

FORM 20

**FORM FOR ASSESSING AND AUTHORISING THE PAYMENT OF
FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY
WHEN A GOVERNMENT SERVANT DIES WHILE IN SERVICE**

(To be sent in duplicate if payment is desired in a different circle of accounting unit)

**PART-1
SECTION-1**

01. Name of the deceased Government servant _____
02. Father's name (and also husband's name
in case of female Government servant) _____
03. Date of birth (by Christian era) _____
04. Date of death (by Christian era) _____
05. Religion _____
06. Office/ Department in which last employed _____
07. Appointment held last _____
 - (i) Substantive _____
 - (ii) Officiating _____
08. Date of beginning of service _____
09. Date of ending of service _____
10. (a) Total period of Military service for which
pension and gratuity was sanctioned and _____
(b) Amount and nature of any pension / gratuity
received for the military service _____
11. Amount and nature of any pension/gratuity
received for previous civil service if any _____
12. Department under which service has been
rendered _____
13. The date on which intimation regarding the
death of Government servant was received
by Head of Office _____
14. (i) The date on which action initiated to obtain
claim or claims from the claimants in the
appropriate form for death-cum-retirement-
gratuity and family pension _____
 - (ii) Obtain the 'No demand certificate' from the
Estate Officer/Executive Engineer, PWD etc. _____
 - (iii) Assess the Government dues other than the dues
pertaining to occupation of Government
accommodation _____
 - (iv) assess the service and emoluments
qualifying for death-cum-retirement
gratuity and family pension _____
15. Whether nomination made for D.C.R.G. _____
16. Length of service qualifying for death-cum-
retirement gratuity/pension _____

Signature of Head of Office

17. Periods of non-qualifying service _____
- (i) Interruption in service condoned _____
- (ii) Extra-ordinary leave not qualifying for gratuity _____
- (iii) Period of suspension not treated as qualifying service _____
- (iv) Any other service not treated as qualifying service _____
- Total non-qualifying service period _____
18. (a) Emoluments reckoning for death-cum-retirement gratuity _____
- (b) Amount of death-cum-retirement gratuity _____
19. Family Pension 1964 _____
- (i) Proposed Family Pension at, _____
- (ii) Enhanced rate (if service rendered at the time of death is more than seven years) _____
- (iii) Ordinary rate _____
- (iv) Period of tenability of Family Pension 1964 _____
- (v) Enhanced rate from _____
- (vi) Enhanced rate to _____
20. Person to whom family pension is payable _____
- Name _____
- Relationship with the deceased Government Servant _____
- Full postal address _____
- Village/Town : _____
- Street/Lane : _____
- Police Station : _____
- District : _____
- State : _____ PIN : _____
21. Details of Government dues recoverable out of gratuity : _____
- (i) Licence fee/rent for allotment of Government accommodation _____
- (ii) Amount of death-cum-retirement gratuity to be held over pending receipt of information from the Estate Officer/Executive Engineer etc _____
- (iii) Dues other than those pertaining to Government accommodation _____
22. Date on which claims received from the claimants _____
23. Name of guardian who will receive payment of death-cum-retirement gratuity and family pension in the case of minors _____
24. Place of payment of pension (Treasury, Sub-Treasury or Branch of Public sector bank) _____
25. Head of Account to which death-cum-retirement-gratuity and family pension are debitible _____

Place :-

Date :-

Signature of Head of Office

PART-I
SECTION –II

DETAILS OF PROVISIONAL FAMILY PENSION AND GRATUITY

Provisional family pension Gratuity
(the amount mentioned in item 18(b) of Part I)

Less

- (a) Licence fee/rent recoverable
from gratuity for occupation
of Government accommodation
as in item 21(i) of Part-I
- (b) Amount of gratuity to be held
over pending receipt of information
from the Estate Officer
as in item 21(ii) of Part-I
- (c) Other Government dues as
mentioned in item 21 (iii) of Part-I
- (d) Total of (a), (b) and (c)

Total

Place :-

Date :-

Signature of Head of Office

PART-II
SECTION-I
AUDIT ENFORCEMENT

1. Total period of qualifying service, which has been accepted for
- | | | | |
|-----------------------------------|-------|--------|------|
| | Years | Months | Days |
| (i) Death-cum-retirement gratuity | | | |
| (ii) Family Pension 1964 | | | |

2. Net amount of gratuity after adjustment of Government dues _____
3. Amount and the period of tenability of Family pension 1965.
If death took place

(i) before seven years service

Amount (Rs)	Period of enability	
	From	To

(ii) after seven years service

Amount (Rs)	Period of enability	
	From	To

4. Date from which family pension is admissible _____
5. Head of Account to which death-cum-retirement-gratuity and family pension are chargeable _____

SECTION-II

1. Name of the deceased Government Servant _____
2. Date of death of the Government Servant _____
3. Date on which pension papers received by the Audit Officer _____
4. Amount of family pension authorized _____
5. Amount of gratuity authorized _____
6. Date of commencement of family pension _____
7. Date on which payment of family pension and gratuity authorized _____
8. Amount recoverable from gratuity _____
9. Amount of gratuity held over pending receipt of 'No Demand Certificate' _____

Place :- _____
Date :- _____

Audit Officer