

**INSTRUCTIONAL ORDER**

**SUBJECT: - DOCUMENTS REQUIRED WHILE CHANGING /CORRECTION IN NOMINATION FORM BY THE EMPLOYEES OF DELHI JALBOARD.**

While conducting verification for sanctioning of family pension to the daughter (s) of deceased employees beyond the age of 25 years as per 6<sup>th</sup> CPC, it has been observed in many cases that the claimant/ applicant is not eligible for family pension beyond the age of 25 years and in some cases they are not even eligible for pension upto the age of 25 years. The family pension was sanctioned on the basis of information submitted by DDO.

To ensure that the payment of Family Pension to the bonafide claimants as per the prescribed rules under the CCS (Pensions) Rules, 1972, the DDOs should go through the record of staffs carefully working under their control while signing nomination forms of individual and should ensure that while changing the nomination due to various reasons in S.B. & P.F. by an employee, proper documentary proof is obtained from the employee and these are placed in the S.B. & P.F. The following documents are to be obtained in case of various changes:-

- 1) Copy of death certificate in case of death of spouse.
- 2) Copy of valid legal certificate of 2nd marriage in case employee declares about 2nd marriage after death/ divorce of 1st spouse.
- 3) Name of children born from wife and 2nd wife (if legally wedded) along with documentary proof of date of birth.
- 4) In case of addition of name of parents in nomination, I.D. proof of father/mother should be obtained.
- 5) In case, divorcee daughter is dependent and residing with employee, then legal document of divorce should be obtained.
- 6) In case, widow daughter is dependent and residing with employee, then their marriage certificate and death certificate of her husband should be obtained.
- 7) Permanent disability certificate of children issued by Competent Authority in case of disability.
- 8) All legal documents, duly attested by the employees including adoption certificate issued by the court of Law in such cases.

In case of any other changes in nomination form and recording any other information in P.F. & S.B. of the employee on the request of the employee, proper documentary proof should be obtained and placed in the S.B. & P.F. of the employee by the DDO concerned.

DDO may also ensure that the above formalities are completed before sending the case of Retirement/ Death to the Pension Cell to avoid any future hardship in case of any misshappening with the employee.

This circular may be given wide publicity.

  
(NEERAJ SEMWAL)  
Addl. CEO/Dir. (F&A)

Dated: - 24 SEP 2015


All DDOs

No. DJB/AO (Pens.) Disb.2015/

124098

Copy to:-

1. C.E.O for kind information please.
2. Member (A)/ Member (Fin.)/ Member (WS)/ Member (Dr.)/Addl. CEO/Dir. (A&P)/Dir. (F&A)/DOR/Secy. DJB for kind information please.
3. All CEs /SEs/ EEs.
4. LO (W)/Joint Directors/Secy. To CEO/IWO (W)/ACs.
5. Consultant (PR)/ All Dy. Directors/ EE (EDP).
6. All AOs/ AAOs.

  
Addl. CEO/Dir. (F&A)

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28/09/15

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