



**Finance (Pension) Department  
Secretariat,  
Chennai – 600 009.**

**Letter No.121/FS/T/Pension/2022-2, Dated: 26.05.2022**

From

**Thiru N.Muruganandam, I.A.S.,  
Additional Chief Secretary to Government.**

To

All Secretaries to Government.  
All Departments of Secretariat.  
The Legislative Assembly Secretariat, Chennai-600 009.  
The Governor's Secretariat, Raj Bhavan, Chennai-600 022.  
All Heads of Department.  
The Tamil Nadu Information Commission, No.19, Government Farm Village,  
Pernpet, Nandanam, Chennai-600 035.  
The Accountant General (A&E), Chennai-600 018.(Byname)  
The Accountant General (A&E), Chennai-600 018  
The Principal Accountant General (Audit-I), Chennai-600 018.  
The Accountant General (Audit-II), Chennai-600 018.  
The Accountant General (CAB), Chennai-600 009.  
The Registrar, High Court, Chennai-600 104.  
The Secretary, Tamil Nadu Public Service Commission, Chennai-600 003.  
The Commissioner, Greater Chennai Corporation, Chennai – 600 003.  
All Corporation Commissioners.  
All Commissioners of Municipal Corporations.  
All Panchayat Union Commissioners.  
All Executive Officers of Town Panchayats.  
All District Collectors/District Judges/Chief Judicial Magistrates.  
All Regional Joint Directors of Treasuries and Accounts Departments.  
The Pension Pay Officer, Chennai-600035.  
All Treasury Officers/Sub-Treasury Officers.  
All State Government Owned Boards/Corporations.

Sir,

**Sub:** Announcement – Family Pension - Simplification of the process of conversion of Service Pension into Family Pension – Inclusion of additional annexure to Form-5 for future retirees – Regarding.

**Ref:** 1. G.O.Ms.No.321, Finance (Pension) Department, dated 15.10.2019.  
2. Government Letter No.1654/FS/T/Finance (Pension) Department /2021-2, dated 22.02.2022.  
3. Announcement made by the Hon'ble Minister for Finance and Human Resources Management in the floor of Legislative Assembly under Demand No.50 for the year 2022-2023 on 07.05.2022.

4. Government Letter No.24461A/ Finance (Pension) Department /2022-2, dated 17.05.2022.
5. From the Commissioner of Treasuries and Accounts Rc.No.30064/2021/E2, dated 20.05.2022.

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In the reference first cited, orders have been issued furnishing separate revised Forms of Application for Pension, Family Pension and General Provident Fund (GPF) final withdrawal as annexed in the above order [Form 5 and Form-17 (erstwhile Form-14)] for sending necessary pension proposals to Accountant General through the Departments concerned.

2. In the reference third cited, the Hon'ble Minister for Finance & Human Resources Management in the floor of Legislative Assembly on 07.05.2022 has made the following Announcement:-

**பணி ஓய்வூதியத்தை குடும்ப ஓய்வூதியமாக மாற்றம் செய்வதை  
எளிமையாக்குதல்**

தற்போது நடைமுறையில் உள்ள பணி ஓய்வூதியத்தை (Service Pension) குடும்ப ஓய்வூதியமாக (Family Pension) மாற்றம் செய்வதில் அதிக காலதாமதமும் நடைமுறை சிக்கல்கள் அதிகமாக உள்ளதாகவும் அரசின் கவனத்திற்கு கொண்டுவரப்பட்டது.

தற்போது நடைமுறையில் உள்ள செயல் முறையைக் கீழ்க்கண்டவாறு எளிமைப்படுத்த இவ்வரசு முடிவெடுத்துள்ளது.

"இனிவரும் காலங்களில் புதிய ஓய்வூதியதாரர்களுக்கு, ஒருங்கிணைந்த நிதி மற்றும் மனிதவள மேலாண்மை தளத்தில் (IFHRMS) கணவன் / மனைவியின் அனைத்து விவரங்களும் பதிவு செய்யப்படும். எனவே, குடும்ப ஓய்வூதியம் கோரும் நேர்வுகளில் அவர்கள் கணவன் / மனைவியின் இறப்புச் சான்றிதழ் மட்டும் சமர்ப்பித்தால் போதுமானதாகும்".

3. In the reference fourth cited, the Commissioner of Treasuries and Accounts was requested to send necessary proposal to Government for implementation of the above announcement.

4. In the reference fifth cited, necessary proposal to simplify the process of Family Pension for future retirees/Pensioners and to include additional annexure to Form-5 which has been appended to the orders issued in the Government Order first cited.

5. The Government after careful consideration have decided to accept the proposal of Commissioner of Treasuries and Accounts and to include the additional annexure to Form-5 in G.O.Ms.No.321, Finance (Pension) Department, dated 15.10.2019 to simplify the process of claim for Family Pension to the future retirees/Pensioners.

6. The Heads of Department/ Head of Offices in which the Government employee last served has to furnish spouse details of the retiring Government employees in the additional annexure to Form-5 along with other forms and send it

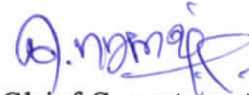
to Accountant General with the pension proposal. The spouse details furnished by the Heads of Department/ Head of Offices in additional annexure to Form-5 shall be captured and stored in the IFHRMS portal for the use of Treasury Office/ Sub-Treasury Office/Pension Pay Office as and when required.

7. In the event of the death of service pensioner, the spouse of the deceased Pensioner has to furnish only the following mandatorily required documents to the Pension Disbursing Officer and need not submit any other forms.

- 1) Pensioner's halves of the Joint Pension Payment Order.
- 2) Original death certificate of the Service Pensioner.
- 3) Self - Declaration for
  - a. Non Re-Marriage Certificate
  - b. Non-Employment Certificate
- 4) Copy of the Bank Pass Book front page (for Capturing Bank Account details) (required only in case where there are changes in details already given in Form-5).

8. The additional annexure to Form-5 is annexed to this letter for strict compliance by the Heads of Department/ Head of Offices at the time of sending the pension proposals of the employees to Accountant General for authorisation with immediate effect.

Yours faithfully,



for Additional Chief Secretary to Government



**Copy to:-**

The Commissioner of Treasuries and Accounts, Perasiriyar Anbazhaganar Maaligai,  
571, Anna Salai, Nandanam, Chennai - 600 035.

The Senior Personal Assistant to Hon'ble Minister for Finance and Human Resources Management,  
Chennai - 600 009.

The Senior Principal Private Secretary to Additional Chief Secretary, Finance Department,  
Chennai - 600 009.

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**ADDITIONAL ANNEXURE TO FORM 5**

**[G.O.Ms.No.321, Finance (Pension) Department, dated 15.10.2019]**

**(Spouse details of Retiring Employee)**

*(To be submitted in Triplicate to Head of Office / To be sent in Duplicate to A.G.)*

1. Name of the Applicant / Retiring Employee :  
(In block letters)
2. Details of the Spouse
  - a. Name :
  - b. Date of Birth (with Proof) :
  - c. Aadhaar Number :
  - d. Mobile Number (Optional) :
  - e. PAN Number (Optional) :
  - f. Address with Pin Code :
  
  - g. Personal Identification Marks : 1.  
2.
  - h. Specimen Signature : 1.  
(Thumb Impression in case of Illiterate) 2.  
3.
3. Bank Account details
  - (a) Bank Account No. (Single Account) :
  - (b) IFSC Code of the branch :
  - (c) Name of the Bank with Branch :
4. a) As to whether the spouse is in receipt of Pension or employed in Govt. Service : Yes  No
- b) If yes, please furnish the details :

Employee	Designation	
	Name of the Department	
Pensioner	PPO No.	
	Name of the Treasury (DT/ST)	

**Declaration**

I hereby declare that all the above details furnished are true to the best of my knowledge.

Station :  
Date :

Signature of the Employee

Signature of the Head of Office with Seal