to in Article 289-A]

FORM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING THE PENSION PAPERS OF A GOVERNMENT SERVANT

No. _____

Dated: _____

To

The Accountant General (A&E)
(J&K) Jammu/Srinagar

Subject: Pension papers of (name of Govt. employee) _____,
(designation) Aadhaar No. _____ for authorization of retirement benefits.

Sir/Madam,

I am to forward herewith the pension papers of _____ (name of Govt. employee) having Aadhaar No. _____ of this office/ Department for further necessary action.

The details of Government dues which will remain outstanding on the date of retirement of Government servant and which need to be recovered out of retirement gratuity are indicated below:-

1. Assessed dues to be recovered, if any
 - (a) Balance of the House Building Advance and interest Rs. _____
 - (b) Balance of Conveyance Advance and interest Rs. _____
 - (c) Over payment of pay and allowance including leave salary Rs. _____
 - (d) Arrears of house rent for occupation of Government accommodation Rs. _____
 - (e) The amount of house rent for the retention of Government accommodation for the permissible period beyond the date of retirement Rs. _____
 - (f) Any other assessed dues and the nature thereof Rs. _____
2. An amount of gratuity to be withheld for adjustment of un-assessed dues, if any Rs. _____

Total Rs. _____

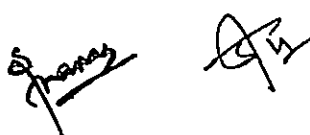
It is requested that the above mentioned dues may be recovered out of Retirement gratuity before authorizing its payment.

Remarks, if any:

Yours faithfully,

**Digital Signature
(Aadhaar based)**

Signature of Head of Office/PSA
(Contact details of PSA: E-mail Id & Contact No.)



Form-14 A (Digital)

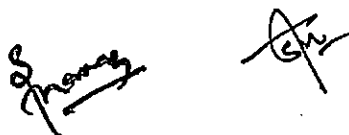
[Referred to in Rule-29 Schedule-XV]

Form of application for nomination and grant of Advance Family Pension in favour of surviving spouse of the pensioner who married/remarried after retirement.

1. Name of the pensioner _____
- a) Aadhaar No. _____
- b) PAN _____
- c) E mail. ID _____ Alternate Email id _____
- d) Mobile No. _____ Alternate Mobile no. _____
2. Date of birth ___/___/___ (dd/mm/yyyy)
3. Gender: M/F/T _____
4. Nationality _____
5. Religion _____
6. Father's/mother's name _____
7. Two passport size photos of the spouse
8. Two marks of personal identification _____
9. Height (in centimeters) _____
10. Two specimen signature of the spouse (upload and Digital signature by Aadhaar) _____
11. Joint photograph of the pensioner with spouse
12. Address of the pensioner

| Permanent residential address | Same as | Present residential address |
|-------------------------------|--------------------------|-----------------------------|
| | <input type="checkbox"/> | |

13. Details of the Bank through which the pensioner is drawing pension
 - Saving Bank Account No. _____
 - Name of the Bank _____
 - Branch Name _____
 - IFSC Code _____
14. Name of the Treasury mapped with the concerned Bank Branch _____
15. P.P.O. Number (enclose photocopy) _____
16. Whether drawing any other pension/family pension (enclose details, if any) _____
17. Whether family pension is admissible from any other source(s) (give details, if any) _____



18. Details of wife/husband to whom family pension shall be payable after the death of the pensioner

- a) Name of spouse _____
- b) Date of birth _____
- c) Aadhaar number _____
- d) Upload passport size photograph
- e) Height (in centimeters) _____
- f) Two marks of personal Identification _____
- g) Specimen signature/ Thumb and finger impressions (if illiterate) _____
- h) Joint photograph of the pensioner with the spouse

19. Details of Family members of the pensioner

| S. No | Name | Unique ID | Date of Birth | Relationship with the pensioner | Marital status | Physical status | Occupation | Contact No. | |
|-------|------|--|---------------|---------------------------------|----------------|-----------------|------------|-------------|------------|
| | | Aadhaar No PAN Voter ID Birth certificate | | | | | | Email ID | Mobile no. |
| | | | | | | | | | |

20. Date of appointment _____

21. Service status of the Government servant a) Temporary b) Quasi- Permanent c) Confirmed

22. Additional services, if any

- a) Work charged/Daily wage From _____ To _____
- b) Migrant Substitute service _____
- c) Service in Local Body (If any) _____

23. Regular service _____/_____/_____

24. Date of retirement _____/_____/_____

25. Gross service _____/_____/_____

26. Non-qualifying service

- a) Boy service From _____ To _____
- b) Interruption(s) _____
- c) Dies-non _____
- d) Extraordinary leave not qualifying for pension. _____
- e) Period of suspension not treated as qualifying service _____
- f) Any other service not treated as qualifying service _____

27. Net qualifying service _____

28. Employment status at the time of retirement

- (a) Category of employee Gazetted Non-Gazetted
- (b) Employee Code/CPIS id/PID No. _____
- (c) Substantive Post Held _____
- (d) In-charge Designation (if any) _____
- (e) Address of office with PIN code _____
- (f) Designation of Head of the Department _____
- (g) Administrative Department _____

[Handwritten signatures]

29. Last basic pay of the pensioner _____

30. Last Pay Scale/Band/Level _____

31. Whether spouse is employed and or drawing/entitled to any service pension or family pension.
If so, give details (office/department where employed/PPO number etc.) _____

Remarks, if any:

Place: _____

Date: _____

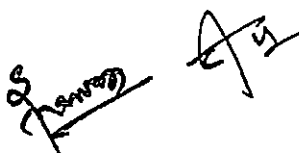
Digital signature of the Pensioner
(Aadhaar based)

Certified that the entries contained above are correct. Details of last basic pay and Pay Scale/Band/Level have been verified from the L.P.C. issued to the pensioner after his retirement or pay acquaintance roll etc. or service book or history of his service.

Remarks, if any:

Digital Signature
(Aadhaar based)

Head of Office/Department where from the pensioner retired.
(Contact details – Email Id, contact details)

Handwritten signatures in black ink, appearing to be initials or names, located at the bottom of the page.

Form-A (Digital)
[Declaration under Art 291 (1)]

I, _____ (Name of Government servant) having _____ (Aadhaar number) hereby acknowledge and fully understand that pension/gratuity is subject to revision and the same, if found to be in excess of that to which I am entitled to under the rules, I promise to refund any amount paid to me in excess of that to which I may eventually be found entitled to.



E-signature

Signature of the Government servant

Details of witness

1.

Signature:



Name:

Aadhaar No.

Occupation:

Address:



2.

Signature:



Name:

Aadhaar No.

Occupation:

Address:



Remarks if any:

E Signature

Signature of Head of Office/PSA

Handwritten signatures:
S. Prasad A. V.

FORM-A (Digital)
 [Form for making nomination of Pension Arrears as per Article 303-C]



I, _____ (name of the pensioner in block letters) with Unique Id _____ (Aadhaar No.) hereby nominate the person(s) named below for payment of arrears in the event of my death before receiving pension.

Part -1: When nominee(s) is/are not minor

| Name and Address of the Nominee | Relation with the employee/ pensioner | Date of birth | Unique Id of the Nominee | Condition on which the Nomination becomes invalid | Name of Nominee of the Nominee and address | Unique Id of the Nominee (Aadhaar No.) |
|---------------------------------|---------------------------------------|---------------|--------------------------|---|--|--|
| 1. | | | | | | |

Place: _____
 Date: _____



Signature of the retiree/pensioner
 (Thumb impression, if illiterate)

Details of witness

1.

Signature:
 Name: _____
 Aadhaar No. _____
 Occupation: _____
 Address: _____



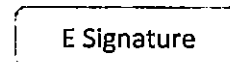
2.

Signature:
 Name: _____
 Aadhaar No. _____
 Occupation: _____
 Address: _____



Remarks if any:

Place:
 Dated:



Signature of Head of Office/PSA

[Handwritten signatures]

Part-2: When Nominee(s) is/are minor

| Name and address of the Nominee | Relation with the employee/pensioner | Date of birth | Unique Id of the Nominee/Date of Birth certificate | Condition on which the Nomination becomes invalid | Name of the guardian and address | Guardian's Unique Id (Aadhaar No.) | Name of Nominee of the Nominee and address | Unique Id Nominee of the Nominee (Aadhaar No.) |
|---------------------------------|--------------------------------------|---------------|--|---|----------------------------------|------------------------------------|--|--|
| | | | | | | | | |

Remarks if any:

Place:
Date:

Details from Aadhaar

Signature of the retiree/pensioner
(Thumb impression, if illiterate)

Details of witness

1.
Signature:
Name:
Aadhaar No.
Occupation:
Address:



2.
Signature:
Name:
Aadhaar No.
Occupation:
Address:



Remarks if any:

Place:
Dated:

E Signature

Signature of Head of Office/PSA

[Handwritten signatures]

FORM-A (Digital)
[Referred to Article 240-E]



Nomination for Death Gratuity or Retirement Gratuity (in the event of death of retired Government servant before receiving gratuity), when the officer has a family and wishes to nominate member/members of his family referred to in Article 240-C (ii).

I, _____ (Name of the Pensioner in-block letters) having Aadhaar No. _____ hereby nominate the member(s) of my family named below, and confer on him/them the right to receive my gratuity that may be sanctioned by the Government in the event of my death while in service/retirement.

Part -1: When Nominee is not minor

| S.No | Name and Address of the Nominee | Relationship with the Pensioner | Age | Unique Id of the Nominee | Condition on Which the Nomination becomes Invalid | % of share of gratuity payable to each. | Name of Nominee of the Nominee and Address | Unique Id Nominee of the Nominee (Aadhaar No.) |
|------|---------------------------------|---------------------------------|-----|--------------------------|---|---|--|--|
| 1. | | | | | | | | |

The Nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

Remarks if any:

Place:
Date:

Digital signature

Signature of Government Servant
(thumb impression, if illiterate)

Details of Witness

1.
Signature:
Name:
Aadhaar No.
Occupation:
Address:

Passport Size
Photo of
Witness 1

2.
Signature:
Name:
Aadhaar No.
Occupation:
Address:

Passport Size
Photo of
Witness 2

Remarks if any:

Place:
Dated:

Digital Signature of Head of Office/PSA

[Handwritten signatures]

Part -2: When Nominee is minor

| Name and Address of the Nominee | Relationship with the Pensioner | Age | Unique Id of the Nominee/Date of Birth Certificate | Condition on Which the Nomination becomes Invalid | % of share of gratuity payable to each | Guardian Name and Address | Guardian Unique Id (Aadhaar No) | Name of Nominee of the Nominee and Address | Unique Id of the Nominee (Aadhaar No.) |
|---------------------------------|---------------------------------|-----|--|---|--|---------------------------|---------------------------------|--|--|
| | | | | | | | | | |

The Nomination supersedes the nomination made by me earlier on _____ which stands cancelled.


Remarks if any:

Place: _____
Date: _____


Digital signature

Signature of Government servant
(thumb impression, if illiterate)

Details of Witness

1.
Signature: 
Name: _____
Aadhaar No. _____
Occupation: _____
Address: _____



2.
Signature: 
Name: _____
Aadhaar No. _____
Occupation: _____
Address: _____



Remarks, if any:

Place: _____
Dated: _____

Digital signature of Head of Office.

S. Prasad

[Handwritten Signature]

FORM-B (Digital)
[Referred to Article 240-E]

Nomination of Death Gratuity/Retirement Gratuity, when the officer has no family and wishes to nominate any person or persons.



I, _____ (Name of the in-block letters) hereby nominate the person(s) named below, and confer on him/them the right to receive any Death Gratuity/Retirement Gratuity that may be sanctioned by the Government in the event of my death while in service/ retirement.

Part -1: When Nominee is not minor

| S.No | Name and Address of the Nominee | Relationship | Age/date of birth | Unique Id of the Nominee | Condition on Which the Nomination becomes Invalid | % of share of gratuity payable to each | Name of Nominee of the Nominee and Address | Unique Id of the Nominee (Aadhaar No.) |
|------|---------------------------------|--------------|-------------------|--------------------------|---|--|--|--|
| 1. | | | | | | | | |

The Nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

Remarks, if any:


Place:
Date:



Signature of Government Employee
(thumb impression if illiterate)


Details of Witness

1.

Signature: 
Name:
Aadhaar No.
Occupation:
Address:



2.

Signature: 
Name:
Aadhaar No.
Occupation:
Address:



Remarks, if any:

Place:
Dated:

Signature of Head of Office/PSA





Part-2: When Nominee is minor

| Name and Address of the Nominee | Relationship with the Pensioner | Age/date of birth | Unique Id of the Nominee/Date of Birth Certificate | Condition on Which the Nomination becomes Invalid | % of share of gratuity payable to each | Guardian Name and Address | Guardian Unique Id (Aadhaar No) | Name of Nominee of the Nominee and Address | Unique Id Nominee of the Nominee (Aadhaar No.) |
|---------------------------------|---------------------------------|-------------------|--|---|--|---------------------------|---------------------------------|--|--|
| | | | | | | | | | |

The Nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

Remarks, if any:


Place: _____
Date: _____

Details from Aadhaar

Signature of Government employee
(thumb impression, if illiterate)


Details of Witness

1.

Signature: 
Name: _____
Aadhaar No. _____
Occupation: _____
Address: _____



2.

Signature: 
Name: _____
Aadhaar No. _____
Occupation: _____
Address: _____



Remarks, if any:

Place:
Dated:

Digital signature of Head of Office


Handwritten signature

Handwritten signature

FORM-A (Digital)

(Referred to in Rule-15(2), Note below rule 15(1), Rule 15(4) & Rule 15(5) of Schedule-X)

Form of Application for Commutation of Pension after one year of retirement with Medical examination

1. Name in block letters. _____ Photograph 
- a) Aadhaar No. _____
- b) PAN _____
- c) E-mail ID _____ Alternate Email id _____
- d) Mobile No. _____ Alternate Mobile no. _____
2. PPO Number _____
3. Date of birth _____
4. Date of retirement _____
5. Designation of the post held at the time of retirement _____
6. Name of office last served _____
7. Amount of pension sanctioned and whether it is provisional or final _____
8. Class of Pension _____
9. Amount (in whole rupees) or percentage of pension desired to be commuted _____
10. Name of Bank and Branch through which pension is being drawn _____
11. Saving Bank Account number _____
12. Name of the Treasury mapped with the concerned Bank Branch _____
13. Remarks if any _____

Date: _____

Signature of the pensioner
(Aadhaar Based)

Complete postal address (with PIN code) _____

Note: The class of pension (Superannuation/Retiring/Invalid/Compensatory) should be stated.

Remarks of DDO/PSA if any:

Place:

Dated:

E Signature

Signature of Head of Office/PSA

S. Prasad

AS

Form-B (Digital)
[Referred to in Rule- 15 (5), Rule 19, Schedule X]

Forwarding the application to the Medical Board for Medical Examination of the pensioner for grant of Commutation.

No. _____
Date: _____

To

(the designation and address of the Medical Authority).

Sir/Madam,

It is requested to kindly arrange for the Medical examination of the applicant _____ (name of applicant) by the Medical Board for the purpose of commutation of a portion of his pension as provided under Rule-20 of J&K Civil Pension (Commutation) Rules, 1960, contained in Schedule-X of J&K CSR Volume-II, as early as possible within three months from date of receipt of this letter.

Note-1 below rule ibid provides that the Medical Board will constitute at the Headquarters of 3 Members comprising the Superintendent of the Saddar Hospital, a Physician or a Surgeon Specialist and one more Medical Officer not lower in rank than an Assistant Surgeon Grade-I, and in the Districts the D.M.O. (Civil Surgeon) and two Assistants, one of them not below the rank of an Assistant Surgeon Grade-I.

The applicant pensioner may kindly be informed in sufficient time where and when he/she should appear for the examination. He should be asked to bring with him the enclosed Form-C (Digital) with the particulars required in Part-I completed, except for the signature.

Name and address of the applicant: _____

Mobile No. _____

Remarks if any:

Signature _____
Designation of the Sanctioning Authority

[Handwritten signature]

[Handwritten signature]

Form-C (Digital)
[Referred to in Rule 15(5)]

Form for Medical Examination for Commutation.

Medical examination by the _____

Part-I

(Statement by the applicant for commutation of a portion of his pension)

The applicant must complete this statement prior to his examination by the _____ (here enter the Medical Authority) must sign the declaration appended hereto in the presence of that authority.

1. State your name in full (in Block letters) _____
2. Place of birth _____
3. Date of birth and age _____
4. Furnish the following particulars concerning your family:

| Father's age if living and state of health | Father's age at death and cause of death | Number of brothers living their ages and state of health | Number of brothers dead their ages and cause of death |
|--|--|--|---|
| | | | |
| Mother's age if living and state of health | Mother's age at death and cause of death | Number of sisters living their ages and state of health | Number of sisters dead their ages and cause of death |
| | | | |

5. Have you ever been examined:
 - (d) For life Insurance or/and.
 - (e) By any Government Medical Officer or State Medical Board Civil or Defence if so, state details and with what results?
6. Have you ever been granted leave on medical certificate in the previous five years? If so, state periods of leave and nature of illness.
7. Have you ever:-
 - a) had small pox; intermittent or any other fever enlargement, or suppuration of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis, epilepsy, insanity, or other disease of the ear, syphilis, gonorrhoea or
 - b) had any other disease or injury which required confinement to bed or medical or surgical treatment or
 - c) undergone any surgical operation or
 - d) suffered from any illness, wound or injury sustained while on active service with forces during war.
8. Have you Hernia?
9. Have you varicocele, various venis or piles?
10. Is your vision in each eye good?
11. Is your hearing in each ear good?
12. Have you any congenital or acquired malformation defect or deformity?
13. Is there any further matter concerning your health not covered by the above questions such as presence of albumen or sugar in the urine marked increase or decrease in your weight in the last three years or being under treatment of any doctor within the last three months and the nature of illness for which such treatment was taken.

S. Prasad

A. M.

Declaration by applicant _____
(To be signed in presence of the Medical Authority).

1. I declare all the above answers to be the best of my belief, true and correct.
2. I willfully reveal to the Medical Authority all circumstances within my knowledge that concern my health and fitness.
3. I am fully aware that by willfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and of having my pension withheld or withdrawn under service Rules.

Date:

Applicant's signature

Signed in presence of _____
Signature and Designation of Medical Authority

Part-II
(To be filled in by the Examining Medical Authority)

1. Apparent age _____
2. Height _____
3. Weight _____
4. Pulse rate
(a) Sitting _____
(b) Standing _____
(c) What is character of pulse? _____
5. Blood Pressure:
(a) Systolic _____
(b) Diastolic _____
6. Is there any evidence of disease of the main organs:
(a) Heart _____
(b) Lungs _____
(c) Liver _____
(d) Spleen _____
(e) Kidney _____
7. Investigations:
(a) Urine _____
(b) X-Ray Chest _____
(c) Blood _____
(d) E.C.G. _____
8. Has the applicant a hernia? If so, state the kind and if reducible _____
9. Describe any scars or identifying marks. _____
10. Any additional information. _____

Dated:

Signature and Designation of Examining
Medical Authority

S. Prasad

A. J.

Part-III
Medical Certificate

We have carefully examined _____ (Name of applicant) and are of opinion that:

Either he is/is not in good bodily health and has the prospect of an average duration of life _____ or (in the case of an impaired life is not a fit subject for commutation/is yet considered a fit subject for commutation) as _____ (name of applicant) is suffering from _____ his age for the purpose of commutation i.e. his age next birthday should be taken to be _____ years more than his actual age.

Remarks if any:

State: _____

Dated: _____

Signature and Designation
of Examining Medical Board

No. _____

Dated: _____

Forwarded to the

_____ (Head of
the Office/Pension Sanctioning Authority)

Signature and Designation
of the authorized officer of the Hospital

No. _____

Dated: _____

Forwarded and submitted to the Accountant General (A&E) Jammu & Kashmir, Jammu/Srinagar for authorization of Commuted Value of Pension in favour of _____ (name of the pensioner) who's PPO No. is _____ under intimation to this office.


Digital signature Head of the Office/PSA

S. Prasad

Qu

FORM-D (Digital)
[Rule 15(1) & 15(3), Schedule-X]

Application for Commutation of Pension without Medical Examination when Government servant/ pensioner desires that the payment of the commuted value should be authorized through the Pension Payment Order or after issuance of Pension Payment Order within one year from the date of retirement.

1. Name in block letters. _____ Photograph 
- a) Aadhaar No. _____
- b) PAN _____
- c) E-mail. ID _____ Alternate Email id _____
- d) Mobile No. _____ Alternate mobile no. _____
2. Date of birth _____
3. Date of retirement _____
4. Designation of the post held at the time of retirement _____
5. Name of address the office last served _____
6. Amount of pension sanctioned and whether it is Provisional or Final, if any _____
7. Class of Pension _____
8. Amount (in whole rupees) or percentage of pension _____
desired to be commuted _____
9. (a) Name of Bankthrough which payment of pension is desired/being drawn _____
- (b) Bank Branch _____ IFSC code _____
- (c) Saving Bank Account number _____
10. Name of the Treasury mapped with the Bank Branch _____
11. PPO number (if sanctioned) _____
12. Remarks, if any _____

Date:

Signature of Government servant/pensioner
(Aadhaar Based)

Complete postal address (with PIN code) _____

Forwarded to the Accountant General (A&E) J&K Jammu/Srinagar for authorizing payment of commuted value of pension as may be due and admissible under rules.

Remarks if any:

Place:

Date:

Digital signature of Head of Office/PSA
(Contact details & Email Id)



FORM-E (Digital)
 [Form for making nomination of Commutation as per Rule-34 of Schedule-X]



I, _____ (name of the pensioner in block letters) with Unique Id _____ (Aadhaar No.) hereby nominate the person(s) named below, under Rule-34 of J&K Civil Pension (Commutation) Rules, 1960 contained in Schedule-X of J&K CSR Volume-II to receive the commuted value of pension.

Part -1: When nominee(s) is/are not minor

| Name and Address of the Nominee | Relation with the employee/pensioner | Date of birth | Unique Id of the Nominee | % of share of Commutation payable | Condition on which the Nomination becomes invalid | Name of Nominee of the Nominee and address | Unique Id Nominee of the Nominee (Aadhaar No.) |
|---------------------------------|--------------------------------------|---------------|--------------------------|-----------------------------------|---|--|--|
| 1. | | | | | | | |

Place: _____

Date: _____



Signature of the retiree/pensioner
 (Thumb impression, if illiterate)

Details of witness

1.

Signature:

Name:

Aadhaar No.

Occupation:

Address:



2.

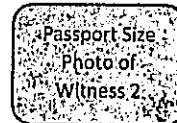
Signature:

Name:

Aadhaar No.

Occupation:

Address:



Remarks if any:

Place:

Dated:

E Signature

Signature of Head of Office/PSA

S. Prasad

S. Prasad

Part-2: When Nominee(s) is/are minor

| Name and address of the Nominee | Relation with the employee / pensioner | Date of birth | Unique Id of the Nominee/Date of Birth certificate | % of share of Commutation payable | Condition on which the Nomination becomes invalid | Name of the guardian and address | Guardian's Unique Id (Aadhaar No.) | Name of Nominee of the Nominee and address | Unique Id of the Nominee (Aadhaar No.) |
|---------------------------------|--|---------------|--|-----------------------------------|---|----------------------------------|------------------------------------|--|--|
| | | | | | | | | | |

Remarks if any:

Place:
Date:

Details from Aadhaar

Signature of the retiree/pensioner
(Thumb impression, if illiterate)

Details of witness

1.
Signature:
Name:
Aadhaar No.
Occupation:
Address:



2.
Signature:
Name:
Aadhaar No.
Occupation:
Address:



Remarks if any:

Place:
Dated:

E Signature

Signature of Head of Office/PSA

Handwritten signatures

Form-14 B (Digital)

Form of application for grant of family pension to spouse of the pensioner who married/remarried after retirement and died without having filled Form-14 A (Digital).

1. Name of the deceased pensioner _____
2. Father's name of the deceased _____
(husband's name in case of female employee)
3. Date of retirement of the deceased pensioner _____
4. Date of death of the pensioner _____
5. Date of marriage/remarriage _____
6. Department and office from which the deceased retired _____
7. Last appointment held including the name of establishment by the deceased Government servant _____
8. Class of pension drawn by the deceased pensioner _____
9. Amount of pension of the deceased (Original pension including pension if any commuted) _____
10. Number of Pension Payment Order (enclose photocopy) _____
11. Last basic pay of the deceased pensioner _____
12. Last Pay Scale/Band/Level _____
13. Name of the Treasury from which the pension was being drawn by the deceased _____
14. Name of the spouse/beneficiary to whom the family pension is payable, after the death of the pensioner _____
15. Reasonable proof of married/remarried after retirement may be enclosed.

16. Details of the claimant of the family pension

- (a) Name of the claimant _____
- (b) Date of birth _____
- (c) Aadhaar No. _____
- (d) PAN _____
- (e) Mobile No. _____
- (f) Email Id _____

(g) Upload passport size photograph of spouse



(h) Specimen signature/ Thumb impression (upload & Digital Signature by Aadhaar)

(i) Height (in centimeters) _____

(j) Two personal marks of identification



(k) Left hand thumb and finger impressions (in case of illiterate). _____

Pranav

AS

17. Details of Family of deceased Government pensioner

| S. No | Name | Unique ID | Date of Birth | Relationship with the officer/official | Marital Status | Physical Status | Occupation | Contact No. | |
|-------|------|---|---------------|--|----------------|-----------------|------------|-------------|------------|
| | | Aadhaar card no PAN Voter ID Birth certificate | | | | | | Email ID | Mobile no. |
| | | | | | | | | | |

18. Address of the beneficiary:

| | | |
|-------------------------------|-------------------------------------|-----------------------------|
| Permanent residential address | Same as <input type="checkbox"/> | Present residential address |
| | | |

Remarks if any:

Digital signature(Aadhaar based)

Signature of the beneficiary

Certified that entries contained above are correct. Details of basic pay last and Pay Scale/Band/Level have been verified from LPC/ Acquaintance Roll/ Service record of the deceased Government pensioner.

Remarks if any:

Digital Signature

Signature of Head of Office/PSA
(Contact details of PSA - Email-Id & Contact No.)

S. Praveen *G. H.*

FORM-17 (Digital)

[Referred to in Rule-25 of Schedule-XV]

Form of application for the grant of family pension and or death cum retirement gratuity to spouse on the death of a Government servant while in service/after retirement.

- 1. Name of deceased Government servant _____
- 2. Unique Id of deceased Government servant _____
- 3. Date of death of the Government servant/pensioner (enclose certificate) _____
- 4. PPO No. (if any) _____
- 5. Office/Department in which the deceased served last _____

6. Name of the spouse _____

7. Date of birth of the spouse _____

8. Details of spouse

- a) Aadhaar No. _____
- b) PAN _____
- c) Email id _____
- d) Mobile No. _____
- e) Two passport size photographs of the applicant
- f) Specimen signature/ Thumb Impression (upload & Digital signature by Aadhaar)
- g) Height (in centimeters) _____
- h) Two marks of personal identification _____

9. Date of remarriage (if applicable) _____

10. (i) Details of the guardian who will receive payment of family pension and death gratuity in case the spouse is mentally unstable/retarded

| S.No | Name | D.O.B | Relation with spouse | Guardian ship Certificate from Court of law | I.D No. (Aadhaar) | Email | Phone No. | Two marks of Identification | Specimen signature | Photograph | Joint photograph (Applicant with Guardian) |
|------|------|-------|----------------------|---|-------------------|-------|-----------|-----------------------------|--------------------|--------------------------|--|
| 1. | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> |

11. Details of Family of deceased employee/pensioner

| S.No | Name | D.O.B | Relation with Govt. servant | % of Share of Death Gratuity | Marital status | Occupation | Differently abled? If yes (upload certificate) | I.D No. (PAN/ Aadhaar/ D.O.B certificate) | Email | Phone No. | Marks of identification | Photograph |
|------|------|-------|-----------------------------|------------------------------|----------------|------------|--|---|-------|-----------|-------------------------|------------|
| 1. | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |

12. Address of the spouse

Pranav *GH*

| | | |
|-----------------------------|------------|-------------------|
| Present residential address | Same as | Permanent address |
| | | |

13. Name of the Treasury or Sub Treasury at which payment is desired _____

14. Name of the Bank through which payment of family pension is desired _____

Branch Name _____

Saving Bank Account No. _____ IFSC _____

15. Signature or thumb and finger impression of the applicant* _____

16. Details of witness:

| S.No | Name | Unique Id (Aadhaar) | How is the witness known to spouse | Occupation | Identification marks | Full Address | Signature | Photograph |
|------|------|---------------------|------------------------------------|------------|----------------------|--------------|-----------|--------------------------|
| 1) | | | | | | | | <input type="checkbox"/> |
| 2) | | | | | | | | <input type="checkbox"/> |

17. Is the Government servant having second widow: (Yes/No)

(If Yes, Form 17 (Digital) in respect of Second Wife may be filled separately and attach a copy permission of govt. for 2nd marriage as required under rule)

| |
|------------------|
| Remarks, if any: |
|------------------|

Place:

Date:


Digital signature of spouse
(Aadhaar based)

S. Manoj *Sp*

FORM-18 (Digital)
(Referred to in rule-25 & Rule 26 of Schedule-XV)

Form for assessing and sanctioning Family Pension or Death-cum-retirement Gratuity when Government servant dies while in service or after retirement to the spouse.

1. Details of the Spouse

- a. Name. _____
- b. Aadhaar No./Birth of birth _____
- c. PAN _____
- d. Email id _____
- e. Mobile No. _____
- f. Passport size photograph of spouse 
- g. Full address _____
- h. Height (in centimeters) _____
- i. Two marks of personal identification _____

2. Details of deceased Govt. servant/pensioner

- a. Name _____
- b. Unique Id _____
- c. Father's/ Mother's name (also husband's name in case of a female Government servant). _____
- d. Date of birth (by Christian era). ___/___/___ (dd/mm/yyyy)
- e. Date of death (upload Death certificate) ___/___/___ (dd/mm/yyyy)
- f. DDO Code _____
- g. Name of office _____
- h. Designation of deceased Govt. servant/pensioner _____
- i. Religion _____
- j. Nationality _____

3. Address of the applicant (in case of minor address of the Guardian)

| Present residential address | Same as | Permanent address |
|-----------------------------|---------|-------------------|
| | | |

4. Date of appointment of the deceased Govt. servant/pensioner ___/___/___ (dd/mm/yyyy)

5. Whether any additional qualifying services

Yes/No

| | <u>From</u> | <u>To</u> |
|--------------------------------------|-------------|-----------|
| (a) Daily wager/work charged service | _____ | _____ |
| (b) Migrant Substitute service | _____ | _____ |
| (c) Service in Local Body (If any) | _____ | _____ |

6. Regular Service _____

7. (i) Total period of Defence service for which pension/gratuity was sanctioned, if any. _____

(ii) Amount and nature of any pension/gratuity received for the Defence service, if any. _____

8. Amount and nature of any pension/gratuity received for previous civil service, if any. _____

Handwritten signature and initials

9. Government under which service has been rendered in order of employment. _____

10. Gross service _____

11. Non-qualifying service _____

12. Net Qualifying service (system generated) _____

13. Rate of Dearness Allowance at the time of death/retirement _____

14. Emoluments reckoning for gratuity _____

15. Pay Scale/Band/Level _____

16. Last Basic Pay _____

17. Whether NPA applicable (enter amount) _____

18. Emoluments reckoning for family pension _____

19. Proposed Death Gratuity _____

20. Date from which Family pension is to commence _____

21. Whether nomination made for:

(i) Death gratuity _____

(ii) Family pension _____

22. (i) Proposed family pension

a) Enhanced rate _____

b) Normal rate _____

(ii) Period of tenability of family pension* _____

*(Event on which Family Pension ceases to be payable)

23. Persons to whom death gratuity/retirement gratuity is payable

| S.No | Name | D.O.B | Relation with Govt. servant | % of Share of gratuity | Marital status | Occupation | Differently abled? If yes (upload certificate) | I.D NO (PAN/AADHAAR /D.O.B certificate) | Email | Phone No. | Identification marks | Photograph |
|------|------|-------|-----------------------------|------------------------|----------------|------------|--|---|-------|-----------|----------------------|------------|
| 1. | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |

24. Details of the guardian who will receive payment of family pension and death-cum-retirement gratuity in the case the spouse is mentally unstable/ retarded.

| No | Name | D.O.B | Relation with Minor | Marital Status | Occupation | Guardianship Certificate If not a Natural Guardian | I.D NO (PAN/AADHAAR /D.O.B certificate) | Email | Phone No. | Identification marks | Specimen signature | Photograph | Upload Joint photograph (Family Pensioner with Guardian) |
|----|------|-------|---------------------|----------------|------------|--|---|-------|-----------|----------------------|--------------------|--------------------------|--|
| | | | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> |

Signature

5/2

- 25. Government dues if any outstanding against the deceased Government servant.
- 26. Head of account to which family pension and death-cum-retirement gratuity are debitible
- 27. Name of the Treasury _____
- 28. Name of the Bank through which payment of family pension is desired
 Saving Bank Account No. _____ IFSC _____
- 29. Whether spouse is employed and/ or drawing/entitled to any service pension or family pension.
 If so, give details (office/department where employed/PPO number etc.) _____

Place.....

Dated.....

E-signature

Note- For granting Family Pension to second widow to Government Servant Pension sanctioning Authority may provide separate Form- 18 (Digital) in respect of second widow.

Remarks, if any:

Digital signature of Head of Office/PSA
(Aadhaar based)




FORM-19 (Digital)
(Referred to in Rule-26 of Schedule-XV)

Form of letter to the Accountant General forwarding papers for the grant of family pension and death-cum-retirement gratuity to the family of a Government servant who dies while in service or after retirement.

No.

Department/Office

Dated:

To

The Accountant General
(A&E) J&K
Jammu/Srinagar

Subject: Grant of family pension and death gratuity.

Sir,

I am to state that _____ (name of deceased Government servant) _____ (Designation) died on _____. His/her family has become eligible for the grant of family pension and/or death gratuity. Form-18 (Digital)/Form-20 (Digital)/Form-21 (Digital) duly completed is enclose herewith for further necessary action.

Part-1 (applicable in case of Death while in service)

The details of Government dues which have remained outstanding on the date of death of the Government servant and need to be recovered out of death gratuity are indicated below:-

1. Assessed dues to be recovered, if any
 - (a) Balance of the House Building Advance and interest Rs. _____
 - (b) Balance of Conveyance Advance and interest Rs. _____
 - (c) Over payment of pay and allowance including leave salary Rs. _____
 - (d) Arrears of house rent for occupation of Government accommodation Rs. _____
 - (e) The amount of house rent for the retention of Government accommodation for the permissible period beyond the date of death Rs. _____
 - (f) Any other assessed dues and the nature thereof Rs. _____
 2. An amount of gratuity to be withheld for adjustment of un-assessed dues, if any Rs. _____
- Total Rs. _____

It is requested that the above mentioned dues may be recovered out of death gratuity before authorizing its payment.

Remarks, if any:

Yours faithfully,

E Signature

Digital signature of Head of Office/PSA

S. Prasad

AM

FORM-B (Digital)

[Declaration under Article 291 (1)]

(To be signed by member/members of the family or by legal heirs of the deceased government servant or pensioner)

I, _____ (name of the applicant) _____ (relation) hereby acknowledge that in accepting the amount of family pension and/or death gratuity, fully understand that the arrears of pension and gratuity due in respect of late _____ (name and designation of the deceased employee), is subject to revision, and on the same being found to be in excess of that to which I am entitled under the rules, I promise to base no objection to such revision. I further promise to refund any amount paid to in excess of that to which I may eventually be found entitled to.




E Signature

Signature of the beneficiary


Details of witness

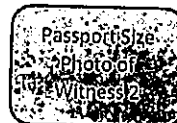
1.

Signature: 
Name:
Aadhaar No.
Occupation:
Address:



2.

Signature: 
Name:
Aadhaar No.
Occupation:
Address:



Remarks if any:

Place:

Dated:

E Signature

Signature of Head of Office

Note: If the applicant is minor, the declaration shall be submitted by the natural/legal Guardian.

S. Rawat

AF

FORM-14 (Digital)
(Rule-28 Schedule-XV)

Form of application for the grant of family pension or death cum retirement gratuity of a Government servant while in service/after his retirement to Child/Children/Other Dependents, when spouse is not alive/or has remarried or has declined to accept Family Pension/ DCRG.

1. Name of the applicant. _____
2. Date of Birth of the applicant _____
3. Details of applicant
 - a) Aadhaar No.....
 - b) PAN
 - c) Email id.....
 - d) Mobile No.....
 - e) Two passport size photographs of applicant (Upload)
 - f) Specimen signature/ Thumb Impression (upload & Digital Signature by Aadhaar)
 - g) Height (in centimeters)
 - h) Two marks of personal identification
4. Relationship of the applicant with the deceased Government servant/pensioner _____
5. Name of deceased Govt. servant/pensioner _____
6. Unique Id of the deceased Govt. servant/pensioner (If any) _____
7. Date of death of the Government servant/pensioner (enclose certificate)
8. Date of death/remarriage of the spouse (if applicable, enclose certificate) _____
9. PPO Number(s) (If any) _____
10. Documents/Information required (upload certificates)
 - a) Date of birth certificate
 - b) Dependency certificate
 - c) Unmarried certificate
 - d) Non-employment certificate
 - e) Disability certificate (if applicable)
 - f) Income Certificate showing monthly income from all sources indicating the source(s)
 - g) Divorce Decree (in case of divorced daughter/sister), If any.
 - h) Adoption Deed registered in a Court of Law (in case of adopted son/daughter)
 - i) Undertaking/Affidavit for declining claim to family pension and gratuity in favour of next beneficiary(ies) under rule-22 (c) (i) and (iii) of Schedule-XV (if applicable)
 - j) Summary of event(s) leading to the ineligibility of previously granted family pension (on account of death, marriage, remarriage, attaining the prescribed age, employment, earning livelihood etc. of the beneficiary) and document(s) and document(s) in support thereof, if any.





11. Family Details

| S.No | Name | D.O.B | Relation with Govt. Servant | % of Share of DCRG* | Marital Status | Occupation | Health status | I.D No (PAN/ Aadhaar /D.O.B certificate) | Email | Phone No. | Identification marks | Photograph |
|------|------|-------|-----------------------------|---------------------|----------------|------------|---------------|--|-------|-----------|----------------------|------------|
| 1. | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |

12. Details of the guardian who will receive payment of family pension and death gratuity in the case of minor(s)/mentally disabled.

| S.No | Name | D.O.B | Relation with Minor | Guardian ship Certificate from Court of law | I.D No. (Aadhaar) | Email | Phone No. | Two Identification marks | Specimen signature | Photograph | Joint photograph (Applicant with Guardian) |
|------|------|-------|---------------------|---|-------------------|-------|-----------|--------------------------|--------------------|--------------------------|--|
| 1. | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> |

13. Office and Department in which the deceased served last _____

14. Address of the Applicant (in case of minor Address of the Guardian)

| Present residential address | Same as | Permanent address |
|-----------------------------|---------|-------------------|
| | as | |

15. Name of the Treasury or Sub Treasury at which payment is desired _____

16. Name of the Bank through which the beneficiary family pensioner desires to draw family pension
 Branch Name _____
 Bank Account No. _____ IFSC _____

17. Signature or thumb and finger impression of the applicant* _____

18. Witness:

| S.No | Name | Unique Id (Aadhaar) | How is the Witness known to Applicant | Occupation | Identification marks | Full address | Signature | Photograph |
|------|------|---------------------|---------------------------------------|------------|----------------------|--------------|-----------|--------------------------|
| 1) | | | | | | | | <input type="checkbox"/> |
| 2) | | | | | | | | <input type="checkbox"/> |

19. I hereby declare that there is no other surviving member of the family of (deceased Government servant/pensioner) ranking above me in the order as per rule 22 of Schedule XV (given below) :-

- (a) (i) the eldest surviving widow or the husband;
 (ii) failing a widow/husband the eldest surviving son;
 (iii) failing (i) and (ii) above the eldest surviving unmarried daughter;

Signature

AS

(iv) these failing the eldest surviving widowed daughter;

(v) failing (i) to (iv) to the divorced daughter; and

(b) If there are no surviving/eligible members of the family as at clause (a) above

(i) to the father;

(ii) failing the father to the mother;

(iii) failing the father and mother to the eldest surviving brother below eighteen years of age;

(iv) failing (i) to (iii) to the eldest surviving unmarried sister;

(v) failing (i) to (iv) to the eldest surviving widowed sister/divorced sister.

(c) If the husband/wife declines to accept family pension or gratuity it will pass on to the surviving children of the deceased Government servant in the order of next preference.

Note-1: No family pension is payable to a person mentioned in clause (b) above without production of reasonable proof that such person was dependent on the deceased for support.

Note-2: If the applicant is a minor the enclosures are to be furnished by the guardian.

Remarks, if any:

Place:

Date:

Digital Signature of Applicant
(Aadhaar based)

Pranav

A/W

FORM-19 (Digital)
(Referred to in Rule-26 of Schedule-XV)

Form of letter to the Accountant General forwarding papers for the grant of family pension and death cum retirement gratuity to the family of a Government servant who dies while in service or after retirement.

To
The Accountant General
(A&E) J&K
Jammu/Srinagar

No.
Department/Office
Dated:

Subject: Grant of family pension and death gratuity.

Sir,

I am to state that _____ (name of deceased Government servant) _____ (Designation) died on _____. His/her family has become eligible for the grant of family pension and/or death gratuity. Form-18 (Digital)/Form-20 (Digital)/Form-21 (Digital) duly completed is enclose herewith for further necessary action.

Part-1 (applicable in case of Death while in service)

The details of Government dues which have remained outstanding on the date of death of the Government servant and need to be recovered out of death gratuity are indicated below:-

1. Assessed dues to be recovered, if any
 - (a) Balance of the House Building Advance and interest Rs. _____
 - (b) Balance of Conveyance Advance and interest Rs. _____
 - (c) Over payment of pay and allowance including leave salary Rs. _____
 - (d) Arrears of house rent for occupation of Government accommodation Rs. _____
 - (e) The amount of house rent for the retention of Government accommodation for the permissible period beyond the date of death Rs. _____
 - (f) Any other assessed dues and the nature thereof Rs. _____
 2. An amount of gratuity to be withheld for adjustment of un-assessed dues, if any Rs. _____
- Total Rs. _____

It is requested that the above mentioned dues may be recovered out of death gratuity before authorizing its payment.

Remarks, if any:

Yours faithfully,

E Signature

Digital signature of Head of Office/PSA
(Aadhaar based)

[Handwritten signatures]

FORM-20
(Rule-28 of Schedule-XV)



Form of letter sanctioning family pension and or death cum retirement gratuity of a Government servant while in service or after retirement to Child/Children when spouse is not alive or has remarried or has declined to accept family Pension and or DCRG.

No. _____
Department/Office _____
Dated _____

To,
The Accountant General (A&E)
J&K, Jammu/Srinagar


Subject: Grant of family pension to the Child/Children.

Sir,
I am to say that _____ (name of deceased Govt. servant) _____ (Designation) died on _____. His/her Family Pension and Death Gratuity are to be sanctioned to _____ (name of beneficiary) _____.

OR

This is the application for sanction of family pension to the next beneficiary _____ (name of the applicant) as the family pension sanctioned previously in favour of _____ (family pensioner) has become ineligible on _____ (date) due to _____ (event/condition). The details are as under:

I. Details of the Applicant

- a) Name _____
- b) Aadhaar No./Birth Certificate _____
- c) Email id _____
- d) Mobile No. _____
- e) Recent passport size photograph 
- f) Relationship with the deceased _____
- g) Height (in centimeters) _____
- h) Two marks of personal identification _____

I. Details of deceased Government servant/pensioner

- a. Name of the deceased Government servant. _____
- b. Unique Id of the deceased Government servant _____
- c. P.P.O. of the deceased Government servant/pensioner/beneficiary: _____
- d. Father's/ Mother's name (and also husband's name in case of a female employee) _____
- e. Date of birth (by Christian era). _____
- f. Date of Death (upload Death certificate) _____
- g. DDO Code of deceased Government servant _____
- h. Office of deceased Government servant _____
- i. Designation of deceased Govt. servant _____
- j. Nationality _____
- k. Religion _____

S. Prasad

[Signature]

3. Documents/information required (upload certificates)
 - a) Date of birth certificate
 - b) Dependency certificate
 - c) Unmarried certificate
 - d) Unemployment certificate
 - e) Disability certificate (if applicable)
 - f) Income Certificate showing monthly income from all sources indicating the source(s)
 - g) Divorce Decree (in case of divorced daughter/sister), if any.
 - h) Adoption Deed registered in a Court of Law (in case of adoption son/daughter)
 - i) Undertaking/Affidavit for declining claim to family pension and gratuity in favour of next beneficiary(ies) under rule-22 (c) (i) and (iii) of Schedule-XV (if applicable)
 - j) Summary of event(s) leading to the ineligibility of previously granted family pension (on account of death, marriage, remarriage, attaining the prescribed age, employment, earning livelihood etc. of the beneficiary) and document(s) and document(s) in support thereof, if any.

4. Address of the applicant (in case of minor address of the Guardian)

| | | |
|-------------------|---------|-----------------------------|
| Permanent address | Same as | Present residential address |
|-------------------|---------|-----------------------------|

5. Date of appointment of deceased Govt. servant _____

6. Additional services, if any

| |
|--------|
| Yes/No |
|--------|

| | From | To |
|--------------------------------|-------|-------|
| (a) Daily wagger/work charged | _____ | _____ |
| (b) Migrant Substitute service | _____ | _____ |
| (c) Local Body service, if any | _____ | _____ |

7. Regular Service _____

8. (i) Total period of Defence service for which pension/gratuity was sanctioned, if any. _____

(ii) Amount and nature of any pension/gratuity received for the Defence service, if any. _____

9. Amount and nature of any pension/gratuity received for previous civil service, if any. _____

10. Government under which service has been rendered in order of employment _____

11. Gross Service (system Generated) _____

12. Non-qualifying Service _____

13. Net qualifying service _____

14. Government under which service has been rendered in order of employment _____

15. Emoluments reckoning for gratuity _____

16. Last Basic Pay _____

17. Pay Scale/Band/Level _____

18. Whether NPA applicable (enter amount) _____

19. Emoluments reckoning for family pension _____

20. Proposed Death Gratuity _____

21. Date from which family pension is to commence _____

22. Whether nomination made for: _____

S. Prasad
A/W

- a) Death gratuity _____
 b) Family pension _____
 23. Proposed family pension _____
 a) Enhanced rate _____
 b) Normal rate _____
 (ii) Period of tenability of family pension*
 (event on which family pension ceases to be payable) _____

24. Family details of the deceased employee/pensioner

| S.No | Name | D.O.B | Relationship | % of Share of death gratuity | Marital Status | Occupation | Differentiable? | I.D No. (PAN/ Aadhaar / D.O.B) | Email | Phone No. | Identification marks | Photograph |
|------|------|-------|--------------|------------------------------|----------------|------------|-----------------|--------------------------------|-------|-----------|----------------------|------------|
| 1. | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |

25. Details of the guardian who will receive payment of family pension and death gratuity in the case the applicant is minor or mentally

| S.No | Name | D.O.B | Relation with minor | Marital status | Occupation | Guardian ship Certificate If not a Natural Guardian | I.D No. (PAN/ Aadhaar /D.O.B) | Email | Phone No. | Identification marks | Specimen signature | Photograph | Upload Joint photograph (Family Pensioner with Guardian) |
|------|------|-------|---------------------|----------------|------------|---|-------------------------------|-------|-----------|----------------------|--------------------|--------------------------|--|
| 1. | | | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> |

Retarded/unstable

26. Government dues if any outstanding against the deceased Government servant. _____

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

28. Name of the Treasury _____

29. Name of the Bank through which the family pensioner desires to draw family pension and or Death Gratuity _____

Bank Account No. _____ IFSC _____

30. It is certified there is no other surviving member of the family of the deceased Government servant/pensioner _____ ranking above the beneficiary _____ (name of the beneficiary) as per the

*order given under Rule-22 (a) of the J&K Family Pension-cum Gratuity Rules, 1964.

Remarks, if any: _____

Place.....

Dated.....

E Signature

Digital signature of Head of Office/PSA
(Aadhaar based)

Signature *G/S*

| *Rule-22 (a) of J&K F.P. Rules, 1964 (Schedule-XV) | |
|--|--|
| (i) | To the eldest surviving widow or the husband; |
| (ii) | failing a widow/husband the eldest surviving son; |
| (iii) | failing (i) to (ii) above the eldest surviving unmarried daughter; |
| (iv) | these failing to the eldest surviving widowed daughter; |
| (v) | failing (i) to (iv) to the divorced daughter; |

S. Prasad

A. R.

FORM-21 (Digital)
(Rule-28 Schedule-XV)



Form of letter sanctioning family pension and or death cum retirement gratuity on the death of a Government servant while in service or after retirement to the dependents when spouse or child/children of a Government servant/pensioner do not exist or are not eligible or has declined to accept Family Pension and or DCRG.

No. _____
Department/Office _____
Dated: _____

To,
The Accountant General (A&E)
J&K, Jammu/Srinagar

Subject: Grant of family pension to the dependent family member (other than the spouse and child/children).

Sir/Madam,

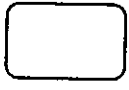
I am to say that _____ (name of deceased Government servant) _____ (Designation) died on _____. Consequently, family pension and death gratuity is to be sanctioned in favour of _____ (name of the beneficiary).

OR

This is the application for sanction of Family Pension to next beneficiary (Name of the Applicant) _____ as the Family Pension sanctioned previously in favour of _____ has become ineligible on _____ (date) due to _____ (event/condition).

The details are as follows: -

1. Details of the applicant

- a) Name _____
- b) Aadhaar No./Birth Certificate
- c) Email id.....
- d) Mobile No.....
- e) Recent passport size photograph 
- f) Relationship with the deceased employee _____
- g) Residential address _____
- h) Height (in centimeters) _____
- i) Two marks of personal identification _____

2. Details of the deceased Government servant

- a) Name of the deceased Government servant. _____
- b) Unique Id of the deceased Government servant _____
- c) P.P.O. number(s) of the deceased Government servant/pensioner/beneficiary (If any) _____
- d) Father's/ Mother's name _____
- e) Husband's name in case of a female Government servant _____
- f) Date of birth (by Christian era). _____
- g) Date of death (upload Death certificate) _____
- h) DDO Code of deceased Government servant _____
- i) Office of deceased Government servant _____

S. Panas *AW*

j) Designation of deceased Government servant _____

k) Nationality _____

l) Religion _____

3. Documents/information required (upload certificates)

a) Date of birth certificate

b) Dependency certificate

c) Unmarried certificate

d) Non-employment certificate

e) Disability certificate (if applicable)

f) Income Certificate showing monthly income from all sources indicating the source(s)

g) Divorce Decree (in case of divorced daughter/sister), if any

h) Undertaking/Affidavit for declining claim to family pension and gratuity in favour of next beneficiary(ies) under rule-22 (c) (i) and (iii) of Schedule-XV (if applicable)

i) Summary of event(s) leading to the ineligibility of previously granted family pension (on account of death, marriage, remarriage, attaining the prescribed age, employment, earning livelihood etc. of the beneficiary) and document(s) and document(s) in support thereof, if any.

4. Address of the applicant (in case of minor address of the Guardian)

| Permanent address | Same as | Present residential address |
|-------------------|---------|-----------------------------|
| | as | |

5. Date of appointment of deceased Government servant

____/____/____ (dd/mm/yyyy)

6. Additional service

Yes/No

(d) Daily wager/Work charged

From

To

(e) Migrant Substitute service

(f) Local Body service, if any

7. Regular service

8. (i) Total period of Defence service for which pension/gratuity was sanctioned, if any.

(ii) Amount and nature of any pension/gratuity received for the Defence service, if any.

9. Amount and nature of any pension/gratuity received for previous civil service, if any.

10. Government under which service has been rendered in order of employment.

11. Gross service (system generated)

12. Non-qualifying service

13. Net qualifying service

14. Government under which service has been rendered in order of employment

15. Emoluments reckoning for death gratuity

16. Last Basic Pay

S. Ram *Ar*

17. Last Pay Scale/Band/Level _____
18. NPA, if applicable (enter amount) _____
19. Emoluments reckoning for family pension. _____
20. Proposed death gratuity _____
21. Date from which Family pension is to commence _____
22. Whether nomination made for:
- (a) Death gratuity (if no, it shall be paid in terms of Article 240-E of JKCSR Vol.I _____)
- (b) Family pension _____
23. Proposed family pension _____
- a) Enhanced Rate _____
- b) Normal Rate _____
24. Period of tenability of family pension* _____
- *(event on which family pension shall cease to be payable)

25. Family details

| S.No | Name | D.O.B | Relation with Govt. Servant | % of Share of Death gratuity | Marital status | Occupation | Physical status | I.D NO (PAN/ Aadhaar /D.O.B. | Email | Phone No. | Identificati on marks | Photograph |
|------|------|-------|-----------------------------|------------------------------|----------------|------------|-----------------|------------------------------|-------|-----------|-----------------------|------------|
| 1. | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |

26. Details of the guardian who will receive payment of family pension and death gratuity in the case the applicant is minor or mentally unstable/retarded.

| No | Name | D.O.B | Relation with Minor | Marital Status | Occupation | Guardian ship Certificate If not a Natural Guardian | I.D NO (PAN/ Aadhaar /D.O.B certificate) | Email | Phone No. | Identification marks | Specimen signature | Photograph | Upload Joint photograph (Family Pensioner with Guardian) |
|----|------|-------|---------------------|----------------|------------|---|--|-------|-----------|----------------------|--------------------|--------------------------|--|
| | | | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> |

27. Government dues if any outstanding against the deceased Government servant. _____
28. Head of account to which family pension and death gratuity are debitale _____
29. Name of the Treasury _____
30. Name of the Bank through which payment of family pension is desired _____
- Saving Bank Account No. _____ IFSC _____

31. It is certified there is no other surviving member of the family of the deceased Government servant/pensioner _____ ranking above the beneficiary _____ (name of the beneficiary) as per the *order given under Rule-22 (b) of the J&K Family Pension-cum Gratuity Rules, 1964.

Remarks if any:

Place: _____

Dated: _____

E Signature

Digital Signature of Head of Office /PSA
(Aadhaar based)

[Handwritten signatures]

| | |
|---|--|
| *Rule-22 (b) of J&K F.P. Rules, 1964 (Schedule-XV) | |
| If there are no surviving/eligible members of the family as at clause (a) of Rule-22: | |
| (i) | To the father; |
| (ii) | failing the father to the mother; |
| (iii) | failing the father and mother to the eldest surviving brother below eighteen years of age; |
| (iv) | failing (i) to (iii) to the eldest surviving unmarried sister; |
| (v) | failing (i) to (iv) to the eldest surviving widowed sister. |

Handwritten signature

Handwritten initials