

No.SER/P-HQ/Sett/661/18

To

**The Divisional Railway Manager,
South Eastern Railway,
ADA, CKP, KGP & RNC**

**The Chief Works Manager,
South Eastern Railway
Kharagpur Workshop**

**Sub : Standardization of Application Form for claim of
family pension other than spouse ground**

Of late it has been observed that different application forms for claiming family pension other than spouse ground are being used in different divisions and Workshop. In a review meeting held on 07.08.2018 & 08.08.2018 chaired by AGM in presence of PFA & CPO(A), all ADRMs and other officers of Accounts and Personnel Department of HQrs., Divisions & Workshop, it was decided that the application form along with the required documents will be standardized and an unified application form are to be used in all over South Eastern Railway.

Accordingly, with the approval of CPO(A) & FA&CAO(HQ), an application form along with list of documents and specimen copies of affidavit, self-income certificate, letter of undertaking etc. has been standardized which will supersede all other prevailing application forms and documents of South Eastern Railway. The standardized application form along with list of documents and specimen copies of affidavit, self-income certificate, letter of undertaking etc. are enclosed.

You are requested to advise the concerned officers that henceforth the standardized application form should be used for family pension other than spouse ground cases. The applications for grant of family pension have already been received and are under process would be continued with the old forms.

Encl : As stated above

(Jaydip Sengupta)

Sr. Personnel Officer (Bill & Settlement)
for Principal Chief Personnel Officer

**Copy along with copies of above standardized application form and
enclosures thereof is forwarded for information and necessary action to :-**

- | | |
|---|------------------------------------|
| 1) PS to AGM – for kind information of AGM. | 11) SPO(Con)/GRC |
| 2) PS to PFA – for kind information of PFA. | 12) Staff Officer to CSC/GRC |
| 3) PS to PCPO – for kind information of PCPO. | 13) Sr.AFA(Sett)/Sr.AFA(Admn.)/GRC |
| 4) CPO(A) & FA&CAO(HQ) – GRC | 14) Statistical Officer/GRC |
| 5) ADRMs – ADA, CKP, KGP & RNC | 15) ASC/SHM/GRC |
| 6) Sr.DPOs/DPOs – ADA, CKP, KGP, RNC | 16) APO(Bill & Settlement) / GRC |
| 7) Sr.DFMs/DFMs – ADA, CKP, KGP, RNC | 17) APO/Workshop/Sini, |
| 8) WPO/KGPW, Sr.AFA/KGPW | 18) APO(Stores)/KGP |
| 9) Dy.FA&CAO(Traffic) / GRC | 19) APO/SRC |
| 10) Dy.CE(WS)/Sini, | 20) AS(PG)/GRC |

Encl : As stated above

for Principal Chief Personnel Officer

**APPLICATION FORM FOR FAMILY PENSION
OTHER THAN SPOUSE GROUND**

Passport
size
photograph
duly signed

1. RAILWAY SERVANT DETAILS

- (i) Name of the Railway servant in respect of whom family pension is being claimed :
(Block Letters)
- (ii) Department/Office/Station served last :
- (iii) Date of retirement / cessation of Service of Railway Servant :
- (iv) Marital Status of the Railway Servant :
- (iv) Date of death of Railway Servant :
- (v) PPO No. of Railway Servant :
- (vi) Name of Bank / Post Office wherefrom the deceased Railway Servant last drawn Pension with full address of Bank/ Post Office, Account No., IFSC.

2. SPOUSE DETAILS

- (i) Name of Spouse (Block Letters) :
- (ii) Date of Death / remarriage of Spouse :
- (iii) Name of Bank / Post Office wherefrom the deceased spouse (family Pensioner) had last drawn Pension with full address of Bank/ Post Office, A/C No., IFSC. :
- (iv) Residential Address of deceased spouse (family Pensioner) :

3. APPLICANT DETAILS

- (i) Name of Applicant (Block Letters) :
- (ii) Relationship with the deceased Railway Servant / Spouse :
- (iii) Full Postal Address of the Applicant with PIN No., Contact Number, email Id :
- (iv) Account No., name and BSR code & IFS Code of Branch of Bank to which family pension is to be credited. :
- (v) Date of Birth of Applicant :
- (vi) Monthly Income from all sources :
- (vii) Other source of family pension - Military or state Government and/or a Public sector Undertaking/Autonomous body/Local Fund under the Central or a State Government, if any :
- (viii) Personal Identification Marks of the Applicant :

4. **In case of Disabled Children** :
- (i) Name and address of competent Medical Board wherefrom disability certificate issued. :
- (ii) Date of Disability Certificate : _____
- (iii) Nature and percentage of Disablement : _____
- (iv) Name of Non-Natural Guardian (in case of mentally disabled) : _____
- (v) Address of Non-Natural Guardian : _____
- (vi) Relationship with Non-Natural Guardian : _____
- (vi) Name of the Authority who issued the Legal Guardianship Certificate : _____
5. **In case of Widow Daughter**
- (i) Name of Husband : _____
- (ii) Date of Marriage : _____
- (ii) Date of Death of Husband : _____
6. **In case of Divorced Daughter** :
- (i) Name of Husband : _____
- (ii) Date of Marriage : _____
- (iii) Date of filling divorce proceedings in the court of law. : _____
- (iv) Date of decree of divorce by court of law : _____
7. **In case of Childless widow** :
- (i) Date of remarriage : _____
- (ii) Name of persons with whom remarried : _____
- (iii) Present Address : _____
8. **In case of dependent Parents** :
- (i) Name of the Mother of Railway Servant : _____
- (ii) Name of the Father of Railway Servant : _____
- (iii) Date of remarriage of spouse of deceased Railway Servant (except childless widow) : _____
- (iii) Date(s) of death of Son under 25 years of age and unmarried / divorced / widow : _____
- Daughter(s) of Railway Servant : _____
9. **In case of permanently disabled Siblings**
- (i) Date of death of mother of Railway Servant : _____
- (ii) Date of death of father of Railway servant : _____
- (iii) Date of remarriage of spouse of deceased Railway Servant (except childless widow) : _____
- (iv) Date(s) of death of Son under 25 years of age and unmarried / divorced / widow : _____
- Daughter(s) of Railway Servant : _____
10. **In case of void marriage**
- (i) Name of ineligible mother : _____
- (ii) Date & place of void marriage : _____
11. **In case of missing/kidnapped family pensioner**
- (i) Date of from which the family pensioner is missing / kidnapped by insurgents/ terrorists : _____
- (ii) Date of lodging report in the Police Station : _____
12. **In case of judicially separated spouse**
- (i) Date of decree / order of the Court of Law : _____

13. INCLUSION OF NAMES OF UNMARRIED DAUGHTER BEYOND 25 YEARS, WIDOWED DAUGHTER, DIVORCED DAUGHTER, DISABLED CHILDREN, DEPENDENT PARENTS, PERMANENTLY DISABLED SIBLINGS FAMILY etc. IN THE PPO

FAMILY DETAILS OF THE Ex-EMPLOYEE :

<i>Name of the all family members of Railway Servant (widow/ widower, children, dependent parents and disabled siblings)</i>	<i>Date of Birth</i>	<i>Relationship</i>	<i>Marital Status</i>	<i>Monthly Income</i>	<i>Postal Address</i>

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration. In case of inclusion of name in PPO, as per item No.13 above I further declare that the acknowledgement of this application will not be a pre-condition to the processing of claim for family pension.

I also declare that I am applying for first time / I had applied previously on _____.

I hereby declare that the information given by me in connection with eligibility for family pension in favour of me as well as other family members mentioned above along with documentary proof are correct to the best of my knowledge and belief. I am / was completely dependent on the ex-Railway employee / family pensioner. I also declare that the claim submitted by me along with all documentary evidence in respect of my Name, Date of Birth, Father's Name, Permanent Address are as per my eligibility criteria prescribed by Railway Board and if my eligibility for family pension is subsequently to be false or incorrect the family pension, if granted may be stopped forthwith and I would be liable for prosecution under relevant laws for making such false statements or submitting improper documents.

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Encl: As per the List.

Signature or left hand thumb impression of the claimant/guardian
Mobile/Telephone No.....
Permanent Account Number for Income Tax (PAN).....
Aadhar No., if available-.....

Signatures of Two Witnesses with names and full addresses:

(i)

(ii)

List of Documents to be submitted with Application for family pension other than spouse ground

1.	Death Certificate of Railway Servant (Pensioner)
2.	Death Certificate of Spouse of Railway Servant (Family Pensioner)
3.	PPO of Railway Servant (Pensioner)/Spouse of Railway Servant (Family Pensioner)
4.	Copy of Bank/Post Office's Pension Account Book wherefrom Pensioner / family Pensioner was drawing pension/family pension (first and last page of the book)
5.	Copy of Bank/Post Office's Pension Account Book to which family pension is to be credited.
6.	Certificate(s) of age showing the dates of birth (Matriculation Certificate/Voter Card/PAN Card/Aadhaar Card/Passport/Driving License/CGHS Card – Any one)
7.	Income Certificate (Self-Certificate for the income who are self-employed or are in receipt of income from sources other than employment) (Specimen enclosed)
8.	Four copies of passport size photographs of the claimant, duly attested.
9.	Two slips showing the particulars of height and personal identification marks, LTI & signature of the applicant duly attested by a Gazetted government servant. (Form No.10,11,12,15)
10.	Undertaking for refunding any excess payment made by the pension disbursing Bank. (specimen enclosed)
11.	Two attested copies of passport size photograph of the non-natural guardian/nominee in case of mental disabled children
12.	Descriptive roll of the non-natural guardian/nominee, showing the particulars of height and identification marks, duly attested.
13.	Proof of permanent address of the non-natural guardian in case of mental disabled children.
14.	Copy of marriage and death certificate of husband, in case of widow daughter
15.	Copy of proof for filing matrimonial suit in the court of law.
16.	Copy of decree of divorce by court of law, in case of divorced daughter
17.	Proof of remarriage of childless widow
18.	Copy of disability certificate, in case of disabled children
19.	Copy of non-natural guardian certificate, in case of disabled children
20.	Date of Police report, in case of missing/kidnapped of family pensioner
21.	Proof of void marriage
22.	Copy of document regarding ineligibility of previous family pensioner, if applicable.
23.	Affidavit (specimen enclosed)
24.	RELHS Card/Railway Pass, if available
25.	Date of Court's order for judicially separated spouse
26.	Indemnity Bond (In the case of a missing pensioner)

Instructions : *All the documents submitted must be self-attested at each page with date.*

Specimen

(Self-Certificate for the income who are self-employed or are in receipt of income from sources other than employment)

I, Sri / Smt. / Miss _____ d/o, s/o Late _____

Ex. _____ (designation of ex-employee)/S.E.Railway/ _____ (Last working place)

a resident of _____ P.O. _____

P.S. _____ District _____ State _____ Pin : _____

aged _____ years do hereby declare that *I do not have any source of income from any other

source or *I have monthly income amounting to Rs. _____ (Rupees in words) _____

_____ only from _____ (source).

If the above information is found to be false or incorrect the family pension granted to me may be stopped forthwith and I would be liable for prosecution under relevant laws for making such false statements or submitting false declaration.

Signature of the Claimant with date

* Strike out which is not applicable.

Specimen Affidavit for Unmarried/Widow/Divorced Daughter/Childless Widow after remarriage/Disabled children other than mentally retarded

Affidavit sworn before the 1st Class Judicial/Executive Magistrate

That I, _____, d/o, s/o w/o Late _____
Ex. _____ (designation of ex-employee)/S.E.Railway/ _____ (Last working place)
aged about _____ years, by occupation – _____, by religion – _____,
residing at Village/Street – _____, PO _____
PS – _____, Dist. _____, State _____ PIN _____
do hereby solemnly affirm and declare on oath as follows :

- 1) That I, _____, d/o, s/o, w/o of Late _____
who was working in South Eastern Railway as _____ under
_____ at _____ HQ/Division and retired from Railway Service
on _____. He was drawing pension vide PPO No. _____ from
_____ Bank/Post Office, _____ (Branch
with Branch Code No.) _____ (Address of the Branch),
_____ (IFSC of the Bank Branch) _____ (A/C No.) .
- 2) That _____ (Name of Railway employee/Pensioner) expired on
_____ (date of death) as evident from the copy of the death certificate issued on
_____ by Registrar of Birth & Death, _____
(Name of Issuing Authority).
- 3) That after demise of the aforesaid Pensioner, Late _____,
Sri / Smt. _____ was drawing family pension from
_____ Bank/Post Office, _____ (Branch
with Branch Code No.) _____ (Address of the Branch),
_____ (IFSC of the Bank Branch) _____ (A/C No.)
- 4) That the above named family pensioner Late _____ expired on _____
(date of death) as evident from the copy of the death certificate issued on _____
by Registrar of Birth & Death, _____ (Name of Issuing Authority).

In case of Widowed Daughter

- 5) That my marriage with Sri _____ was solemnized on _____
(Date of marriage) and my husband who was doing service / business / other works etc. and was
staying at _____ expired on _____ (date of death) as evident
from the copy of the death certificate issued on _____ by Registrar of Birth &
Death, _____ (Name of Issuing Authority).
- 6) That I further declare that I have not remarried till date.
- 7) That I am/was completely dependent on my late father / mother for all purposes when they were
alive.

In case of Divorced Daughter

- 8) That my marriage with Sri _____ was solemnized on _____
(Date of marriage) and I filed the divorce proceeding in the court of law on _____
as evident in the Matrimonial Suit No. _____ before the _____ Court and the
decree of divorce was pronounced by the said Ld. Court on _____ as evident from
decree of divorce dated _____ of the said Ld. Court.
- 9) That I am/was completely dependent on my late father / mother for all purposes and I was not
granted any type of alimony etc. by the Ld. Court.
- 10) That I further declare that I have not remarried till date.

In case of Childless Widow after remarriage

- 11) That I have remarried with Sri _____ on _____ (Date of
marriage) as is evident from the marriage certificate dated _____ issued by _____
(Name of Issuing Authority) and I have no children.

In case of Disabled Children other than mentally retarded

- 12) That I am a physically handicapped son/daughter of Late _____ who was working in South
Eastern Railway in the office of _____ / _____ (Last working place)
and was drawing pension as mentioned at Serial No.1 above.
- 13) That I was issued with necessary Disability Certificate by _____ (name of
issuing authority) vide No. _____ Dated _____

In case of Missing/Kidnapped Family Pensioner

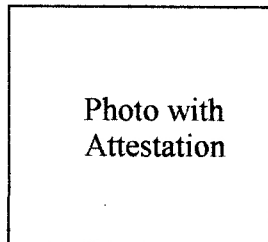
- 14) That Shri / Smt. _____, w/o, h/o _____, family pensioner has
been reported missing /kidnapped by the insurgents' w.e.f. _____ vide G.D. No. / FIR
_____ Dated _____ - with the _____ Police Station and
address _____.
- 15) That I have executed Indemnity Bond as contained in Railway Board's letter No.F(E)III/2009/
PN1/7 dated 24.02.2012 (RBE No.24/2012)

- 16) That my deceased/missing parents left behind the following family members and the details of
family members with their date of birth, income and marital status along with documentary proof
according to their seniority as furnished hereunder :

SN	Name	Relation	Date of Birth	Income Status	Marital Status
01.					
02.					
03.					
04.					
05.					

- 17) That I declare that except family composition mentioned above there are no other family members exist anywhere.
- 18) That I further declare that I have no physically or mentally handicapped brother and sister.
- 19) That I declare that I have no source of income from any source or my present income is Rs. _____
- 20) That I am swearing this affidavit for the purpose of grant of family pension / inclusion of names of my daughters in the Railway documents and for family pension after my death.
- 21) That I have not suppressed any facts and I also mention that in future if Railway Administration notices any suppression of facts which would make me ineligible and all the facilities extended to them will be stopped forthwith.
- 22) I verify that the above contents of all paras are true and correct to the best of my knowledge and belief and if any of the facts as stated above are subsequently found to be false or incorrect, I shall be punishable under Indian Penal Code.

Signed at _____ on _____ day of _____ month _____ year



Deponent

Specimen Affidavit for mentally retarded disabled children

Affidavit sworn before the 1st Class Judicial/Executive Magistrate

That I, Shri/Smt. _____ d/o, s/o _____ aged about _____ a permanent resident of Village/Street _____ P.O. _____ P.S. _____, State _____ PIN _____ by Nationality – Indian, Religion _____, a non-natural guardian of Shri/Smt. _____ son / daughter of _____ (Ex. Railway employee) with relation _____ vide No. _____ dated _____ issued by _____ (Name of Issuing Authority) do hereby solemnly affirm and declare on oath as follows :

- 1) That _____ (Name of Railway employee/Pensioner) the father/mother of the said Shri/Smt./Miss _____, who worked in South Eastern Railway as _____ under _____ at _____ HQ/Division and retired from Railway Service on _____ and was drawing pension vide PPO No. _____ from _____ Bank/Post Office, _____ (Branch with Branch Code No.) _____ (Address of the Branch), _____ (IFSC of the Bank Branch) _____ (A/C No.) expired on _____ (date of death) as evident from the copy of the death certificate issued on _____ by Registrar of Birth & Death, _____ (Name of Issuing Authority).
- 2) That after demise of the aforesaid Pensioner, Sri / Smt. _____ father/mother of the said Shri/Smt./Miss _____, was drawing family pension from _____ Bank/Post Office, _____ (Branch with Branch Code No.) _____ (Address of the Branch), _____ (IFSC of the Bank Branch) _____ (A/C No.) expired on _____ (date of death) as evident from the copy of the death certificate issued on _____ by Registrar of Birth & Death, _____ (Name of Issuing Authority).
- 3) That Sri/Smt./Kumari _____ is my brother / sister / _____ (relation) and is a mentally handicapped person and necessary disability certificate was issued by _____ vide No. _____ Dated _____
- 4) That deceased parents of Shri/Smt./Kumari _____ left behind the following family members and the details of family members with their date of birth, income and marital status along with documentary proof according to their seniority as furnished hereunder :

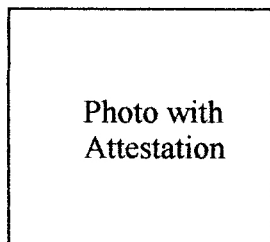
SN	Name	Relation	Date of Birth	Income Status	Marital Status
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01.					
02.					
03.					
04.					
05.					

- 5) That I declare that except family composition mentioned above there are no other family members exist anywhere.
- 6) That I further declare that Shri/Smt./Kumari _____ has no physically or mentally handicapped brother and sister.
- 7) That I declare that Shri/Smt./Kumari _____ has no source of income from any source or present income is Rs. _____
- 8) That I am swearing this affidavit on behalf of Shri/Smt./Kumari _____ for the purpose of grant of family pension .
- 9) That I have not suppressed any facts and I also mention that in future if Railway Administration notices any suppression of facts which would make Shri/Smt./Kumar _____ ineligible and all the facilities extended to him will be stopped forthwith.
- 10) I verify that the above contents of all paras are true and correct to the best of my knowledge and belief and if any of the facts as stated above are subsequently found to be false or incorrect, I shall be punishable under Indian Penal Code.

Signed at _____ on _____ day of _____ month _____ year

Deponent



SPECIMEN

LETTER OF UNDERTAKING BY THE FAMILY PENSIONER OTHER THAN SPOUSE GROUND

Date :

To
The PCPO / Sr.DPO / WPO,
South Eastern Railway,

Sir / Madam,

Payment of family pension under P.P.O. No. _____ through
your office.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with the Bank/Post Office of _____, I, the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the Pension Paying Authority and Pension Disbursing Authority from and against any loss, suffered or incurred by the aforesaid Authorities in so crediting my pension to my account under the scheme and to forthwith pay the same to the aforesaid Authorities and also irrevocably authorise the aforesaid Authorities to recover the amount due by debit to my said account or any other account / deposits belonging to me in the possession of the aforesaid Authorities.

I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the Pension Paying Authority to recover the excess/ overpayment made to the Pension Account of my deceased father / mother.

Yours faithfully,

Signature _____

Name : _____

Address : _____

Witnesses :

(1) Signature _____

Name : _____

Address : _____

Date : _____

(2) Signature _____

Name : _____

Address : _____

Date : _____