

FORM 21

FORM OF LETTER TO THE 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

Office of the _____ Department

No: _____ Dated, _____, the _____

To,

The Accountant General (A/Cs & Esstt.), Assam
Maidam Gaon,
Beltola,
Guwahati - 781 028

Sub : Grant of Family Pension and Death-Cum-Retirement-Gratuity (DCRG)

Sir/Madam,

I am directed to say that _____

Designation _____ died on _____.

His / Her family has become eligible for the grant of Family Pension and Death - Cum -
- Retirement - Gratuity (DCRF). Form 20 duly completed is forwarded herewith for
further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered out of the Death-Cum-Retirement-Gratuity(DCRF) as indicated in Section-II Part-I of Form 20.
3. Your attention is invited to the list of enclosures which is forwarded herewith.
4. The receipt of this letter may be acknowledged and this Department/Office be informed that necessary instructions for the disbursement of Family Pension and Death-Cum-Retirement-Gratuity (DCRF) have been issued to the disbursing authority concerned.

Yours faithfully,

Signature of Head of Office

Name :

Designation : _____

(Office Seal)

List of enclosures :-

(Strike out which is/are not enclosed)

1. Form No. 20 - duly completed.
2. Form No. 10 - duly completed along with all (i to v) enclosures.
3. Form of intimation for DCRG/residuary gratuity: FORM 5 / 6 - duly completed.
4. List of Family Members.
5. Form No. 3 - duly completed along with all enclosures.
6. Service Book - Date of Death indicated in the Service Book.
7. Copy of the Death Certificate - duly attested.
8. Last Pay Certificate of the deceased Government servant.
9. Certificate to the effect that the deceased Government servant was holding sanctioned post.
10. No Demand Certificate from the Head of Office.
11. Non Drawal Certificate from the Head of Office.
- 12.
- 13.
- 14.
- 15.