

Circular**Sub:- Document Required for Death Cases.**

Please find enclosed herewith check list regarding document required for Death Cases. It has been observed so many death cases are frequently forwarded by DDO's to AO (PN) S without completing the formalities as per check list. Before forwarding the case to AO (PN) S complete document as per the check list in all respect to release the death benefit in time, otherwise entire responsibility will be of DDO for late payment & matter will be referred to higher authority.

S.No	Document Required	Page No
1	If the employee was absent in a day or more. That case condone by competent authority i.e. Member (A)	
2	If employee was perform Must Roll Service that case month wise statement required and verify by concerned DDO with rubber stamp and also month wise statement enter in service book with verify by concerned DDO with rubber stamp.	
3	Death certificate in original (Employee)	
4	Discharge slip required if the employee death in hospital	
5	Post-mortem Report required if the accidental death of employee	
6	Death certificate spouse if she not alive.	
7	Form no 1 & 4 (Regarding nominations filled by deceased during service if any){DJB All purpose nomination form}	
8	L.P.C. duly checked and verified by the concerned A.A.O.	
9	Absentee statement w.e.f. Date of Appt. To Date of Death	
10	Two slips of signature / Left thumb impression (As applicant)	
11	Two slips of Finger impression.	
12	Two slips of Descriptive-Roll for Identification (From MBBS Doctor only)	
13	Three passport of photograph of applicant	
14	Entry in Service Book regarding Service verification DOA to DOD/ Death	
15	Copy of Ration Card of the family left behind, if valid nomination for DCRG does not exist. In case Ration Card not available than submitted medical book Photocopy verified from DDO with Rubber stamp.	
16	Copy of voter I card, Pan card or Addhar Card of widow / widower verified from DDO with Rubber stamp.	
17	Affidavit form widow/ widower reg. Details of the family members left behind on death of Govt. Servant w.r.t. name of each member date of birth / relationship with the deceased / married or unmarried in case of daughter.	
18	If the children or children's up to 25years Addhar card and also School Certificate required & verified from DDO with Rubber stamp.	
19	Undertaking regarding remarriage etc and verified from DDO with Rubber stamp.	
20	Whether the widow / widower is employee, if so since when	
21	Details of family duly checked, verified and certified by the DDO in terms of sub-rule (6) of Rule 50 of the Pension Rules with reference to name of each family members, date of birth/ relationship with deceased GS/ Married/Un-Married in case of daughters etc. After ensuring that no eligible member has been left out so as pay the DCRG in equal shares in the absence of valid nomination of DCRG.	
22	N.O.C. From Corporation Bank	
23	N.O.C. From A.O. (B&A)	
24	N.O.C. From Vigilance Department	
25	N.O.C. From Dy. Dir (LWO)	
26	Form No. 10	(whichever applicable issued by DDO to the head of family left behind)
27	Form No. 11	
28	From No 12 (Application for DCTG) vide rule 77(2)	
29	From No 13 issued by the DDO to the head of family.	
30	From No 14 (Application for family Pension) vide rule 77(3)	
31	Pension form No. 18 (Regarding assessment)	
32	From No 19 (forwarding letter to AO (PN) S.)	
33	From No 24 (certificate of Service)	
34	From 'C' regarding payment of gratuity	
35	Final No Dues Certificate Performa duly filled by DDO.	
36	History sheet of service Performa duly filled by DDO.	
37	Bank Account Number of applicant	
38	Please check name spelling of applicant it should be mach with DJB all purpose nomination form	

All DDO's

-S/d-

BANSHI LAL
 Account Officer (Pension) S

Copy to:

1. Jt.Dir (F&A)-II for kind information please.
2. Consultant (Fin) ---do---
3. Dy. Dir (F&A) IV ---do---
4. EE.(EDP) please upload DJB website.

AE (EDP) 24/1

 23/1/2018
BANSHI LAL
 Account Officer (Pension) S