

EXTRAORDINARY

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Separate paging is given to this part in order that it may be filed
as a separate compilation.

PART III

Laws, Regulations and Rules passed thereunder.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT & FINANCE DEPARTMENT,
JAMMU/SRINAGAR
(Codes Division)

Notification

Srinagar, the 1st December, 2022.

SO-643. In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Lieutenant Governor is pleased to direct that the following amendments shall be made in the Jammu and Kashmir Civil Service Regulations, 1956 ; namely :

1. In Schedule XII of J&K Civil Services Rules, 1956 Vol. II, the following shall be substituted ; namely :

- A) **Form 3** (referred to in Article 287-A, 287-B, 287-C, 288-A, 289 (a) (i) and 290 (3), shall be substituted by **Form-3 (Digital)**.

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- B) **Form 5** (referred to in G. I below Article 284 and Article 289-A), shall be substituted by **Form-5 (Digital)**.
- C) **Form 7** (referred to Article 284-B and 289-A), shall be substituted by **Form-7 (Digital)**.
- D) **Form 8** (referred to Article 289-A), shall be substituted by **Form-8 (Digital)**.

2. In Jammu and Kashmir Family Pension-cum-Gratuity Rules, 1964 as contained under Schedule-XV of Jammu and Kashmir Civil Services Regulations Vol. (II), the following shall be substituted ; namely :ð

- a. **Form 14** (referred to in Rule 28 of Schedule XV) titled as “Form of application for grant of family pension on the death of pensioner survived other than by a widow/widower” shall be substituted by **Form-14 (Digital)** titled as “Form of application for the grant of family pension or Death cum Retirement Gratuity of a Government servant while in service/after his retirement to Child/Children/Other Dependents, when spouse is not alive or has remarried or has declined to accept Family Pension/DCRG”.
- b. **Form 14 A** (referred to in Rule 29 of Schedule XV) titled as “Form of application for Family Pension in respect of pensioners who have retired on or after 1-4-1965 and have a wife/husband living” shall be substituted by **Form-14A (Digital)** titled as “Form of application for nomination and grant of Advance Family Pension in favour of surviving spouse of the pensioner who married/remarried after retirement”.
- c. **Form 14 B** titled as “Form of application for Family Pension in respect of pensioners who have retired on or after 1-4-1965 but before 1st February, 1980 and those pensioners who retired on or after 1-2-1980, and who have died without having filled Form 14-A”, shall be substituted by **Form-14-B (Digital)** titled as “Form of application for grant of Family Pension to spouse of the pensioner who married/remarried after retirement and died without having filled Form-14A (Digital)”.





20. In the first line of Rule 29, for the words “who has retired from service on or after 1-4-1965, and has on the date

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 of issue of these orders, a surviving wife or husband (as the case  
 may be) may apply in Form 14-A to the authority who sanctioned  
 his service pension for grant of family pension to his surviving  
 wife/husband after his/her death”, the words “and has married/  
 remarried after retirement may apply in Form-14A (Digital) to  
 the authority who sanctioned his service pension for nomination  
 and grant of Advance Family pension to his/her surviving  
 spouse”, shall be substituted.

21. In Jammu and Kashmir Family Pension-cum-Gratuity  
 Rules, 1964 as contained under Schedule XV of Jammu and  
 Kashmir Civil Services Regulations Vol. (II), the following shall  
 be substituted ; namely :—

- i). **Form A** (referred to in Article 240-E) titled as  
 “Nomination of Death Gratuity (when the officer has  
 a family and wishes to nominate one member thereof),  
 shall be substituted by **Form-A (Digital)** titled as  
“Nomination for Death Gratuity or Retirement Gratuity  
 (in the event of death of retired Government servant  
 before receiving gratuity) when the officer has a family  
 and wishes to nominate any member or members of his  
 family referred to in Article 240-C(ii)”
- ii). **Form B** (referred to in Article 240-E) titled as  
 “Nomination of Death Gratuity (when the officer has  
 a family and wishes to nominate more than one member  
 thereof)” shall be substituted by Form-B (Digital) titled  
 as “Nomination of Death Gratuity/Retirement Gratuity,  
 when the officer has no family and wishes to nominate  
 any person or persons”
- iii). **Form C & Form D, shall be deleted.**
- iv). **In Article 240-E, after the words “while in  
 service”, the Symbol and words “/after retirement”  
 shall be incorporated.**
- (v). **In Article 240-E, for the words “(Form A & Form-  
 B Schedule XV)”, the words [Form-A (Digital) and  
 Form-B (Digital) of Schedule XV], shall be  
 substituted.**

- 23. In Note below Rule 7-A, the words “the report from audit officer will have to be called for in Part II of Form-A for commutation of Civil Pension twice”, shall be deleted.**

### 13. Eligibility.

a) a superannuation pension under Article 225 of J&K CSR Vol. I ; or

- b) a retiring pension under Article 230 of J&K CSR Vol. I ; or
- c) a compensation pension on abolition of permanent post under Article 207 of the Pension Rules ; or
- d) a pension on premature retirement in terms of Article 226(2)
- e) an Invalid pension in terms of Article 215 excluding the category retired on Invalidation due to any disease referred in Rule 12 of this schedule.

**25. For the existing Rule 15, the following shall be substituted ;**

### 15. Application for commutation of pension—

(1) An applicant, who is in receipt of any pension referred to in Rule 13 (a to d) and desires to commute a percentage of that pension any time after the date following the date of his retirement from service, but before the expiry of one year from the date of retirement, shall

- (a) apply to the Pension Sanctioning Authority in **Form-D (Digital)** after the date of his retirement ;
- (b) ensure that the application in **Form-D (Digital)**, duly completed, is delivered to the Pension Sanctioning Authority as early as possible but not later one year of the date of his retirement :

Note :d An applicant who applies for commutation of pension within one year of from the date of his retirement but his application in **Form-D (Digital)** is received by the Pension sanctioning Authority after one year of the date of his retirement, shall not be eligible to get his pension commuted, without medical examination. Such an applicant, if he desires to commute a fraction of his pension, shall apply afresh in **Form-A (Digital)** to PSA in accordance with the procedure laid down in Sub-rule 5 of this rule.

(2) An applicant, who applies for commutation of pension after one year from the date of his retirement, he/she shall have to apply in **Form-A (Digital)** to PSA in accordance with the procedure laid down in sub-rule 5 of this rule.



- (4) A Government servant who retire on Invalidation, in terms of Article 215 of J&K CSR Vol. I, shall apply to Pension Sanctioning Authority in **Form-A (Digital)** to PSA for commutation of a percentage of his pension in accordance with the procedure laid down in sub-rule 5 of these rules, however, retirement on Invalidation due to any disease referred to in Rule 12 are not eligible for commutation.

The Pensioner shall produce himself/herself before medical authority on the decided date and shall take the duly filled Form-C (Digital) Part I to the Medical Authority. Medical Authority shall subject the applicant to strict Medical Examination, enter the results in Part II of **Form-C (Digital)** and shall complete the certificate in Part III of **Form C (Digital)**.

**Treasury Officer**, after receipt of necessary authorization from the Accountant General shall draw the bill on account of commuted value of pension. For the cases mentioned at Rule 15(3), the Treasury Officer shall draw the bill on account of commuted value of pension ~~Not payable before-----~~(date following the date of retirement)

“On receipt of an application for commutation from the Pensioner after one year, the sanctioning authority, shall instruct him/her to appear before the said Medical Authority in Form-B (Digital) within 3 months from the date of the order, or if he has applied for commutation in advance in case of Retirement on Invalidation, within 3 months from the date of retirement. This intimation shall lapse if the medical examination does not take place within the period of 3 months from the issue of letter in **Form-B (Digital)**. If the applicant does not appear for examination before the Medical Authority within the prescribed period, the sanctioning authority may at his discretion extend it for a further period of 3 months without obtaining a fresh application for commutation. The applicant can, however, withdraw his/her application for commutation. The applicant can, however, withdraw his/her application for commutation by a written notice dispatched at, any time before the medical examination is due to take place and this option will lapse as and when the applicant appears for examination before a Medical Authority, provided that if the Medical Authority directs that

his/her age for the purpose of commutation shall be assumed to be greater than his/her actual age the applicant may withdraw his/her application by written notice dispatched within 2 weeks from the date, on which he/she received intimation of the revised sum payable on commutation, or if this sum is already stated in the sanctioning order (within two weeks from the date on which he/she receive intimation of the finding of the Medical Authority). If the applicant does not withdraw in writing his/her application within the period of two weeks prescribed above he/she shall be assumed to have accepted the sum offered.

**27. In Rule 21, the words “in Part III of Form A”, shall be deleted.**

**28. In Rule 22, the words “on Form ‘B’ a certified copy of the Accountant General’s certificate contained in Part II of Form ‘A’, shall be deleted.**

29. In third line of Rule 22, for the words “Form C Part” the words “Form-C (Digital)-Part-I”, shall be substituted.

**30. For the existing Rule 28, the following shall be substituted :—**

“The ultimate Medical Authority shall without delay forward the Certificate of fitness in Form-C (Digital), Part-III in original to the sanctioning authority who shall further forwards. It along with Form-A (Digital) to the Accountant General as expeditiously as possible”

**31. For the existing Rule 33, the following shall be substituted :—**

“The Accountant General on receipt of the complete Forms-A (Digital) and Form-C (Digital) mentioned above, shall subject to provisions of Rule 32 arrange forthwith for the payment of the appropriate commutation value and for the corresponding reduction in pension, if necessary.

**32. Rule 33-A, shall be deleted.**

33. In Rule 34, for the word “Form E”, the words Form-E (Digital)” shall be substituted.

**34. In Article 291 (1), for the word “Form A”, the words “Form-A (Digital)” shall be substituted.**

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35. “Form B” [referred to in Article 291(1)] titled as “To be signed by legal heirs or members of the family of a deceased pensioner” shall be substituted by **Form-B (Digital)** titled as “To be signed by member/members of the family or legal heirs of a deceased Government servant/Pensioner”

36. In Article 303-C, for the words “the form annexed to this chapter” the words “Form-A (Digital)”, shall be substituted.

37. The existing forms as referred above shall be deemed to have been replaced by the revised digital forms (Annexure-A).

By order of the Lieutenant Governor.

(Sd.)

Secretary,
Finance Department.

FORM-3(Digital)

Details of Family

1. Name of the Government servant _____
2. Designation _____
3. Date of Birth _____
4. Date of appointment _____
5. Unique Id. of the Government servant _____ (Aadhaar Number)
6. Details of family members as on _____

[illegible]

I hereby undertake to keep the above particulars up-to date by notifying the Head of Office any addition or alteration.

Remarks, if any :

Place :

Dated :

Digital Signature of Government Servant
(Aadhaar based)

Remarks, if any :

Digital Signature of Head of Office/PSA
(Contact details : Email-Id & Mobile No.)

Note 1 : δ Details of family members may include legally wedded wife/wives, husband, sons, unmarried/widowed/divorced daughter(s), father , mother and brother(s) below the age of 18 years.

Note 2 : δ Where the second marriage has been contracted by a Government servant after 5th February, 1971, The Family Pension to the Junior Widow shall be admissible only if the Government servant had obtained permission of the competent authority (Government) for second marriage as provided under proviso to Rule-22 (a) of J&K Family Pension-cum-Gratuity Rules, 1964 and Rule-22 of J&K Employees (Conduct) Rules, 1971. If yes, then permission order may be enclosed with and details of family in the above stated format may also be provided thereof.

FORM-5 (Digital)

[Referred to Government Instruction below Article 284 and 289-A]

**Particulars to be obtained by the Head of Office from the retiring Government servant
eight months before the date of his/her retirement.**

1. Name of the Government servant _____
Aadhaar No. _____
PAN _____
E-mail ID _____ Alternate E-mail ID _____
Mobile No. _____ Alternate Mobile No. _____
2. Date of birth _____ / _____ / _____
3. Gender : M/F/T _____
4. Nationality _____
5. Religion _____
6. Father & Mother's name _____
7. Husband's name in case of female Government servant _____
8. Date of appointment _____

	From	To
(a) Work char ged/Daily rated worker	_____	_____
(b) Service rendered against migrant post	_____	_____
(c) Service rendered in Local Body	_____	_____
9. Regular service	_____	
10. Date of retirement	_____	
11. Employment Status at the time of retirement :		
(a) Category of employee	Gazetted	Non-Gazetted
(b) Employee Code/CPIS ID/PID No.		_____
(c) Substantive post held (Designation)		_____
(d) In-charge post (if any)		_____
(e) DDO Code		_____
(f) Designation of Head of Office/Office Name		_____
(g) Designation of Head of the Department		_____
(h) Administrative Department		_____
(i) Office Address with PIN Code		_____

12. Two passport size photographs of the retiree
-
13. Two specimen signature/Thumb and finger Impressions (if illiterate)
-
14. Joint photograph with spouse
-
15. Height (in centimeters)
-
16. Two marks of personal identification
-
17. Address of the Government servant :

Present residential address	Same	Address after retirement
as		

25. Whether spouse is employed and or drawing/entitled to any service pension or family pension. If so, give details
(Office/Department where employed/PPO Number etc.) _____

Remarks, if any :

Place : _____

Dated : _____

Digital signature of the retiring employee
(Aadhaar based)

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(a) Work charged/Daily rated worker

(b) Service rendered against migrant post

(b) Service rendered against migrant post

(c) Service in Local Body (if any)

11. Date of retirement

13. Non-qualifying Service

(b) Interruption(s)

(d) Extraordinary leave not qualifying for pension

(e) Period of suspension not treated as qualifying service

(f) Any other service not treated as qualifying service

[illegible]

14. Net qualifying service	_____		
15. Service status of the Government servant	a) Temporary	b) Quasi-Permanent	c) Confirmed
16. Employment status at the time of retirement :	Date :		
(a) Category of employee	Gazetted	Non-Gazetted	
(b) Employee Code/CPIS ID/PID No.	_____		
(c) Substantive post held	_____		
(d) In-charge post (if any)	_____		
(e) DDO Code	_____		
(f) Designation of Head of Office/Office Name	_____		
(g) Designation of Head of the Department	_____		
(h) Administrative Department	_____		
(i) Office Address with PIN Code	_____		
17. Two passport size photographs of the retiree			
18. Two specimen signature/Thumb and finger Impressions (if illiterate)	_____ (upload)		

19. Joint photograph with spouse

20. Height (in centimeters)

21. Two marks of personal identification

22. Address of the Government servant :

Present residential address	Same as	Address after retirement

23. Name of the Bank through which payment is desired :

The employee desires to draw pension_____

Bank	Account No.

Branch Name	IFSC

24. Name of the	Treasury mapped with the concerned Bank Branch

25. Class of Pension

(In case of Invalid pension, medical certificate may be attached)

26. (i) Total period of Defence service for which Pension/

Gratuity was sanctioned, if any .

(ii) Amount and nature of any pension/gratuity received

for the Defence service, if any .

27. Amount and nature of any pension/gratuity received for previous civil service, if any .

28. Government under which service has been
Rendered in order of employment

[illegible]

44. Complete and up-to-date details of family members as given in Form-3 :

S. No.	Name	Unique ID Aadhaar Card No. PAN Voter ID Birth Certificate	Date of Birth	Relationship with the employee	Marital status	Physical status	Occupation	E-mail ID Contact No. Mobile No.

45. Whether spouse is employed and or drawing/entitled to any service pension or family pension.

If so give details (office/department where employed/PPO number etc.) _____

46. Head of Account to which pension and gratuity debitable 2071 8658 (for AIS)

Remarks, if any :

Place : _____

Dated : _____

Digital Signature
(Aadhaar Based)

Signature of Head of Office/PSA
(Contact details of PSA : Email-ID and Contact No.

FORM-8 (Digital)

[Referred to in Article 289-A]

Form of Letter to the Accountant General Forwarding the Pension Papers of a Government Servant

No. _____

Dated _____

To

The Accountant General (A&E)
(J&K), Jammu/Srinagar.

Subject : δ Pension papers of (name of Govt. employee) _____,
(designation) Aadhaar No. _____ for authorization of retirement benefits.

Sir/Madam,

I am to forward herewith the pension papers of _____ (name of Govt. employee) having
Aadhaar No. _____ of this Office/Department for further necessary action.

The details of Government dues which will remain outstanding on the date of retirement of Government servant and which need to be recovered out of retirement gratuity are indicated below :

1. Assessed dues to be recovered, if any	Rs.
(a) Balance of the House Building Advance and interest	Rs.
(b) Balance of Conveyance Advance and Interest	Rs.
(c) Overpayment of pay and allowance including leave salary	Rs.
(d) Arrears of house rent for occupation of Government accommodation	Rs.
(e) The amount of house rent for the retention of Government accommodation for the permissible period beyond the date of retirement	Rs.
(f) Any other assessed dues and the nature thereof	Rs.
2. An amount of gratuity to be withheld for adjustment of un-assessed dues, if any	Rs.
Total Rs.	

It is requested that the above-mentioned dues may be recovered out of Retirement gratuity before authorizing its payment.

Remarks, if any :

Yours faithfully,

**Digital Signature
(Aadhaar based)**

Signature of Head of Office/PSA
(Contact details of PSA : E-mail Id and Contact No.)

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Form-14A (Digital)

[Referred to in Rule-29 Schedule-XV]

**Form of application for nomination and grant of Advance Family Pension in favour of surviving spouse of
the pensioner who married/remarried after retirement.**

1. Name of the pensioner _____
 - a) Aadhaar No. _____
 - b) PAN _____
 - c) Email ID _____ Alternate Email ID _____
 - d) Mobile No. _____ Alternate Mobile No. _____
2. Date of Birth ____/____/____ (dd/mm/yyyy)
3. Gender : M/F/T _____
4. Nationality _____
5. Religion _____
6. Father &/Mother &s Name _____
7. Two passport size photos of the spouse

8. Two marks of personal identification_____
9. Height (in centimeters) _____
10. Two specimen signature of the spouse (upload and Digital signature by Aadhaar_____
11. Joint photograph of the pensioner with spouse
12. Address of the pensioner :

Permanent residential address	Same as	Present residential address

13. Details of the Bank through which the pensioner is drawing pension ð

Saving Bank Account No._____

Name of the Bank_____

Branch Name_____

IFSC Code_____

14. Name of the Treasury mapped with the concerned Bank Branch _____
15. P.P.O. Number (enclose photocopy) _____
16. Whether drawing any other pension/family pension _____
(enclose details, if any)
17. Whether family pension is admissible from any other source(s) _____
(give details, if any).
18. Details of wife/husband to whom family pension shall be payable after the death of the pensioner _____
- a) Name of spouse _____
- b) Date of Birth _____
- c) Aadhaar Number _____
- d) Upload passport size photograph 
- e) Height (in centimeters) _____
- f) Two marks of personal identification _____
- g) Specimen signature/Thumb and finger impressions (if illiterate) _____
- h) Joint photograph of the pensioner with the spouse 

19. Details of family members of the pensioner :

[illegible]

20. Date of appointment

21. Service status of the Government servant (a) Temporary (b) Quasi-Permanent (c) Confirmed

27. Net qualifying service		
28. Employment status at the time of retirement :		
	Gazetted	Non-Gazetted
a) Category of employee		
b) Employee Code/CPIS ID/PID No.		
c) Substantive Post Held		
d) In-charge Designation (if any)		
e) Address of office with PIN Code		
f) Designation of Head of the Department		
g) Administrative Department		
29. Last basic pay Scale of the pensioner		
30. Last pay Scale/Band/Level		
31. Whether spouse is employed and or drawing/entitled to any service pension or family pension, If so, give details (Office/Department where employed/PPO number etc.)		

Remarks, if any :

Place : _____

Date : _____

Digital signature of the Pensioner
(Aadhaar based)

Certified that the entries contained above are correct. Details of last Basic Pay and Pay Scale/Band/Level have been verified from the L. P. C. issued to the pensioner after his retirement or Pay Acquaintance Roll etc. or Service Book or history of his service.

Remarks, if any :

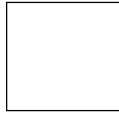
Digital Signature
(Aadhaar based)
Head of Office/Department where from the pensioner retired.
(Contact details i Email ID, Contact No.)

Form-A (Digital)

[Declaration under Article 291 (1)]

I, _____ (Name of Government servant) having _____ (Aadhaar number)

hereby acknowledge and fully understand that pension/gratuity is subject to revision and the same, if found to be in excess of that to which I am entitled to under the rules, I promise to refund any amount paid to me in excess of that to which I may eventually be found entitled to.

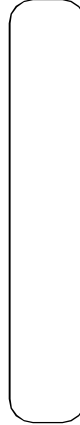


E-Signature

Signature of the Government servant

Details of witness

1. Signature :
Name :
Aadhaar No.
Occupation :
Address :



Passport size
photo of
witness-1

2.

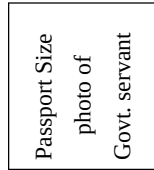
Signature :
Name :
Aadhaar No.
Occupation :
Address :

Passport size
photo of
witness-2

Remarks, if any :

E-Signature

Signature of Head of Office/PSA



FORM–A (Digital)

[Form for making nomination of Pension Arrears as per Article 303-C]

I, _____ (Name of the pensioner in block letters) with Unique ID _____ (Aadhaar No.) hereby nominate the person(s) named below, for payment of arrears in the event of my death before receiving pension.

Part–1 : When Nominee(s) is/are not minor

Name and Address of the Nominee	Relation with the employee/ Pensioner	Date of Birth	Unique ID of the Nominee	Condition on which the Nomination becomes invalid	Name of Nominee of the Nominee and Address	Unique ID Nominee of the Nominee (Aadhaar No.)
1.						

Place : _____
Date : _____

Details from Aadhaar(s)

Signature of the retiree/pensioner
(Thumb impression, if illiterate)

Details of witness

1.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Passport size
photo of
witness 1.

2.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Passport size
photo of
witness 2.

Remarks, if any :

Place : _____

Dated : _____

E-Signature

Signature of Head of Office/PSA.

Part-2 : When Nominee(s) is/are minor

Name and Address of the Nominee	Relation with the employee/ Pensioner	Date of Birth	Unique ID of the Nominee/ Date of Birth Certificate	Condition on which the Nomination becomes invalid	Name of the guardian and address	Guardian's Unique ID (Aadhaar No.)	Name of Nominee of the Nominee and Address	Unique ID of the Nominee (Aadhaar No.)

Remarks, if any :

Place : _____
Dated : _____

Details from Aadhaar

Signature of the retiree/pensioner
(Thumb impression, if illiterate)

Details of witness

1.

Signature :
Name :
Aadhaar No.
Occupation :
Address :

Passport size
photo of
witness 1.

2.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Passport size
photo of
witness 2.

Remarks, if any :

Place : _____

Dated : _____

E Signature

Signature of Head of Office/PSA.

ॐ ॐ ॐ ॐ ॐ

FORM-A (Digital)

[Referred to Article 240-E]

Passport size photo of Govt. Servant

Nomination for Death Gratuity or Retirement Gratuity (in the event of death of retired Government servant before receiving gratuity), when the officer has a family and wishes to nominate member/members of his family referred to in Article 240 i C (ii).

I, _____ (Name of the pensioner in block letters) having Aadhaar No. _____ hereby nominate the member(s) of my family named below, and confer on him/them the right to receive my gratuity that may be sanctioned by the Government in the event of my death while in service/retirement.

Part-1 : When Nominee is not minor

S. No.	Name and Address of the Nominee	Relationship with the Pensioner	Age	Unique ID of the Nominee	Condition on which the Nomination becomes invalid	% of share of gratuity payable to each	Name of Nominee of the Nominee and Address	Unique ID of the Nominee (Aadhaar No.)
1.								

The Nomination supersedes the nomination made by me earlier on_____which stands cancelled.

Remarks, if any :

Place : _____

Dated : _____

Digital Signature

Signature of Government Servant
(Thumb Impression, if illiterate)

Details of witness

1.

Signature :

Name :

Aadhaar No. :

Occupation :

Passport size
photo of
Witness 1.

2.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Passport size
photo of
Witness 2

Remarks, if any :

Place : _____

Date : _____

Digital Signature of Head of Office/PSA.

Part-2 : When Nominee is minor

Name and Address of the Nominee	Relationship with the pensioner	Age	Unique ID of the Nominee/ Date of Birth Certificate	Condition on which the Nomination becomes invalid	% of share of gratuity payable to each	Guardian Name and Address	Guardian Unique ID (Aadhaar No.)	Name of Nominee of the Nominee and Address	Unique ID of the Nominee (Aadhaar No.)

The nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

Remarks, if any :

Place : _____

Date : _____

Digital Signature

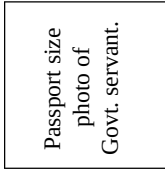
Signature of Government servant
(Thumb Impression, if illiterate).

Details of witness		Passport size photo of Witness 1.
1.	Signature : Name : Aadhaar No. : Occupation : Address :	
2.	Signature : Name : Aadhaar No. : Occupation : Address :	Passport size photo of Witness 2.
Remarks, if any :		
Place : _____		
Date : _____		
Digital Signature of Head of Office.		

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FORM-B (Digital)
[Referred to Article 240-E]

Nomination of Death Gratuity/Retirement Gratuity, when the officer has no family and wishes to nominate any person or persons .



I, _____ (Name of the in-block letters) hereby nominate the person(s) named below, and confer on him/them the right to received any Death Gratuity/Retirement Gratuity that may be sanctioned by the Government in the event of my death while in service/retirement.

Part-1 : When Nominee is not minor

S. No.	Name and Address of the Nominee	Relationship	Age/ date of Birth	Unique ID of the Nominee	Condition on which the Nomination becomes invalid	% of share of gratuity payable to each	Name of Nominee of the Nominee and Address	Unique ID Nominee of the Nominee (Aadhaar No.)
1.								

The Nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

Remarks, if any :

Place :
Date :

Details from Aadhaar

Signature of Government Employee
(Thumb Impression, if illiterate).

Details of witness

1.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Passport size
photo of
Witness 1.

2.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Passport size
photo of
Witness 2.

Remarks, if any :

Place :

Date :

Signature of Head of Office/PSA.

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Part-2 When Nominee is minor

Name and Address of the Nominee	Relationship with the Pensioner	Age/ date of Birth	Unique ID of the Nominee/ Date of Birth Certificate	Condition on which the Nomination becomes invalid	% of share of gratuity payable to each	Gurardian Name and Address	Guardian Unique ID of the (Aadhaar No.)	Name of Nominee of the Nominee and Address	Unique ID Nominee of the Nominee (Aadhaar No.)

The Nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

Remarks, if any :

Place : _____

Date : _____

Details of Witness

1.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Details from Aadhaar

Signature of Government employee
(Thumb Impression, if illiterate)

Passport size
photo of
Witness 1.

2.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Passport Size
photo of
Witness 2

Remarks, if any :

Place :

Date :

Digital signature of Head of Office.

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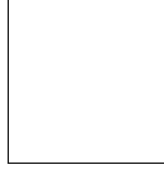
Form-A (Digital)

(Referred to in Rule 15(2), Note below Rule 15(1), Rule 15(4) and Rule 15(5) of Schedule-X)

Form of Application for commutation of Pension after one year of retirement with Medical examination

1. Name in block letters.

Photograph



(a) Aadhaar No.

(b) PAN

(c) E-mail ID

Alternate Email ID

(d) Mobile No.

Alternate Mobile No.

2. PPO Number

3. Date of birth

4. Date of retirement

5. Designation of the post held at the time of retirement

6. Name of office last served

7. Amount of pension sanctioned and whether it is provisional or final _____
8. Class of Pension _____
9. Amount (in whole rupees) or percentage of pension desired to be commuted _____
10. Name of Bank and Branch through which pension is being drawn _____
11. Saving Bank Account Number _____
12. Name of the Treasury mapped with the concerned Bank Branch _____
13. Remarks, if any _____

Date :

Signature of the pensioner
(Aadhaar Based)

Complete postal address (with PIN Code) _____

Note : ð The class of pension (Superannuation/Retiring/Invalid/Compensatory) should be stated.

Remarks, of DDO/PSA, if any :

Place :

Dated :

E-Signature

Signature of Head of Office/PSA.

FORM-B (Digital)

[Referred to in Rule-15(5), Rule 19, Schedule X]

Forwarding the application to the Medical Board for Medical Examination of the pensioner for grant of Commutation

To

No. _____

Date : _____

(The designation and address of the Medical Authority).

Sir/Madam,

It is requested to kindly arrange for the Medical examination of the applicant _____ (name of applicant) by the Medical Board for the purpose of commutation of a portion of his pension as provided under Rule-20 of J&K Civil Pension (Commutation) Rules, 1960 contained in Schedule-X of J&K CSR Volume-II, as early as possible within three months from date of receipt of this letter.

Note:ø 1 below rule *ibid* provides that the Medical Board will constitute at the Headquarters of 3 Members comprising the Superintendent of the Saddar Hospital, a Physician or a Surgeon Specialist and one more Medical Officer not lower in rank than an Assistant Surgeon Grade-I, and in the Districts the D.M.O. (Civil Surgeon) and two Assistants, one of them not below the rank of an Assistant Surgeon, Grade-I.

The applicant pensioner may kindly be informed in sufficient time where and when he/she should appear for the examination. He should be asked to bring with him the enclosed Form-C (Digital) with the particulars required in Part-I completed except for the signature.

Name and address of the applicant : _____

Mobile No. _____

Remarks if any :

Signature_____

Designation of the Sanctioning Authority

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FORM-C (Digital)
[Referred to in Rule 15(5)]
Form for Medical Examination for Commutation

Medical examination by the _____

Part-I

(Statement by the applicant for commutation of a portion of his pension)

The applicant must complete this statement prior to his examination by the _____ (here enter the Medical Authority) must sign the declaration appended hereto in the presence of that authority.

1. State your name in full (in Block letters) _____
2. Place of birth _____
3. Date of birth and age _____
4. Furnish the following particulars concerning your family : ø

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living their ages and state of Health	Number of brothers dead their ages and cause of death
Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living their ages and state of Health	Number of sisters dead their ages and cause of death

8. Have you Hernia ?
9. Have you varicocoele, various venis or piles ?
10. Is your vision in each eye good ?
11. Is your hearing in each ear good ?
12. Have you any congenital or acquired malformation defect or deformity ?
13. Is there any further matter concerning your health not covered by the above questions such as presence of albumen or sugar in the urine marked increase or decrease in your weight in the last three years or being under treatment of any doctor within the last three months and the nature of illness for which such treatment was taken.

Declaration by applicant _____

(To be signed in presence of the Medical Authority)

1. I declare all the above answers to be the best of my belief, true and correct.
2. I willfully reveal to the Medical Authority all circumstances within my knowledge that concern my health and fitness.
3. I am fully aware that by willfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation. I have applied for and of having my pension withheld or withdrawn under service Rules.

Date :

Applicant's signature

Signed in presence of _____
Signature and Designation of Medical Authority

Part-II

(To be filled in by the Examining Medical Authority)

1. Apparent age _____
2. Height _____
3. Weight _____
4. Pulse rate : _____
 - (a) Sitting _____
 - (b) Standing _____
 - (c) What is character of pulse ? _____
5. Blood Pressure : _____
 - (a) Systolic _____
 - (b) Diastolic _____
6. Is there any evidence of disease of the main organs :
 - (a) Heart _____
 - (b) Lungs _____

- (c) Liver _____
 - (d) Spleen _____
 - (e) Kidney _____
7. Investigations :
- (a) Urine _____
 - (b) X-Ray Chest _____
 - (c) Blood _____
 - (d) E.C.G. _____

8. Has the applicant a hernia ? If so, state the kind and if reducible _____
9. Describe any scars or identifying marks. _____
10. Any additional information. _____

Dated :

Signature and Designation of Examining
Medical Authority.

ॐ ॐ ॐ ॐ

No. _____

Dated : _____

Forwarded to the _____ (Head
of the Office/Pension Sanctioning Authority)

Signature and Designation
of the authorized officer of the Hospital.

No. _____

Dated : _____

Forwarded and submitted to the Accountant General (A&E), Jammu and Kashmir, Jammu/Srinagar for authorization
of Commuted Value of Pension in favour of _____ (name of the pensioner)
who's PPO No. is _____ under intimation to this office.

Digital Signature

Head of the Office/PSA.

FORM-D (Digital)

[Rule 15(1) & 15(3), Schedule -X]

Application for commutation of Pension without Medical Examination when Government servant/pensioner desires that the payment of the commuted value should be authorized through the Pension Payment Order or after issuance of Pension Payment Order within one year from the date of retirement

1.	Name in block letters	_____	Photograph	
	a) Aadhaar No.	_____		
	b) PAN	_____		
	c) E-mail ID	_____	Alternate E-mail Id	_____
	d) Mobile No.	_____	Alternate Mobile No.	_____
2.	Date of Birth	_____		
3.	Date of retirement	_____		
4.	Designation of the post held at the time of retirement	_____		
5.	Name of address, the office last served	_____		
6.	Amount of pension sanctioned and whether it is provisional or final, if any	_____		

7.	Class of Pension	_____
8.	Amount (in whole rupees) or percentage of pension desired to be commuted	_____
9.	(a) Name of Bank through which payment of pension is desired/being drawn	_____
	(b) Bank Branch	_____
	(c) Saving Bank Account Number	_____
10.	Name of the Treasury mapped with the Bank Branch	_____
11.	PPO number (if sanctioned)	_____
12.	Remarks, if any	_____
Date :		_____
		Signature of Government servant/pensioner (Aadhaar Based).
Complete postal address (with PIN Code)		_____
Forwarded to the Accountant General (A&E), J&K, Jammu/Srinagar for authorizing payment of commuted value of pension as may be due and admissible under rules.		

Remarks, if any ,

Place :

Date :

Digital signature of Head of Office/PSA
(Contact details and Email ID).

Passport Size
photo of
Govt. Servant

Govt. Servant

que ID of minee ne minee dhaar)	
---	--

Place : _____

Date : _____

Signature of the retiree/pensioner
(Thumb impression, if illiterate).

Passport Size
photo of
witness 1.

Details of Witness

1.

Signature :

Name :

Aadhaar No.:

Occupation :

Address :

2.

Signature :

Name :

Aadhaar No. :

Occupation :

Address :

Passport Size
photo of
Witness 2.

Remarks if any :

Place :

Dated :

E-Signature

Signature of Head of Office/PSA.

Part-2 : When Nominee(s) is/are minor

Name and Address of the Nominee	Relation with the employee/pensioner	Date of Birth	Unique ID of the Nominee/ Date of Birth Certificate	% of share of commutation payable	Condition on which the Nomination becomes invalid	Name of the guardian and address	Guardian's Unique Id (Aadhaar No.)	Name of Nominee of the Nominee and address	Unique ID of Nominee of the Nominee (Aadhaar No.)

Remarks, if any :

Place :

Date :

Details from Aadhaar

Signature of the retiree/pensioner
(Thumb impression, if illiterate).

Details of Witness

1. Signature :
Name :
Aadhaar No. :
Occupation :
Address :
2. Signature :
Name :
Aadhaar No. :
Occupation :
Address :

Passport Size
photo of
witness 1.

Passport Size
photo of
witness 2.

Remarks, if any :

Place :

Date :

E Signature

Signature of Head of Office/PSA.

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FORM-14B (Digital)

Form of application for grant of family pension to spouse of the pensioner who married/remarried after retirement and died without having filled Form-14 A (Digital).

- | | | |
|----|---|--|
| 1. | Name of the deceased pensioner | |
| 2. | Father's Name of the deceased
(husband's name in case of female employee) | |
| 3. | Date of retirement of the deceased pensioner | |
| 4. | Date of death of the pensioner | |
| 5. | Date of marriage/remarriage | |
| 6. | Department and office from which the deceased retired | |
| 7. | Last appointment held including the name of
establishment by the deceased Government servant | |
| 8. | Class of pension drawn by the deceased pensioner | |
| 9. | Amount of pension of the deceased
(Original pension including pension if any commuted) | |

10. Number of Pension Payment Order (enclose photocopy) _____
11. Last Basic Pay of the deceased pensioner _____
12. Last Pay Scale/Band/Level _____
13. Name of the Treasury from which the pension was
being drawn by the deceased _____
14. Name of the spouse/beneficiary to whom the family pension
is payable, after the death of the pensioner _____
15. Reasonable proof of married/remarried after retirement may be enclosed.
16. Details of the claimant of the family pension :
- (a) name of the claimant : _____
- (b) Date of Birth : _____
- (c) Aadhaar No. : _____
- (d) PAN : _____
- (e) Mobile No. : _____

(g) Upload passport size photograph of spouse :

(h) Specimen signature/Thumb impression (upload and Digital Signature by Aadhaar)

17. Details of family of deceased Government pensioner :

[illegible]

18. Address of the beneficiary :

Permanent residential address	Same as ☐	Present residential address

Remarks, if any :

Digital signature (Aadhaar based)

Signature of the beneficiary.

Certified that entries contained above are correct. Details of basic pay last and Pay Scale/Band/Level have been verified from LPC/Acquaintance Roll/Service record of the deceased Government pensioner.

Remarks, if any :

Digital Signature

Signature of Head of Office/PSA
(Contact details of PSA-Email-Id and Contact No.)

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FORM-17 (Digital)
[Referred to in Rule 25 of Schedule -XV]
Form of application for the grant of family pension and or death-cum-retirement gratuity to spouse on the death of a Government servant while in service/after retirement.

1. Name of deceased Government Servant	
2. Unique ID of deceased Government servant	
3. Date of death of the Government servant/ pensioner (enclose certificate)	
4. PPO No. (if any)	
5. Office/Department in which the deceased served last	
6. Name of the spouse :	
7. Date of birth of the spouse :	
8. Details of spouse :	
(a) Aadhaar No.	
(b) PAN	
(c) Email ID	
(d) Mobile No.	
(e) Two passport size photographs of the applicant	

(f) Specimen signature/Thumb impression (upload & Digital Signature by Aadhaar)

(g) Height (in centimeters) _____

(h) Two marks of personal identification _____

9. Date of remarriage (if applicable) _____
10. (i) Details of the guardian who will receive payment of family pension and death gratuity in case the spouse is mentally unstable/retarded :

S. No.	Name	D.O.B	Relation with spouse	Guardian ship Certificate from Court of Law	I.D. No. (Aadhaar)	E-mail	Phone No.	Two marks of Identification	Specimen Signature	Photograph	Joint photograph (Applicant with Guardian)
1.											

11. Details of family of deceased employee/pensioner

S. No.	Name	D.O.B	Relation with Govt. servant	% of Share of Death Gratuity	Maital Status	Occupation	Differently abled ? If yes (upload certificate)	I.D. No. (PAN/ Aadhaar/ D.O.B certificate)	Email	Phone No.	Marks of identification	Photograph
1.												
2.												

12. Address of the spouse

Present residential address	Same as	Permanent address

13. Name of the Treasury or Sub-Treasury at which payment is desired _____
14. Name of the Bank through which payment of family pension is desired _____
- Branch Name _____
- Saving Bank Account No. _____ IFSC _____
15. Signature or thumb and finger impression of the applicant* _____

16. Details of witness :

S. No.	Name	Unique ID (Aadhaar)	How is the witness known to spouse	Occupation	Identification marks	Full Address	Signature	Photograph
1.								
2.								

17. Is the Government servant having second widow : (Yes/No)
- (If Yes, Form 17 (Digital) in respect of Second Wife may be filled separately and attach a copy permission of Govt. for 2nd marriage as required under rule).

Remarks, if any :

Place :

Date

Digital signature of spouse
(Aadhaar based).

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FORM-18 (Digital)
(Referred to in Rule-25 and Rule 26 of Schedule-XV)
Form for assessing and sanctioning Family Pension or Death-cum-Retirement Gratuity when Government servant dies while in service or after retirement to the spouse.

1. Details of the Spouse :

a. Name

a. Name

b. Aadhaar No./Date of Birth

b. Aadhaar No./Date of Birth

c. PAN

c. PAN

d. Email ID

d. Email ID

e. Mobile No.

e. Mobile No.

f. Passport size photograph of spouse

f. Passport size photograph of spouse

g. Full address

g. Full address

h. Height (in centimeters)

h. Height (in centimeters)

i. Two marks of personal identification

i. Two marks of personal identification

2. Details of deceased Govt. servant/pensioner :

2. Details of deceased Govt. servant/pensioner :

a. Name

a. Name

b. Unique ID

b. Unique ID

- c. Father’s/Mother’s name (also husband’s name in case of a female Government servant).

- d. Date of Birth (by Christian era).

____/____/____(dd/mm/yyyy)
- e. Date of Death (upload Death Certificate)

____/____/____(dd/mm/yyyy)
- f. DDO Code

- g. Name of Office

- h. Designation of deceased Govt. servant/pensioner

- i. Religion

- j. Nationality

3. Address of the applicant (in case of minor address of the Guardian) :

Present residential address	Same as	Permanent address

4. Date of appointment of the deceased Govt. servant/pensioner : ____/____/____(dd/mm/yyyy)

	Yes/No	From	To.
5. Whether any additional qualifying service			
(a) Daily Wager/Work Char ged Service			
(b) Migrant Substitute Service			
(c) Service in Local Body (if any)			
6. Regular Service :			
7. (i) Total period of Defence Service for which pension/gratuity was sanctioned, if any			
(ii) Amount and nature of any pension/gratuity received for the Defence Service, if any			
8. Amount and nature of any pension/gratuity received for previous civil services, if any			
9. Government under which service has been rendered in order of employment.			
10. Gross service.			
11. Non-qualifying service			
12. Net qualifying service (system generated)			
13. Rate of Dearness Allowance at the time of death/retirement			
14. Emoluments reckoning for gratuity			

15. Pay Scale/Band/Level	
16. Last Basic Pay	
17. Whether NP A applicable (enter amount)	
18. Emoluments reckoning for family pension	
19. Proposed Death Gratuity	
20. Date from which Family Pension is to commence	
21. Whether nomination made for :	
(i) Death gratuity	
(ii) Family Pension	
22. (i) Proposed Family Pension	
(a) Enhanced rate	
(b) Normal rate	
(ii) Period of tenability of Family Pension*	
*(Event on which Family Pension ceases to be payable)	

23. Persons to whom death gratuity/retirement gratuity is payable :

S. No.	Name	D.O.B	Relation with Govt. servant	% of Share of Gratuity	Marital Status	Occupation	Differently abled ? If yes (up-load certificate)	I.D No. (PAN/ Aadhaar/ D.O.B certificate)	Email	Phone No.	Identification marks	Photograph
1.												
2.												

24. Details of the guardian who will receive payment of family pension and death-cum-retirement gratuity in the case the spouse is mentally unstable/retarded.

Name	D.O.B	Relation with Minor	Marital Status	Occupation	Guardian-ship Certificate if not a Natural Guardian	I.D No. (PAN/ Aadhaar/ D.O.B Certificate)	Email	Phone No	Identification marks	Specimen signature	Photograph	Upload Joint photograph (Family Pensioner with Guardian)

25. Government dues if any outstanding against the deceased Government servant. _____
26. Head of account to which family pension and death-cum-retirement gratuity are debitale. _____
27. Name of the Treasury _____
28. Name of the Bank through which payment of family pension is desired _____
- Saving Bank Account No. _____ IFSC _____
29. Whether spouse is employed and/or drawing/entitled to any service pension or family pension. _____
- If so, give details (office/department where employed/PPO number etc.) _____
- Place
Dated

E-Signature

Note : For granting Family Pension to second widow to Government Servant, Pension Sanctioning Authority may provide separate Form-18 (Digital) in respect of second widow .

Remarks, if any :

Digital signature of Head of Office/PSA
(Aadhaar based)

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FORM-19 (Digital)
(Referred to in Rule-26 of Schedule –XV)

Form of letter to the Accountant General 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 or after retirement.

No.

Department/Office

Dated :

To

The Accountant General
(A&E) J&K
Jammu/Srinagar.

Subject : ढ Grant of family pension and death gratuity.

Sir,

I am to state that _____ (name of deceased Government servant) _____

(Designation) died on _____. His/her family has become eligible for the grant of family pension and/or death gratuity. Form-18 (Digital/Form-20 (Digital/Form-21 (Digital) duly completed is enclosed herewith for further necessary action.

Part-1 (applicable in case of Death while in service)

The details of Government dues which have remained outstanding on the date of death of the Government servant and need to be recovered out of death gratuity are indicated below : ð

1. Assessed dues to be recovered, if any

(a) Balance of the House Building Advance and interest	Rs. _____
(b) Balance of Conveyance Advance and interest	Rs. _____
(c) Over payment of pay and allowance including leave salary	Rs. _____
(d) Arrears of house rent for occupation of Government accommodation	Rs. _____
(e) The Amount of house rent for the retention of Government accommodation for the permissible period beyond the date of death	Rs. _____
(f) Any other assessed dues and the nature thereof	Rs. _____
2. An amount of gratuity to be withheld for adjustment of un-assessed dues, if any	Rs. _____
Total Rs.	_____

It is requested that the above mentioned dues may be recovered out of death gratuity before authorizing its payment.

FORM-B (Digital)
[Declaration under Article 291 (1)]

(To be signed by member/members of the family or by legal heirs of the deceased Government servant or pensioner)

I, _____ (Name of the applicant) _____ (relation) hereby acknowledge that in accepting the amount of family pension and/or death gratuity, fully understand that the arrears of pension and gratuity due in respect of late _____ (name and designation of the deceased employee), is subject to revision, and on the same being found to be in excess of that to which I am entitled under the rules, I promise to raise no objection to such revision. I further promise to refund any amount paid in excess of that to which I may eventually be found entitled to.

Passport size
photo of
applicant

E-Signature

Signature of the beneficiary

Details of witnesses :

1.

Signature :
Name :
Aadhaar No.
Occupation :
Address :

Passport Size
photo of
witness 1.

2.

Signature :
Name :
Aadhaar No.
Occupation :
Address :

Passport Size
photo of
witness 2.

Remarks, if any :

Place :

Dated :

E-Signature

Signature of Head of Office

Note : ø If the applicant is minor, the declaration shall be submitted by the natural/legal Guardian

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FORM-14 (Digital)
(Rule-28 Schedule-XV)

Form of application for the grant of family pension or death cum retirement gratuity of a Government servant while in service/after his retirement to Child/Children/Other Dependents, when spouse is not alive/or has remarried or has declined to accept Family Pension/DCRG.

1. Name of the applicant

2. Date of Birth of the applicant

3. Details of applicant

a) Aadhaar No.....

b) PAN.....

c) Email Id.....

d) Mobile No.....

e) Two passport size photographs of applicant (Upload)

f) Specimen signature/Thumb Impression (upload and Digital Signature by Aadhaar)

g) Height (in centimeters)

h) Two marks of personal identification



- i) Undertaking/Affidavit for declining claim to family pension and gratuity in favour of next beneficiary(ies) under rule-22 (c) (i) and (iii) of Schedule-XV (if applicable)
- j) Summary of event(s) leading to the ineligibility of previously granted family pension(on account of death, marriage, remarriage, attaining the prescribed age, employment, earning livelihood etc. of the beneficiary) and document(s) and document(s) in support thereof, if any .

11. Family Details :

S. No.	Name	D.O.B	Relation with Govt. Servant	% of Share of DCRG*	Marital Status	Occupation	Health Status	I.D No. (PAN/ Aadhaar/ D.O.B certificate)	Email	Phone No.	Identification marks	Photograph
1.												
2.												

12. Details of the guardian who will receive payment of family pension and death gratuity in the case of minor(s)/ mentally disabled.

S. No.	Name	D.O.B	Relation with Minor	Guardian-ship Certificate from Court of Law	I.D No. (Aadhaar)	Email	Phone No.	Two Identification marks	Specimen Signature	Photograph	Joint Photograph (Applicant with Guardian)
1.											

13. Office and Department in which the deceased served last

14. Address of the Application (in case of minor Address of the Guardian)

Present residential address	Same as	Permanent address

15. Name of the Treasury or Sub Treasury at which payment is desired _____
16. Name of the Bank through which the beneficiary family pensioner desires to draw family pension _____
- Branch Name _____
- Bank Account No. _____ IFSC _____
17. Signature or thumb and finger impression of the applicant* _____
18. Witnesses : _____

S. No.	Name	Unique Id (Aadhaar)	How is the Witness known to Applicant	Occupation	Identification marks	Full address	Signature	Photograph
1.								
2.								

19. I hereby declare that there is no other surviving member of the family of (deceased Government servant/
 pensioner) ranking above me in the order as per rule 22 of Schedule XV (given below): ð

- (a) (i) the eldest surviving widow or the husband ;
- (ii) failing a widow/husband the eldest surviving son ;
- (iii) failing (i) and (ii) above the eldest surviving unmarried daughter ;
- (iv) these failing the eldest surviving widowed daughter ;
- (v) failing (i) to (iv) to the divorced daughter ; and
- (b) If there are no surviving/eligible members of the family as at clause (a) above ð
 - (i) to the father ;
 - (ii) failing the father to the mother ;
 - (iii) failing the father and mother to the eldest surviving brother below eighteen years of age ;
 - (iv) failing (i) to (iii) to the eldest surviving unmarried sister ;
 - (v) failing (i) to (iv) to the eldest surviving widowed sister/divorced sister.

(c) If the husband/wife declines to accept family pension or gratuity it will pass on to the surviving children of the deceased Government servant in the order of next preference.

Note-1 : ð No family pension is payable to a person mentioned in clause (b) above without production of reasonable proof that such person was dependent on the deceased for support.

Note-2 : ð If the applicant is a minor the enclosures are to be furnished by the guardian.

Remarks, if any :

Place :

Date :

Digital Signature of Applicant
(Aadhaar based)

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FORM-19 (Digital)
(Referred to in Rule-26 of Schedule-XV)

Form of letter to the Accountant General 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 or after retirement.

No.
Department/Office
Dated :

To

The Accountant General
(A&E) J&K
Jammu/Srinagar

Subject : ४ Grant of family pension and death gratuity.

I am to state that _____ (name of deceased Government servant) _____ (Designation) died on _____. His/her family has become eligible for the grant of family pension and/or death gratuity. Form-18 (Digital)/Form-20 (Digital)/Form-21 (Digital) duly completed is enclosed herewith for further necessary action.

Part-1 (Applicable in case of Death while in service)

The details of Government dues which have remained outstanding on the date of death of the Government servant and need to be recovered out of death gratuity are indicated below : ð

1. Assessed dues to be recovered, if any

(a)	Balance of the House Building	Advance and interest	Rs. _____
(b)	Balance of Conveyance	Advance and interest	Rs. _____
(c)	Over payment of pay and allowance including leave salary		Rs. _____
(d)	Arrears of house rent for occupation of Government accommodation		Rs. _____
(e)	The amount of house rent for the retention of Government		

accommodation for the permissible period beyond the date of death Rs. _____

(f) Any other assessed dues and the nature thereof Rs. _____

2. An amount of gratuity to be withheld for adjustment of un-assessed dues, if any

Rs. _____

Total Rs. Rs. _____

It is requested that the above mentioned dues may be recovered out of death gratuity before authorizing its payment.

Remarks, if any :

Yours faithfully,
E Signature
Digital signature of Head of Office/PSA
(Aadhaar based)

ø ø ø ø

Space for
Passport Size
photo of
applicant

FORM-20
(Rule-28 of Schedule-XV)

Form of letter sanctioning family pension and/or death cum retirement gratuity of a government servant while in service or after retirement to Child/Children when spouse is not alive or has remarried or has declined to accept family pension and or DCRG.

No.
Department/Office
Dated :

To

The Accountant General (A&E)
J&K, Jammu/Srinagar

Subject : δ Grant of family pension to the Child/Children.

Sir,

I am to say that _____ (Name of deceased Government Servant) _____ (Designation)
died on _____. His/her Family Pension and Death Gratuity are to be sanctioned to _____ (name
of beneficiary) _____. _____.

OR

This is the application for sanction of family pension to the next beneficiary _____ (name of the applicant) as the family pension sanctioned previously in favour of _____ (family pensioner) has become ineligible on _____ (date) due to _____ (event/condition). The details are as under :

- ### 1. Details of the Applicant :

- | | |
|---|---|
| a) Name | _____ |
| b) Aadhaar No./Birth Certificate | _____ |
| c) Email No. | _____ |
| d) Mobile No. | _____ |
| e) Recent passport size photograph | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> |
| f) Relationship with the deceased | _____ |
| g) Height (in centimeters) | _____ |
| h) Two marks of personal identification | _____ |

2. Details of deceased Government servant/pensioner :

- | | |
|-----|---|
| (a) | Name of the deceased Government servant. |
| (b) | Unique ID of the deceased Government servant |
| (c) | P.P.O. of the deceased Government servant/pensioner/beneficiary |

- (d) Father's/Mother's name (and also husband's name in case of a female employee) _____
- (e) Date of Birth (by Christian era). _____
- (f) Date of Death (upload Death Certificate) _____
- (g) DDO Code of deceased Government servant _____
- (h) Office of deceased Government servant _____
- (i) Designation of deceased Govt. servant _____
- (j) Nationality _____
- (k) Religion _____
3. Documents/information required (upload certificates)
- (a) Date of Birth certificate
- (b) Dependency certificate
- (c) Unmarried certificate
- (d) Unemployment certificate
- (e) Disability certificate (if applicable)
- (f) Income certificate showing monthly income from all sources indicating the source(s)
- (g) Divorce Decree (in case of divorced daughter/sister), if any.

- (h) Adoption Deed registered in a Court of Law (in case of adopted son/daughter)
- (i) Undertaking/Affidavit for declining claim to family pension and gratuity in favour of next beneficiary(ies) under rule-22(c) (i) and (iii) of Schedule-XV (If applicable)
- (j) Summary of event(s) leading to the ineligibility of previously granted family pension (on account of death, marriage, remarriage, attaining the prescribed age, employment, earning livelihood etc. of the beneficiary) and document(s) in support thereof, if any.

4. Address of the applicant (in case of minor address of the Guardian)

Permanent address	Same	Present residential address
	as	

5. Date of appointment of deceased Government servant _____

6. Additional services, if any _____

Yes/No

	From	To
(a) Daily wager/work charged	_____	_____
(b) Migrant Substitute service	_____	_____
(c) Local Body service, if any	_____	_____
7. Regular service	_____	_____
8. (i) Total period of Defence service for which pension/gratuity was sanctioned if any	_____	_____
(ii) Amount and nature of any pension/gratuity received for the Defence service, if any	_____	_____
9. Amount and nature of any pension/gratuity received for previous civil service, if any	_____	_____
10. Government under which service has been rendered in order of employment	_____	_____
11. Gross Service (System Generated)	_____	_____
12. Non-qualifying Service	_____	_____

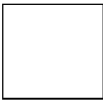
- a) Enhanced rate _____
- b) Normal rate _____
- (ii). Period of tenability of family pension* _____

(event on which family pension ceases to be payable)

24. Family details of the deceased employee/pensioner _____

S. No.	Name	DoB	Relationship	% of Share of death gratuity	Marital Status	Occupation	Differently able ?	ID No. (PAN/ Aadhaar/ D.O.B.)	Email	Phone No.	Identification marks	Photograph
1.												
2.												

25. Details of the guardian who will receive payment of family pension and death gratuity in the case the applicant is minor or mentally retarded/unstable

S. No.	Name	DoB	Relationship with minor	Marital Status	Occupation	Guardian ship Certificate (If not a Natural Guardian)	ID No. (PAN/ Aadhaar/ D.O.B.)	Email	Phone No.	Identification marks	Specimen Signature	Photograph	Upload Joint photograph (Family Pensioner with Guardian)
1.													

26. Government dues, if any, outstanding against the deceased Government servant. _____
27. Head of account to which family pension and death gratuity are debitable _____
28. Name of the Treasury _____
29. Name of the Bank through which the family pensioner desires to draw family pension and/or Death Gratuity _____
- Bank Account No. _____ IFSC _____

30. It is certified that there is no other surviving member of the family of the deceased Government servant/pensioner_____ranking above the beneficiary _____(name of the beneficiary) as per the *order given under Rule-22(a) of the J&K Family Pension-cum Gratuity Rules, 1964.

Remarks, if any :

Place_____

Dated_____

E Signature

Digital signature of Head of Office/PSA
(Aadhaar Based)

ॐ ॐ ॐ ॐ

*Rule-22(a) of the J&K F.P. Rules, (Schedule-XV)	
(i)	To the eldest surviving widow or the husband ;
(ii)	failing a widow/husband the eldest surviving son ;
(iii)	failing (i) to (ii) above the eldest surviving unmarried daughter ;
(iv)	these failing to the eldest surviving widowed daughter ;
(v)	failing (i) to (iv) to the divorced daughter ;

ॐ ॐ ॐ ॐ

FORM-21 (Digital)
(Rule-28 Schedule-XV)

Passport Size
photo of
applicant

Form of letter sanctioning family pension and/or death cum retirement gratuity on the death of a Government servant while in service or after retirement to the dependents when spouse or child/children of a Government servant/pensioner do not exist or are not eligible or has declined to accept Family Pension and or DCRG.

No. _____
Department/Office _____
Dated : _____

To,
The Accountant General (A&E)
J&K, Jammu/Srinagar

Subject : δ Grant of family pension to the dependent family member (other than the spouse and child/children).

Sir/Madam,

I am to say that _____ (name of deceased Government servant) _____ (Designation)
died on _____. Consequently, family pension and death gratuity is to be sanctioned in favour of _____ (name
of the beneficiary).

OR

This is the application for sanction of Family Pension to next beneficiary (Name of the Applicant) _____ as
the Family Pension sanctioned previously in favour of _____ has become ineligible on _____ (date)
due to _____ (event/condition).

The details are as follows : ø

1. Details of the applicant

- a) Name _____
- b) Aadhaar No./Birth Certificate _____
- c) Email ID _____
- d) Mobile No. _____
- e) Recent passport size photograph 
- f) Relationship with the deceased employee _____
- g) Residential address _____
- h) Height (in centimetres) _____
- i) Two marks of personal identification _____

2. Details of the deceased Government servant :

- a) Name of the deceased Government servant. _____
- b) Unique Id of the deceased Government servant _____
- c) P.P.O. number(s) of the deceased Government servant/pensioner/beneficiary (if any) _____
- d) Father &/Mother's name _____
- e) Husband's name in case of a female Government servant _____
- f) Date of birth (by Christian era). _____
- g) Date of death (upload Death certificate) _____
- h) DDO Code of deceased Government servant _____
- i) Office of deceased Government servant _____
- j) Designation of deceased Government servant _____
- k) Nationality _____
- l) Religion _____

3. Documents/information required (upload certificate):

- a) Date of Birth certificate
- b) Dependency certificate
- c) Unmarried certificate
- d) Non-employment certificate
- e) Disability certificate (if applicable)
- f) Income Certificate showing monthly income from all sources indicating the source(s)
- g) Divorce Decree (in case of divorced daughter/sister), if any
- h) Undertaking/Affidavit for declining claim to family pension and gratuity in favour of next beneficiary(ies) under rule-22 (c) (i) and (iii) of Schedule-XV (if applicable)
- i) Summary of event(s) leading to the ineligibility of previously granted family pension (on account of death, marriage, remarriage, attaining the prescribed age, employment, earning livelihood etc. of the beneficiary) and document(s) and document(s) in support thereof, if any.

4. Address of the applicant (in case of minor address of the Guardian)

Permanent address	Same as	Present residential address

5. Date of appointment of deceased Government servant ____/____/____(dd/mm/yyyy)

6. Additional service

Yes/No

- a) Daily wage/Work char

b) Migrant Substitute service

c) Local Body service, if any

ged
- From

To
-
7. Regular service
-

- | | | |
|--------|--|-------|
| 8. (i) | Total period of Defence service for which pension/gratuity was sanctioned, if any | _____ |
| (ii) | Amount and nature of any pension/gratuity received for the Defence service, if any | _____ |
| 9. | Amount and nature of any pension/gratuity received for previous civil service, if any. | _____ |
| 10. | Government under which service has been rendered in order of employment. | _____ |
| 11. | Gross service (system generated) | _____ |
| 12. | Non-qualifying service | _____ |
| 13. | Net qualifying service | _____ |
| 14. | Government under which service has been rendered in order of employment | _____ |
| 15. | Emoluments reckoning for death gratuity | _____ |
| 16. | Last Basic Pay | _____ |
| 17. | Last Pay Scale/Band/Level | _____ |
| 18. | NPA, if applicable (enter amount) | _____ |
| 19. | Emoluments reckoning for family pension | _____ |
| 20. | Proposed death gratuity | _____ |

21. Date from which family pension is to commence _____
22. Whether nomination made for : _____
- (a) Death gratuity (if no, it shall be paid in terms of Article 240-E of JKCSR Vol. I _____)
- (b) Family pension _____
23. Proposed family pension _____
- (a) Enhanced Rate _____
- (b) Normal Rate _____
24. Period of tenability of family pension* _____
- *(event on which family pension shall cease to be payable)

25. Family details

S. No.	Name	D.O.B	Relationship with Govt. Servant	% of Share of Death Gratuity	Marital Status	Occupation	Physical Status	ID No. (PAN/ Aadhaar/ D.O.B.)	Email	Phone No.	Identification marks	Photograph
1.												
2.												

26. Details of the guardian who will receive payment of family pension and death gratuity in the case the applicant is minor or mentally unstable/retarded.

Name	D.O.B	Relationship with Minor	Marital Status	Occupation	Guardianship Certificate if not a Natural Guardian	ID No. (PAN/ Aadhaar/ D.O.B. Certificate)	Email	Phone No.	Identification marks	Specimen Signature	Photograph	Upload Joint photo-graph (Family Pensionr with Guardian)

27. Government dues if any outstanding against the deceased Government servant. _____

28. Head of account to which family pension and death gratuity are debitable _____

29. Name of the Treasury _____

30. Name of the Bank through which payment of family pension is desired _____

Saving Bank Account No. _____ IFSC _____

31. It is certified that there is no other surviving member of the family of the deceased Government servant/pensioner _____ ranking above the beneficiary _____ (Name of the beneficiary) as per the *order given under Rule-22 (b) of the J&K Family Pension cum Gratuity Rules, 1964.

Remarks, if any ;	
Place : _____ Dated : _____	E Signature Digital Signature of Head of Office/PSA (Aadhaar based)

*Rule-22(b) of the J&K F.P. Rules, (Schedule-XV)	
If there are no surviving/eligible members of the family as at clause (a) of Rule-22 :	
(i)	To the Father ;
(ii)	failing the father to the mother ;
(iii)	failing the father and mother to the eldest surviving brother below eighteen years of age ;
(iv)	failing (i) to (iii) to the eldest surviving unmarried sister
(v)	failing (i) to (iv) to the eldest surviving widowed sister ;