

# FORM 18

[ See Rules 78(1), (3) and (5) and 80-B (1) and (5) ]

**Form for assessing and authorizing the payment of family pension  
and death gratuity when a government servant dies while in service**  
( To be sent in duplicate if payment is desired in a  
different Circle of accounting unit )

## **PART – 1** **Section 1**

1. **Name of the deceased Government servant ...**
2. **Father's name (and also husband's name in  
the case of female Government servant) ...**
3. **Date of birth (by Christian era) ...**
4. **Date of death (by Christian era) ...**
5. **Religion ... ..**
6. **Office/Department/Ministry in which last  
employed ... ..**
7. **Appointment held last ... ..**
  - (i) **substantive ... ..**
  - (ii) **officiating ... ..**
8. **Date of beginning of service ... ..**
9. **Date of ending of service ... ..**
10. (i) **Total period of military service for which  
pension, gratuity was sanctioned; and ...**  
(ii) **Amount and nature of any pension,  
gratuity received for the military service.**
11. **Amount and nature of any pension received  
for previous civil service, if any ...**
12. **Government under which service has been  
rendered in order of employment ...**
13. **The date on which intimation regarding the  
death of Government servant was received by  
the Head of Office ... ..**
14. **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) and;
- (iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in Rules 78 and 79.
15. Whether nomination made for death gratuity?
16. Length of service qualifying for death Gratuity/pension ... ..
17. Periods of non qualifying service--- From To
- (i) Interruption in service condoned under Rule 28 ... ..
- (ii) Extraordinary leave not qualifying for gratuity ... ..
- (iii) Period of suspension treated as non-qualifying ... ..
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- Total period of non-qualifying service ...
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18. (a) Emoluments reckoning for death gratuity.  
(b) Amount of death gratuity ... ..
19. Deleted.
20. Deleted.
21. (i) Proposed Family Pension at ----  
(a) enhanced rates [ if service rendered at the time of death in more than seven years as in Rule 54 (3) ] ... ..  
(b) ordinary rates --- [ as in Rule 54 (2) ]
- (ii) Period of tenability of Family Pension ----- From To
- (a) enhanced rates ... ..
- (b) ordinary rates ... ..
22. Persons to whom family pension is payable---  
Name ... ..  
Relationship with the deceased  
Government servant ... ..  
Full postal address ... ..
23. Details of Government dues recoverable out of gratuity---  
(i) Licence fee for occupation of Government accommodation [ See Rule 80-C ] ...

- (ii) Amount of death gratuity to be held over pending receipt of information from the Directorate of Estates ... .. [ See Rule 80-C (2) ]
- (iii) Dues referred to in Rule 80-C (2) ...
- 24. Date on which claims received from the Claimants ... ..
- 25. Name of guardian who will receive payment of death gratuity and family pension in the case of minors ...
- 26. Place of payment (Treasury, sub-Treasury or branch or Public Sector Bank or the Pay and Accounts Office ...
- 27. Head of Account to which death gratuity and family pension are debitable ...

Place  
Dated the

Signature of  
Head of Office

**Section II**

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

Provisional family pension ... .. Rs.....p.m.

Gratuity [ the amount mentioned in Item 18 (b) of Part-I ... .. Rs.....

Less

(a) Licence fee recoverable from gratuity for occupation of Government accommodation [ as in Item 23 (i) of Part-I ] ... .. Rs.....

(b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [ as in Item 23 (ii) of Part-I ] ... .. Rs.....

(c) Other Government dues as mentioned in Item 23 (iii) of Part-I	...	...	Rs.....
(d) Total of (a), (b) and (c)	...	...	Rs.....

**Place**  
**Dated of**

**Signature of**  
**Head of Office**

**PART – II**  
**Account Enforcement**  
**Section I**

1. Total period of qualifying service which has been accepted for ---
 

(i) Death gratuity	...	...
(ii) Family Pension, 1964	...	...
2. Net amount of gratuity after adjusting Government dues
3. Amount and the period of tenability of Family Pension, 1964. If death took place---
 

	Amount	Period of Tenability
	-----	-----
	Rs.	From To
(i) before seven years service	...	...
(ii) after seven years service	...	...
4. Date from which Family Pension is admissible
5. Head of Account to which death gratuity and family pension are chargeable

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 authorized ...
  5. Amount of gratuity authorized ...
  6. Date of commencement of family pension ...
  7. Date on which payment of family pension  
and gratuity authorized ...
  8. Amount recoverable from gratuity ...
  9. Amount of gratuity held over pending receipt  
of 'No demand certificate' ...
- ...

**Place**  
**Dated the**

**Accounts Officer**