

O.C.S.(PENSION) FORM-M

[See rule 73(1) and 75 (2)]

Form for forwarding the family pension/death gratuity papers of a deceased Government Servant/Pensioner to the Accountant General/ Controller of Accounts.

GOVERNMENT OF ODISHA

Letter No. _____ Dt. _____

Department / Office _____

To

The Accountant-General, Odisha/
The Controller of Accounts, Odisha,
Bhubaneswar.

Sub:- forwarding of family pension / death gratuity papers.

Sir,

I am directed to forward herewith the family pension / death gratuity papers of
Shri/Smt./Kumari _____
(Name with designation)

In the Department/Office _____ as per the details given
below for further necessary action.

LIST OF ENCLOSURES

1.	Application for family pension in O.C.S (Pension) Form K	
2.	Application (s) for death gratuity in O.C.S. (Pension) Form J [Application in OCS (Pension) Form J for each of the claimants separately 1 copy each to be furnished.	
3.	Form for assessing and sanctioning family Pension in OCS (Pension) Form L . (To be sent in duplicate where pension is desired in different circles of accounting unit).	
4.	Attested copy of the death certificate.	
5.	Attested copy of legal heir certificate where no valid nomination subsists.	
6.	Attested copy of nomination in OCS (Pension) Form C .	
7.	Guardianship certificate where payment of death gratuity exceeds Rs.50,000 (if the claim is by the guardian) or indemnity bond whichever is applicable.	
8.	Slip containing specimen signatures for each of the claimants duly attested(in duplicate)	
9.	Slip containing height, personal marks of identifications for each of the claimants duly attested. (in duplicate)	
10.	Passport size photograph of the applicant in OCS (Pension) Form K(in duplicate)	
11.	Original /Duplicate Service Book.	

2. Following outstanding government dues are to be recovered from the death gratuity and to be adjusted:-

(i) Licence fee for Government Accommodation _____.

(ii) Balance of House Building / Special Housing Building / Conveyance and Other Advances _____.

(iii) Over payment of Pay and Allowance including Leave Salary _____.

(iv) Any other assessed Government Dues _____.

3. Pending assessment of any of the above outstanding Government dues, if any, necessary amount as required under rule 78(1)(vi) shall be withheld from death gratuity.

4. The payment of provisional family pension/death gratuity shall be adjusted from the final payment. Sanction of provisional family pension and gratuity order enclosed.

5. The fact of authorisation of Pensionary benefits is to be intimated to this Department / Office.

Yours faithfully,

Signature with designation of
Pension Sanctioning Authority

Memo No. _____ Dt. _____

Copy forwarded to Shri/Smt. _____ for information with reference to the application in Form-H and Form-J and Head of Office with reference to the letter No. _____ dt. _____ for information and necessary action.

Signature and designation of
Pension sanctioning Authority