

FORM 20
[See Rule 81(2)]
Form of letter sanctioning Family Pension to the child or children of a retired Government servant who dies after retirement but does not leave behind a widow or widower

No.....
Government of India
Ministry of.....
Department/Office.....
Dated the.....

To

The Pay and Accounts Officer/
Accountant-General

.....
.....
.....

Subject :- **Grant of Family Pension,1964 to the child/children.**

Sir,

I am directed to say that Shri/Shrimati formerly..... (Designation) in this Ministry/Department was authorised pension of Rs..... with effect from on his/her retirement from service.

2. Intimation has been received in this Ministry/Department/Office that Shri/Shrimati died on and that at the time of death left no widow/widower but was survived by the following children* :-

Sl. No.	Name	Son/ Daughter	Date of birth in Christian era	Date from which family pension ceases to be payable
(1)				
(2)				
(3)				
(4)				

3. In terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to the children in the order mentioned above. The Family Pension will be payable on behalf of the minor to Shri/Shrimati who is the guardian.

4. Sanction for the grant of Family Pension of Rs.....per month to the children mentioned above is hereby accorded. The Family Pension will take effect from.....and subject to the provisions of sub-rule (6) of Rule 54 of the Central Civil Services (Pension) Rules, 1972, will be tenable till.....
5. The Family Pension is debitable to the Head.....
6. Attention is invited to the information furnished in the list of enclosures.
7. The receipt of this letter may kindly be acknowledged and the Ministry/Department/Office informed that instructions for the payment of Family Pension, to the guardian have been issued to the disbursing authority concerned.

Yours faithfully,
Head of Office.

List of enclosures

1. Permanent address of the guardian.
2. Place of payment (Government Treasury, Sub-Treasury or Branch of Public Sector Bank or Pay and Accounts Office).
3. Specimen signature or **[left hand thumb and finger impressions of the claimant or guardian duly attested.
4. Two attested copies of passport size photograph of the guardian.
5. Descriptive roll of the guardian, duly attested.

Footnote : * The names of children should be mentioned in the order of eligibility mentioned in Rule 54 of the Central Civil Services (Pension) Rules, 1972.

** To be furnished in the case of the guardian who is not literate enough to sign his or her name.