

## FORM 18

*(Referred to in rule 25 Schedule: XV)*

**Form for assessing and sanctioning family pension and death-cum-retirement gratuity when a Government servant dies while in service.**

## PART I

1. Name of the deceased Government servant.
2. Father's name (and also husband's name in the case of a female Government servant).
3. Date of birth (by Christian era).
4. Date of death (by Christian era).
5. Religion and Nationality.
6. Office/Department in which last employed.
7. Appointment held last:
  - (i) Substantive.
  - (ii) Officiating.
8. Date of beginning of service.
9. Date of ending of service.
10.
  - (i) Total period of Military service for which pension/gratuity was sanctioned.
  - (ii) Amount and nature of any pension/gratuity received for the Military service.
11. Amount and nature of any pension received for previous civil service, if any,
12. Government under which service has been rendered in order of employment,
13. Interruption and non-qualifying service.
14. Length of qualifying service,
15. Emoluments reckoning for gratuity.
16. Proposed death-cum-retirement gratuity.
17. Whether nomination made for:
  - (i) Death-cum-retirement gratuity.
  - (ii) Family pension.

18. (i) Proposed family pension.  
(ii) Period of tenability of family pension.

19. Person to whom family pension is payable;

- (i) Name.  
(ii) Relationship with the deceased.  
(iii) Full address.

20. Persons to whom death-cum-retirement gratuity is payable

| S. No. | Name | Amount of the share of death –cum-retirement gratuity. | Relationship with the deceased. | Full postal address |
|--------|------|--|---------------------------------|---------------------|
| 1      | 2    | 3  | 4                               | 5                   |

1  
2  
3  
4  
5  
6

21. Name of the guardian who will receive payment of family pension and death-cum-retirement gratuity in the case of minor(s).

22. Government dues if any outstanding against the deceased Government servant.

23. Head of account to which family pension and death-cum-retirement gratuity are debitible.

24. Name of the treasury or sub-treasury where the payment of family pension and death-cum-retirement gratuity is desired.

Place.....

Dated the.....

Signature of the Head or Office.

**PART II**

**Section I**

*(To be filled in if family pension is admissible)*

**\*Emoluments drawn during the last ten months.**

|           |      |    |     |                                 |          |
|-----------|------|----|-----|---------------------------------|----------|
| Post held | from | to | pay | personal/special pay emoluments | average. |
|-----------|------|----|-----|---------------------------------|----------|

**Section II**

Details of non-qualifying service.

1. Interruption(s).
  2. Extraordinary leave not qualifying for pension.
  3. Period of suspension not treated as qualifying.
  4. Any other service not treated as qualifying.
- Total:

**Section III**

Period of service not verified with reference to Acquittance Rolls.

**PART III**

To be used by the Head of Office in the case of Assumptive family pension and death-cum-retirement gratuity is proposed to be paid.

Details of Assumptive family pension and gratuity.

|   |             |
|---|-------------|
| (a) Assumptive family pension gratuity  | Rs.....p.m. |
| (b) Government dues which have been ascertained and assessed.                                       | Rs.....     |
| (c) Amount of gratuity held over for adjustment of Government dues which have been assessed so far. | Rs.....     |
| Net amount of assumptive gratuity payable   | Rs.....     |

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\*In a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal backwards has to be taken for calculating the average emoluments.

**PART IV****Section I**  
Audit Enfacement.

1. Total period of qualifying service which has been accepted for:-

- (i) Death-cum-retirement gratuity.
- (ii) Family pension.

2. Net amount of death-cum-retirement gratuity after adjustment of Government dues.

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3. Amount of family pension.

- (i) If death took place before seven years of service.
- (ii) If death took place after seven years of service the period of tenability of the enhanced pension.

4. Amount of family pension and the period for which it is tenable.

5. The date from which family pension is admissible.

6. Head of Account to which death-cum-retirement gratuity and family pension are chargeable.

Accounts Officer,  
Assistant Accountant General.

**Section II**

1. Name of the deceased Government servant.

2. Date of death of the Government servant.

3. Date of submission of claim by the family of the deceased Government servant.

4. Amount of family pension authorised.

5. Amount of gratuity authorised.

6. Date from which the payment of family pension and gratuity will commence.

7. Amount if recoverable from gratuity.

8. The amount of gratuity held over for  
adjustment of unassessed Government dues.

**PART V****INTRODUCTION.**

## 1. Average emoluments.

The calculation of average emoluments, mentioned in item 19 of part] of this Form should be based on the actual number of days contained in each month.

## 2. Details of service.

(a) Give date, month and year of the various appointment/promotions and cessations. For the purpose of adding towards broken periods, a month is reckoned as thirty days.

(b) All periods not reckoned as service should be distinguished.

## 3. Identification marks.

Specify a few conspicuous marks, not less than two if possible.

When initials or the name of the Government servant are or is incorrectly given in the various records consulted, mention this fact in the letter, forwarding the pension papers

## 5. Date of death.

Date of death to be indicated in the service book and the last pay certificate if any.

## 6. Alterations

to be made in red ink under dated initials of a Gazetted Government servant.