

## GUIDLINE FOR THE PREPARATION OF FAMILY PENSION CASES OF DECEASED OFFICERS/OFFICIALS.

Following documents are required for the claim of family pension case of the deceased persons:-

1. Application
2. Form 3(pen)
3. Commutation 6(pen).
4. No demand certificate (Police department).
5. No enquiry certificate.
6. Specimen signature slip of widow.
7. Thumb & finger impression slip of widow.
8. List of family members.
9. Photographs/Copies of N.I.C. Card.
10. No anticipatory pension certificate.
11. Last Pay Slip.
12. No Re-marriage Certificate.
13. Death Certificate.
14. Affidavit.
15. No Demand Certificate (Income Tax Deptt:) (for Gazetted Officers)
16. No Demand Certificate Building Department.

# PUNJAB CIVIL SERVICES PENSION

## RULES, 1963.

### FAMILY PENSION.

4.9 No gratuity will be payable by government after the death of a Government Servant if he/she does not leave a valid nomination or a family as defined in sub-Rule(1) of Rule 4.7 or an eligible dependent relative or relatives specified in clause (d) of Rule 4.8.

4.10 (1) Family for the purpose of payment of family pension shall be as defined in sub-rule (1) of Rule 4.7. It shall also include the Government Servant's relatives mentioned in clause (d) of Rule 4.8.

(2) (A) a family pension sanctioned under this section shall be allowed as under:-

(i)(a) To the widow of the deceased, if the deceased is a male Government Servant, or to the husband, if the deceased is a female Government servant.

(b) If the Government servant had more than one wife, and the number of his surviving widows and children does not exceed 4, the pension shall be divided equally among the surviving widows and eligible children. If the number of surviving widows and children together is more than 4, the pension shall be divided in the following manner, viz.: each surviving widow shall get  $1/4^{\text{th}}$  of the pension and the balance (if any) shall be divided equally among the surviving eligible children. Distribution in the above manner shall also take place whenever the Government servant leaves behind surviving children of a wife that has predeceased him in addition to the widow and her children, if any.

(c) In the case of a female Government servant leaving behind children from a former marriage in addition to her husband and children by her surviving husband, the amount of pension shall be divided equally among the husband and all eligible children. In case the total number of beneficiaries exceeds four, the husband shall be allowed  $1/4^{\text{th}}$  of the pension and the remaining amount distributed equally among the eligible children.

(ii) Failing a widow or husband, as the case may be the pension shall be divided equal among the surviving sons not above 24-years and unmarried daughters.

**Note:** In working out the share of the various heirs under sub-clause(A)(i) and (ii) the amount should be calculated to the nearest paisa.

(iii) Failing (i) and (ii), to the eldest widowed daughter;

(iv) Failing (i) to (ii), to the eldest widow of a deceased son of the Government servant;

(v) Failing (i) to (iv), to the eldest surviving son of a deceased son of the Government servant;

(vi) Failing (i) to (v), to the eldest unmarried daughter of a deceased son of the Government servant;

- (vii) Failing these, to the eldest widowed daughter of a deceased son of the Government servant.
- (B) if the family pension is not payable under clause (A), it may be granted:-**
- (i) To the father;
  - (ii) Failing the father, to the mother;
  - (iii) Failing the father and the mother, to the eldest surviving brother below the age of 21-years;
  - (iv) Failing (i) to (iii), to the eldest surviving unmarried sister, if the eldest sister married or dies then the next eldest;
  - (v) Failing (i) to (iv), to the eldest surviving widowed sister;
- (3) No family pension shall be payable under this section:-
- (a) To an unmarried female member of a Government servant's family in the event of her marriage;
  - (b) To a widowed female member of a Government servant's family in the event of her re-marriage;
  - (c) To the brother of a Government servant on his attaining the age of 21-years.
  - (d) To a person who is not member of a Government servant's family.
- (4) A family pension awarded under this section shall not be payable to more than one member of a Government servant's family at the same time except as provided for in sub-clause (A) (i) and (ii) of sub-Rule (2) above.
- (5) (a) if the pension ceases to be granted before the expiry of the period for which it is admissible on death or marriage of the recipient or on account of other causes, to person falling under sub-clauses (A)(i) and (ii) of sub-rule (2) above, the amount shall be granted to other recipients in equal shares.  
(b) if a family pension awarded under the section other than that mentioned in clause (A)(i) or (ii) of sub rule (2) of this rule ceases to be payable before the expiry of the period upto which it is admissible on account of death or marriage of the recipient or other causes, it shall be re-granted to the person next lower in order mentioned in sub-rule (2).
- (6) Government shall have discretion to make such modification in the mode of allotment or conditions of tenure set forth in sub-rules (2) to (5) above as they may consider desirable to suit the special circumstances of the beneficiaries.
- (7) A family pension sanctioned under this section shall be payable in addition to any extraordinary pension or gratuity that may be granted to the members of a Government servant's family under any other rules in force for the time being.
- (8) Future good conduct of the recipient is an implied condition of every grant of a family pension under this section.