

## FORM 17

See Rule 69(7) and 70(6)

### Form for Assessing and Sanctioning Family Pension and Death-cum-Retirement Gratuity when a Government servant dies while in service.

(To be sent in duplicate if the payment is desired in a different circle of audit)

#### Part 1

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	-----
	(iii) Temporary	-----
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.	Whether the deceased Government servant was a pre 1933 entrant and rule 40(2) of the M.P. Civil Services (Pension) Rules, 1976, applied to him.	-----
16.	Emoluments reckoning for gratuity	-----
17.	Proposed death-cum-retirement gratuity	-----
18.	Whether nomination made for-	-----
	(i) Death-cum-retirement gratuity	-----
	(ii) Non-contributory family pension, if applicable	-----
19.	If non-contributory family pension applies and the Government servant had rendered more than 20 years qualifying service	-----
	(i) " Average emoluments" for pension if the Govt. servant would have retired on the date following the date of his death had he remained alive.	-----
	(ii) Proposed pension	-----
	(iii) Proposed non-contributory family pension	-----

(iv) Period of tenability of non-contributory family -----  
pension.

20. If contributory family pension applies  
 (i) Proposed contributory family pension  
 (a) at enhanced-----rate of Rs-----from-----to-----  
 (b) at normal -----rate of Rs-----from -----to-----  
 (ii) Amount of contribution to be recovered out of the gratuity

21. Persons to whom family pension -----  
 (Contributory or non-Contributory)  
 is payable.

Name -----  
 Relationship with the deceased -----  
 Government servant -----  
 Full postal Address -----

22. Persons to whom death-cum-retirement  
 gratuity is payable:-

S.No.	Name	Amount of the share of the death cum-retire ment gratuity	Relationship with the deceased	The basis on which D.C.R.G. is payable i.c. nomin ation or succession certificate or inde mmity bond on Form 24)	Full Postal address
1.	2.	3.	4.	5.	6.
1.					
2.					
3.					
4.					
5.					
6.					

23. Name of the guardian who will receive payment of -----  
family pension and death-cum-retirement gratuity in  
the case of minors -----

24. Government dues, if any, outstanding against the deceased -----  
Government servant.

25. Head of account to which family pension and death-cum-  
Retirement gratuity are debitible. -----

26. Name of the Treasury or Sub-Treasury where the payment -----  
of family pension and death-cum-retirement gratuity is desired.

Place:-----

Signature of the Head of Office

Dated the-----

PART II

### Section 1

(To be filled in, if non-contributory family pension is admissible)

\* Emoluments drawn during the last 10 month

Post held	From	To	Pay	Personal/Special Pay
1.	2.	3.	4.	5.
Average emoluments:-				

\* In a case where the last 10 months include some period not to be reckoned for calculation average emoluments of an equal period backwards has to be taken for calculating the average emoluments.

### SectionII

Details of non-qualifying service-

1. Interruptions -----  
2. Any other service not treated as qualifying -----

### SectionIII

Period of service not verified with reference to -----  
the Acquittance Rolls.

Whether the above period has been verified  
in accordance with the provision of sub-rule  
(3) (a) of rule 58 of the M.P. Civil Services  
(Pension) Rules, 1976

### PART III [ OMITTED ] [PART III-A]

(To be used by Head of Office in the case of Government Servants referred to in Rule 69)

Details of anticipatory family pension and gratuity to be drawn and disbursed by Head of Office in accordance with rule 69(7).

(A) Anticipatory family pension Rs.----- P.M.

(B) Gratuity (90% of gratuity mentioned in item 17 of part I) Rs.-----

### LESS

(a) Contribution towards contributory family pension(mentioned in item 20(ii) of part I) Rs-----  
(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-----  
(d) Total of (a),(b) and (c) Rs-----  
Net Amount of gratuity payable Provisionally(b)-(d) Rs-----

**PART IV**  
**Section I**

**Audit Enfacement-**

1. Total period of qualifying service which have been accepted for:-  
(i) Death-cum-retirement gratuity \_\_\_\_\_  
(ii) Family pension(contributory or non-contributory) \_\_\_\_\_
- Note:- Service for the period commencing from-----and upto the date of death has not yet been verified; this should be done immediately and audit office informed.
2. Omitted
3. Net amount of death-cum-retirement gratuity \_\_\_\_\_  
after [adjusting the] Government dues.
4. Amount of contributory 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 and normal pension  
with amount. \_\_\_\_\_
5. Amount of non-contributory family pension \_\_\_\_\_  
[----- ]and the period for which it is tenable.
6. The date from which family pension is admissible. \_\_\_\_\_
7. Head of Account to which death-cum-retirement  
gratuity and family pension are chargeable \_\_\_\_\_

Accounts Officer  
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Assistant Accountant General

**SectionII**

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 (authorized) \_\_\_\_\_
5. Amount of gratuity(authorized) \_\_\_\_\_
6. Amount recoverable from gratuity. \_\_\_\_\_
7. The amount of gratuity held over for adjustment  
of unassessed Government dues. \_\_\_\_\_

**PART V**  
**Instructions**

- 1) **Average emoluments-** The calculation of average emoluments, mentioned in item 19 of part I of this Form should be based on the actual number of day contained in each month.
- 2) **Details of service-** All periods not reckoned, as service should be distinguished.
- 3) **Identification Marks-** Specify a few conspicuous marks, not less than two, if possible.
- 4) **Name** 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-** Alteration to be made in red ink under dated initials of a Gazetted Government servant.

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