

ANNEXURE -III

CHECKLIST FOR DEATH GRATUITY AND FAMILY PENSION IN DEATH CASES

1. Form 18 and Form 19 duly completed with Service Book
2. Form 12 and Form 14 completed in all respect
3. Details of family in form 3.
4. Death Certificate (in original) of the deceased employee
5. Certificate(s) showing the date of birth of the children (Both major and minor)
6. Two specimen signatures of the family member(s)/ guardian as the case may be (in case of an illiterate person who cannot sign his name, two slips each bearing the left hand thumb and finger impressions. If such a person on account of physical disability is unable to give left thumb and finger impression, he may give thumb and finger impression of the right hand and where a Government Servant has lost both the hands, he may give his toe impression).
7. Two copies of passport size photographs of the guardian/ nominee/ claimant.
8. Two slips showing the particulars of height and personal identification marks of the family pensioner/ guardian /nominee
9. Undertaking for refund of any excess payment made by the pension disbursing bank
10. Proof of the permanent address of the guardian if payable to the minor child.
11. Income criteria to be checked in r/o parents/ widowed/ divorced daughter wherever required.