FORM 20

(See rule 28 *Schedule XV)*
Form of letter sanctioning family pension to the child or children of a retired Government servant who dies after retirement but does not leave behind widow/widower.

No. _____
Department/Office _____
Dated the _____

To

The Accountant General,

Subject - *Grant* of family pension to the Child/Children.

_____

Sir,

I am directed to say that Shri/Shrimati _____ formerly _____ (Designation) _____ office was sanctioned pension of Rs. _____ with effect from _____ on his retirement from service.

2. Intimation has been received in this Office that Shri/Shrimati _____ died on _____ and that at the time of death left no widow/widower but was survived by the following children* :

S. No.	Name	Son/Daughter	Date of birth in Christian era	Date from which family pension ceases to be payable.
1				
2				
3				
4				
5				
6				

*The names of children should be mentioned in the order of eligibility mentioned in Family Pension Rules. Children borne as a result or marriage, which took place before the retirement of the Government servant or Children, adopted legally before retirement should only be included.

3.   In terms of Family Pension Rules the amount of family pension has become payable to the children in the order mentioned above. the family pension will be payable on behalf of the minors to Shri/Shrimati ————————————————— who is the guardian.

4.   Sanction for the grant of family pension of Rs. ————————————— per month to the children mentioned above is hereby accorded. The family pension will take effect from ————————————— and will be tenable till —————————————

5.   The family pension is debitable to the Head —————————————————

6. Attention is invited to the information furnished in the enclosed list.

7. The receipt of this letter may kindly be acknowledged and this Office informed that necessary instructions for the payment of family pension to the guardian have been issued to the Treasury Officer concerned.

Yours faithfully,

Head of Office.

List

1.   Permanent address of the guardian.

2.   Place of payment (Government Treasury
       or Sub-Treasury).

Enclosures.

3. Specimen signature or *left hand thumb and finger impressions of the guardian duly attested.

4. Two attested copies of a passport size photograph of the guardian.

5. Descriptive Roll of the Guardian duly attested.

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*To be furnished in the case of guardian who is not literate enough to sign his/her name.