

FORM 17
[(See Rule 139()]
Form of letter to the Audit Officer forwarding Papers for the Grant of Family Pension and
Death Gratuity to the Family of an Employee who dies while in service

No. _____

Dated _____

To,

**The Accountant General,
Maharashtra I,
BOMBAY – 400 020.**

**Subject :- Grant of Family Pension and Death gratuity smt.Dhagare Shamal
Shamrao wife of Late Dhagare Shamrao Arjunrao**

Sir,

I am directed to state **Late Dhagare Shamrao Arjunrao** (Designation) **Lib.Attendent,** died on **01.08.2006**. His family has become eligible for the grant of Family Pension and death gratuity. Form 16 duly completed is forwarded herewith for further necessary action.

Government dues in respect of the deceased employee will be recovered out of the death gratuity as indicated in Section II of Part I of Form 16.

Your attention is invited to the list of enclosures which is forwarded herewith.

The receipt of this letter may be acknowledged and this Institution informed that necessary instructions for the disbursement of Family Pension and death gratuity have been issued to the disbursing authority concerned.

Yours faithfully,

Head of Institution

Submitted through :

**The Joint. Director,
Higher Education,
Pune Region, Pune**

List of Enclosures :

1. Form 16 duly completed.
 2. Form 10 and Form 12 filled in by the applicant.
 3. Service book (date of death to be indicated in the service book)
 4. Two specimen signatures or left hand thumb and finger impressions of the claimant or guardian duly attested.
 5. Two copies of passport size photograph of the claimant or guardian duly attested.
 6. Two copies of descriptive roll of the claimant or guardian duly attested indicating height and personal marks.
 7. Postal address of the claimant or guardian.
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FORM 10

(See Rule 136(2)(b) of Maharashtra Civil Services (Pension) Rules, 1982)

FORM OF APPLIATION FOR THE GRANT OF DEATH GRATUITY ON THE DEATH OF AN EMPLOYEE.

(To be filled in separately by each claimant and in case the claimant and in case the claimant is minor, the Form should be filled in by the guardian on his / her behalf. Where there are more than one minor, the guardian should claim gratuity in one Form on their behalf.)

1. (i) Name of the claimant in case he is not minor **SMT.DHAGARE SHAMAL SHAMRAO**
(ii) Date of birth of the claimant. **12.04.1960**
- 2.(i) Name of the guardian in case the claimants are minors -----
(ii) Date of birth of the guardian -----
- 3 (i) Name of the deceased employee in respect of whom gratuity is being claimed. **Late Dhagare Shamrao Arjunrao**
(ii) Date of death of an employee **01.08.2006**
(iii) Institution in which the deceased served last. **Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)**
- 4 (i) Relationship of the claimant / guardian with the deceased employee. **Wife**
- 5 Full postal address of the claimant / guardian **62B.Sopannagar,Saswad,Tal.Purandar Dist. Pune-412301**
- 6 (i) Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their ages, relationship with the deceased employee etc.

Serial No.	Name	Age	Relationship with the deceased employee	Postal Address
1.	----- NOT APPLICABLE -----			
2.				
3.				
4.				

- (ii) Relationship of the guardian with minor | **N. A.**
- 7 Place of payment of pension and gratuity (Government Treasury or Branch or Public Sector Bank) | **Treasury – Sub. Treasury - Saswad
Bank Account No.:-
Bank :- State Bank of India.
Branch – Saswad, Dist. Pune**

Signature / Thumb impression of the claimant

8. Two specimen signatures or * left hand thumb and finger impressions of the claimant / guardian duly attested. (To be furnished in a separate sheet)
9. Attested by

Name	Full address	Signature
1. Prin. Dr.M. G.Chaskar v	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)	
2. Prof. T. N. Murkute	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)	

10. **Witness**

Name	Full address	Signature
1. Shri. S. P. Lipare	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)	
2. Shri.S.D.Khude	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)	

To be furnished in case the applicant is literate enough to sign his name.

Attestation should be done by two Gazzetted Government servants or by two or more persons of respectability in the town, taluka or village in which the applicant resides.

FORM 12

(See rules 136(3)(a) and 144(2)(b)(i), (c)(iii) and (d)(i) of Maharashtra Civil Services (Pension) Rules, 1982)

FORM OF APPLICATION FOR THE GRANT OF FAMILY PENSION, 1964 ON THE DEATH OF AN EMPLOYEE / PENSIONER

1. Name of the applicant in full
 - i) Widow **Smt. Dhagare Shamal Shamrao**
 - ii) Guardian if the deceased person is survived by child or children **N. A.**
2. Name and age of surviving widow(s) / widower and children of the deceased employee / pensioner

Sr.No.	Name	Relationship with the deceased person	Date of birth by Christian era
1	Smt.Dhagare Shamal Shamrao	Wife	12.04.1960
2	Miss. Dhagare Deepalil Shamrao	Daughter	12.03.1987
3	MissDhagare Namrata Shamrao	Daughter	04.11.1990
4	Miss. Dhagare GitanjaliShamrao	Daughter	22.01.1996

- 3 Date of death of an employee / pensioner **01.08.2006**
- 4 Institution in which the deceased employee / pensioner served last. **Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)**
- 5 If the applicant is guardian, his date of birth and relationKuship with an employee / pensioner **---- N. A. ----**
- 6 If the applicant is a widow the amount of service pension which she may be in receipt on the date of death of the husband **Family Pension
Rs. 4125.00 per month**
- 7 Full address of applicant **62B, Sopannagar ,Saswad,
Tal.Purandar, Dist.
Pune.pin.412301**
- 8 Place of payment of pension and gratuity (Government Treasury or Branch of Public Sector Bank) **Treasury – Sub. Treasury -
Saswad (Dist. Pune)
Bank Account No
Bank :- State Bank of India.
Branch – Saswad, Dist. Pune**
- 9 Enclosures (Specimen of forms are enclosed)
 - i) Two specimen signatures of the applicant, duly attested (to be furnished in duplicate) **Enclosed**
 - ii) Two copies of passport size photograph of the applicant, duly attested. **Enclosed**
 - iii) Two slips each bearing left hand thumb **Enclosed**

and finger impressions of the applicant duly attested.

- iv) Descriptive Roll of the applicant, duly attested, indicating (a) height and (b) personal marks, if any, a few conspicuous marks not less than two, if possible) to be furnished in duplicate.
- v) Certificate(s) of age (in original with two attested copies) showing the dates of birth of the children. The certificate should be from the Municipal Authorities or form the Gram Panchayat or from the Head of a recognized school if the child is studying in suh school. (This information should be furnished in respect of such child or children, the particulars of whose date of birth are not available with the Head of Office)
- 10 Signature or left hand thumb impression * of the applicant. 1.
2.
- 11 Attested by -

Enclosed

Enclosed

Name	Full address	Signature
1. Prin.Dr .M. G.Chaskar	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)	
2. Prof. T. N. Murkute	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)	

10. **Witness**

Name	Full address	Signature
1. Shri. S. P. Lipare	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)	
2. Shri S. D. Khude	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)	

Note : Attestation should be done by two Gazetted Government servants or two or more persons of respectability in town or village in which the applicant resides.

To be furnished in case the applicant is not literate enough to sign his name

In the case of re-marriage of the widow while applying for family pension on behalf of the minor child, the widow should furnish (i) the date of the re-marriage (ii) name of the Treasury at which payment is desired and (iii) her full address in the application for Family Pension. It is not necessary to furnish a fresh application nor the documents as they are already available with the pension papers on which Family Pension was originally admitted to her.

(1) SPECIMEN SIGNATURE SLIP

Specimen signature of
Smt. Dhagare Shamal Shamrao

1. _____

2. _____

3. _____

Certified that the above specimen signature was taken in my presence.

Dated _____

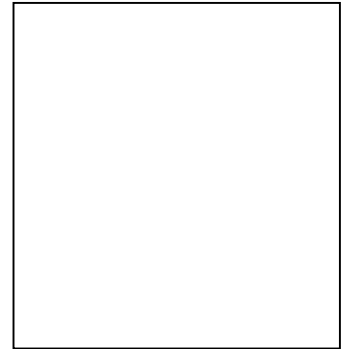
Signature _____

Name Prin. Dr.M.G. Chaskar

Designation Principal

(II) PENSIONER'S PHOTOGRAPH

Signature of the Pensioner :



Certified that the signature and the photograph are those of **Smt. Dhagare Shamal Shamrao**

Dated _____

Signature _____

Name - Prin. Dr M. G. Chaskar

Designation _____

(III) DESCRIPTIVE ROLL

- i) Height **5 feet**
- ii)
- iii) Personal Marks, if any on the hand, face, etc. **Mole near little finger of right hand**

Certified that the above identification marks are those of Smt. Dhagare Shamal Shamrao

Dated _____

Signature _____

Name - Prin. .Dr. M. G. Chaskar

Designation _____

IV) THUMB AND FINGER IMPRESSIONS CARD :

Little finger	Ring finger	Middle finger	Forefinger	Thumb

Certified that the thumb and finger impressions are those of **Smt Dhagare Shamal Shamrao**

Dated _____

Signature _____

Name :- Prin. Dr.M. G. Chaskar

Designation _____

FORM 16

[See Rule 137(1), 139(1),(2) & (3) 141(1) of Maharashtra Civil Services (Pension) Rules, 1982]

FORM OF ASSESSING AND AUTHORISING THE PAYMENT OF FAMILY PENSION AND DEATH GRATUITY WHEN AND EMPLOYEE DIES WHILE IN SERVICE

(To be sent in duplicate if the payment is desired in another Audit Circle)

**PART I
Section 1**

1.	Name of the deceased employee	Late Dhagare Shamrao Arjunrao
2.	Father's name (and also husband's name in the case of a female employee)	Dhagare Arjunrao Bhiva
3.	Date of birth (by Christain era).	12.12.1952
4.	Date of Death (by Christain era).	01.08.2006
5.	Religion	Hindu – Mahadev Koli (S.T.)
6.	Institution in which last employed	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)
7.	Appointment held last i) Substantive ii) Officiating, if any	Substantive
8.	Date of beginning of service	01.06.1973
9.	Date of ending of service	01.08.2006
10.	i) Total period of Military service for which pension or gratuity was sanctioned. ii) Amount and nature of any pension / gratuity received for the Military service.	N.A. N.A.
11.	Amount and nature of any pension / gratuity received for previous civil service.	N.A.
12.	Institution under which service has been rendered in order of employment.	Waghire College, Saswad, Tal. Purandhar, Dist. Pune. (412 301)
13.	The date on which intimation regarding the death of employee was received by the Institution.	31.08.2006
14.	The date on which action initiated to : i) Obtain the ' No demand certificate ' from the Executive Engineer concerned as provided in rule 119 of the Maharashtra Civil Services (Pension) Rules, 1982. ii) Assess the service and pay qualifying for pension as provided in rule 121 of	----- -----

	iii) the Maharashtra Civil Service (Pension) Rules, 1982. Assess the Government dues other than the dues relating to the allotment of Government accommodation as provided in rule 134 of the Maharashtra Civil Services (Pension) Rules, 1982.	-----
	iv) Assess the service and pay qualifying for death retirement gratuity and Family Pension as provided in rules 137 and 138 of the Maharashtra Civil Services (Pension) Rules, 1982	
15	Whether nomination made for	
i)	Death gratuity	Yes
ii)	Family Pension, 1950, if applicable	Yes
16.	Length of service qualifying for death gratuity / pension	33 Years 02 Months 01 Days
17	Periods of non-qualifying service	From To Y M D
i)	Interruption in service condoned under rule 48 of the Maharashtra Civil Services (Pension) Rules, 1982.	
ii)	Period of suspension treated as non-qualifying.	-
iii)	Any other service not treated as qualifying service.	-
	Total period of non-qualifying service	-
18	a) Pay reckoned for death gratuity	Rs. 5500.00 + 2750.00 = 8250.00
	b) Amount of death gratuity	Rs.1,36,125.00
19	If Family Pension, 1950 is applicable, the pay drawn * during the last ten months	

Post held	From	To	Pay	Personal Pay / Special Pay / Dearness Pay / Non-Practising Allowance	Total (3) + (4)	Amount
1	2		3	4	5	6
Lib.Attendent	02.10.2005 to 01.08.2006 (10 Months)		5500.00 +2750.00 <u>8250.00</u>	—	8250.00	82500.00
				—		
)			—		
* GRAND TOTAL						82500.00
* PENSIONABLE PAY						82500.00

- i) In a case where the last ten months include some period not to be reckoned for calculating average pay an equal period backward has to be taken for calculating average pay.
- ii) The calculations of average pay should be based on actual number of days contained in each month.

20	If Family Pension, 1950 applies and an employee had rendered more than ten years service.	
i)	Proposed pension	-----
ii)	Proposed Family Pension, 1950	-----
iii)	Period of tenability of Family Pension, 1950	
21	If Family Pension, 1964 applies	
i)	Proposed Family Pension at	
a)	Enhanced rates (if service rendered at the time of death is more than seven years) determined under the provisions of rule 116 (4) of the Maharashtra Civil Services (Pension) Rules, 1982	Rs. 4125.00
b)	Ordinary rates as per provisions of rule 116(2) of the Maharashtra Civil Services (Pension) Rules, 1982.	Rs. 2475 .00 (30 % of Basic Pay)
ii)	Period of tenability of Family Pension, 1964	
a)	Enhanced rates 02.08.2006 to 01.08.2013	Rs. 4125.00
b)	Ordinary rates 02.08.2013 onwards	Rs. 2475.00
22	Person to whom Family Pension is payable	
a)	Name in full	Smt. Dhagare Shamal Shamrao
b)	Relationship with the deceased employee	Wife
c)	Full Postal Address	62,B, Sopan Nagar Saswad, Tal. Purandhar, Dist. Pune. (412 301).
23	Details of Government dues recoverable out of gratuity	
i)	Licence fee for occupation of Government accommodation (See rule 142 of the Maharashtra Civil Services (Pension) Rules, 1982	Nil
ii)	Amount of death gratuity to be held over pending receipt of information from the Executive Engineer concerned (See Rule 142 (1) (v) of the Maharashtra Civil Services (Pension) Rules, 1982.)	Nil
iii)	Dues referred to in rule 142 (2) of the Maharashtra Civil Services (Pension) Rules, 1982.	
iv)	Management contribution of Provident fund from 01-06-1973 to 31-03-1977	Rs. 680
24	Date on which claims received from the claimants.	31.08.2006
25	Name of guardian who will receive payment of death gratuity and Family Pension in the case of minors.	N.A.

26	Place of payment (Government Treasury or Branch of Public Sector Bank)	Treasury – Sub. Treasury - Saswad Bank Account No.:- Bank :- State Bank of India. Branch – Saswad, Dist. Pune
27	Head of Account to which death gratuity and Family Pension are debitable	066 Pension O.R.B.

Place :

Head of the Institution

Dated the

Section II

Details of provisional Family Pension and gratuity to be drawn by the **Joint Director (Higher Education) Grants Pune Region Pune** In accordance with the rule 140 of the Maharashtra Civil Services (Pension) Rules, 1982.

Provisional Family Pension	Rs. Nil
Gratuity (the amount mentioned in item 18(b) of Section 1)	Rs. Nil

Less :

(a)	Licence fee recoverable from gratuity for occupation of Government accommodation (as in item 23 (i) of Section I)	Rs. Nil
(b)	Amount of gratuity to be held over pending receipt of information from the Executive Engineer concerned (as in item 23 (ii) of Section – 1)	Rs. Nil
(c)	Other Government dues as mentioned in item 23 (ii) of Section I	Rs. Nil
* Total of (a), (b) and (c)		Rs. Nil

Place :- Saswad

Date :-

Principal

Place :-

Joint Director (Higher Education)
Grants – Pune Region – Pune

Date :-

LAST PAY CERTIFICATE

1	Name of the College	Waghire Mahavidyalaya, Saswad, Tal. Purandhar, Dist. Pune (412 309)	
2	Name in full of the Employee	LATE DHAGARE SHAMRAO ARJUNRAO	
3	Designation	Lab Attendant	
4	Qualification	S.S.C. Fail	
5	Date of Appointment	01.06.1973	
6	Type of Vacancy	Permanent	
7	If Temporary, Nature of the Appointment	a) Part-Time } b) Leave Substitute } c) On Contract Basis } d) UGC Substitute }	Not applicable
8	Date upto which last Salary has been drawn	01.08.2006	
9	Scale of Pay	4000-100-6000 Rate	
10	Rate of Last Pay & Allowances	i) Basic Pay - Rs. 5,500.00 ii) D.P. - Rs. 2,750.00 iii) Dearness Allowance - Rs. 2,393.00(29%) iv) H.R.A. - Rs. 413.00 v) C.L.A. - Rs. ----- vi) T.A. - Rs. 75.00 ----- * Total in Rs.....> Rs. 11,131.00 =====	
11	Date of next increment (if he has been continued in this College)	01.10.2006	
12	Whether the employee has	i) Resigned } ii) Terminated } iii) Dismissed }	Not applicable
13	If Resigned	a) The notice was served - Yes / No } b) Resignation is accepted - Yes / No } c) Notice pay in rule of Notice period is credited - Yes / No } d) If (c) is Yes, their amount of notice pay credited - Yes / No }	Not applicable
14	If terminated / dismissed, give reason there of in brief	Not applicable	
15	Remarks	Expired on 01.08.2006	