

**FORM 18**  
**[SEE rules 78(1), 80(1), 80(3), 80(5), 80-B(1) and 80-B(5)]**  
**Form for assessing and authorizing the payment of family pension and death gratuity when a Government servant dies while in service**

**PART 1**

**Section 1**

1. Name of the deceased Government servant .....
2. Father's name .....
3. Husband's name in the case of female Government servant .....
4. Date of birth (by Christian era) .....
5. Date of death (by Christian era) .....
6. Religion .....
7. Particulars of post held at the time of death
  - (a) Name of the Office .....
  - (b) Post held substantively: .....
  - (c) Officiating post: .....
  - (d) Scale of pay/Pay Band & Grade Pay .....
  - (e) Basic Pay / Pay in Pay Band & Grade Pay .....
  - (f) Whether the last post held was under the Government or outside the Government on foreign service terms. ....
  - (g) If on foreign service, scale of pay / pay band, pay in the pay band and grade pay of the post in the parent department .....
8. Date of beginning of service .....
9. (i) Total period of military service, if any, for which pension and / or gratuity was sanctioned: .....
- (ii) Amount and nature of any pension / gratuity received for the military service .....
10. Particulars relating to service in autonomous body / State Government, if any -
  - (a) Particulars of service: .....

Name of Organization	Post held	Period of service		
		From	To	Period

(b) Whether the above service is to be counted for gratuity in the Government	.....	
(c) Whether the autonomous organization has discharged its pensionary liability to the Central Government	.....	
11. Amount and nature of any pension / gratuity received for previous civil service, if any	.....	
12. Service qualifying for death gratuity -		
(a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 59 (1) (b) (ii)]	.....	
(b) Periods of non-qualifying service -	<b>From</b>	<b>To</b>
(i) Interruption in service condoned under rules 27 & 28	.....	.....
(ii) Extraordinary leave not qualifying for gratuity	.....	.....
(iii) Period of suspension treated as non-qualifying	.....	.....
(iv) Boy service (2 <sup>nd</sup> Proviso to rule 13)	.....	.....
(v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)	.....	.....
(vi) Any other service not treated as qualifying service	.....	.....
Total period of non-qualifying service	.....	.....
(c) Additions to qualifying service -		
(i) Civil service (Rule 18)	.....	.....
(ii) Military service (Rule 19)	.....	.....
(iii) Benefit of service in an autonomous body	.....	.....
Total period of qualifying service	.....	.....
(d) Net qualifying service	.....	.....
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49)	.....	.....
13. (a) Emoluments reckoning for death gratuity	.....	
(b) Amount of death gratuity	.....	
14. Details of Government dues recoverable out of death gratuity -		
(i) Licence fee for occupation of Government accommodation [See rule 80-C]	.....	
(ii) Amount to be withheld as indicated by the Directorate of Estates [See rule 80-C (i) (v)]	.....	

(iii) Dues referred to in rule 80-C (2) .....

15. Net amount payable as death gratuity .....

16. Details of the nominee(s) to whom death gratuity is payable

S.No.	Name	Share in death gratuity	Date of Birth	Address	Relationship with deceased Govt. servant

17. Details of guardian / nominee who will receive payment of death gratuity in the case of minor / mentally disabled children

S.No.	Name of minor / mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

18. The date on which intimation regarding the death of Government servant was received by the Head of Office .....

19. The date on which action initiated to -

(i) Obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in rule 77: .....

(ii) Obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1): .....

(iii) Assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2): .....

(iv) Assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79. ....

## 20. Details of payment of Family Pension-

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54(3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

## 21. Persons to whom family pension is payable -

- (i) Name .....
- (ii) Relationship with the deceased Government servant .....
- (iii) Full postal address .....

## 22. Details of guardian who will receive payment of family pension in the case of minor / mentally disabled children

S.No	Name of minor / mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

## 23. Head of Account to which death gratuity and family pension are debitable.

.....

Place

Dated the .....

**Signature of**  
**Head of Officer**

**Section II**

**Details of provisional family pension and gratuity to be drawn and  
disbursed by the Head of Office in accordance with rule 80A.**

Provisional family pension	^ . .....p.m.
Death Gratuity [amount mentioned in item 13(b) of Section I]	^ .....
Less	
(a) Licence fee recoverable from gratuity for occupation of Government accommodation [as in item 14(i) of Section I]	^ .....
(b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as the item 14(ii) of Section I]	^ .....
(c) Other Government dues as mentioned in item 14(iii) of Section I	^ .....
(d) Total of (a), (b) and (c)	^ .....

Place

Dated, the

**Signature of  
Head of Office**

**PART II**

**Account Enforcement**

**Section I**

- 1. (i) Total period of qualifying service accepted for Death gratuity .....
- (ii) Total period of continuous service accepted for Family Pension .....
- 2. Net amount of death gratuity after adjusting Government dues .....
- 3. Amount and the period of tenability of Family Pension -

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54(3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

- 4. Date from which family pension is admissible: .....
- 5. Head of Account to which death gratuity and family pension are debitable: .....

**Section II**

- 1. Name of the deceased Government servant .....
- 2. Date of death of the Government servant .....
- 3. Date on which pension papers received by the Accounts Officer .....
- 4. Amount of family pension authorised .....
- 5. Amount of gratuity authorised .....
- 6. Date of commencement of family pension .....
- 7. Date on which payment of family pension and gratuity authorised .....
- 8. Amount recoverable from gratuity .....
- 9. Amount of gratuity held over pending receipt of 'No demand certificate' .....

Place

Dated, the

**Accounts Officer**