

PENSION FORM-M

(See Odisha Aided Educational Institutions Employees Retirement Benefit (OAEIERB) Rules,
1981, Odisha Aided Educational Employees (Non-Government fully aided primary school
teachers) Retirement Benefit Rules, 1986)

(Form for forwarding the family pension/death gratuity papers of a deceased Government/Aided/ULB Employee)

Letter No. _____ Dt. _____

Department/Office _____

To

The Controller of Accounts, Odisha, Bhubaneswar.

Sub: - Forwarding of family pension/death gratuity papers.

Sir/Madam,
I am directed to forward herewith the family pension/death gratuity papers of Shri/Smt./Kumari.....
in the Department/Office..... as per the details given below for further necessary actions.

LIST OF ENCLOSURES

1.	Application for family pension in Pension Form-K	
2.	Application(s) for death gratuity in Pension Form J [Application in Pension Form J for each of the claimants separately [1 copy each to be furnished].	
3.	Form for assessing and sanctioning family pension in Pension Form L.(To be sent in duplicate where pension is desired in different circles of accounting unit).	
4.	Attested copy of the death certificate.	
5.	Attested copy of legal heir certificate where no valid nomination subsists.	
6.	Attested copy of nomination in Pension Form - C.	
7.	Guardianship certificate where payment of death gratuity exceeds Rs. 50000/-(if the claim is by the guardian) or indemnity bond whichever is applicable.	
8.	Slip containing specimen signatures for each of the claimants duly attested (in duplicate).	
9.	Slip containing height, personal marks of identification for each of the claimants duly attested (in duplicate).	
10.	Passport size photograph of the applicant in Pension Form - K (in duplicate).	
11.	Original/Duplicate Service Book.	

2. Following outstanding Government dues are to be recovered from the death gratuity and to be adjusted (If Applicable):-

- (i) License fee for Government Accommodation
- (ii) Balance of House Building/Special House Building/Conveyance and other advances
- (iii) Over payment of Pay and Allowance including leave salary
- (iv) Any other assessed Government dues

3. Pending assessment of any of the above outstanding Government dues, if any, necessary amount as required under Rule 78(1) (vi) of the OCS(P) ,1992 shall/ will be withheld from death gratuity.

4. The payment of provisional family pension/death gratuity shall be adjusted from the final payment. Sanction of provisional family pension and gratuity order enclosed.

5. The fact of authorization of pensionary benefits is to be intimated to this Department/Office.

Yours faithfully,

Signature with designation of the
Pension Sanctioning Authority

Memo No. _____ Dt. _____

Copy forwarded to Shri /Smt. _____ For information with reference to the application in Form-H and Form-J .

Memo No. _____ Dt. _____

Copy forwarded to the Head of Office with reference to the letter No. _____ dt. _____ for information and necessary action.

**Signature and designation of
Pension Sanctioning Authority**