

GREF RECORDS



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'AFTER ME' FOLDER

1. **Introduction.** With the advent of technology, automation of majority of financial transactions, availability of numerous financial instruments, establishment of advanced procedures for emolument disbursement for Defence & family pensioners, necessity of consolidated financial as well as pension related details at one place has been amply established. Such a compendium is primarily aimed at providing due guidance as well as necessary financial/personal documents to the NoK post the demise of serving and retired GREF Pers. The folder should contain info/formats applicable to serving as well as retired GREF Pers.

2. The compendium should not only provide guidance on various policies and procedures, it should also provide formats, forms etc which are readily available to the NoK. The compendium should not only cater for defence related details; it should contain detail of personal finances also.

3. **'After Me' Folder for GREF Pers.** The 'After Me' Folder for GREF Pers and veterans has been prepared with an aim of providing single point source for all procedures, actions, emoluments & documents required for guidance of the NoK post demise NoK post demise on GREF Pers. The folder is prepared to firstly provide a framework in which a GREF Pers can collate all documents/info required by the NoK and secondly to serve as a fall back guide to the NoK post demise of the GREF Pers. Accurate & updated folder will greatly assist families in managing their lives after one's passing. GREF Pers need to periodically update the docu. Most of the info/ formats are applicable for serving as well retired GREF Pers, forms/formats specifically applicable to veterans are included in Part III of the folder. *GREF Pers are advised to make all entries that are likely to be changed/ updated in future in pencil for ease of updation.*

4. **Layout.** The booklet is laid out in three broad parts as follows :-

- (a) Part I - Immediate actions on demise of a GREF Pers.
- (b) Part II - Pensionary benefits and emoluments & actions.
- (c) Part III - Personal financial documents & info.

5. **Recommended Actions by GREF Pers.** A GREF Pers needs to ponder on the fact that, while he/she as a GREF Pers has catered for the wellbeing and happy life of one's family in terms of various assets as well as finances, there is still a need to ask the following pertinent questions:-

- (a) *Does my family have adequate knowledge, confidence & know how to go through the traumatic times on my demise?*
- (b) *Does my family know what all actions are required to be done on my demise?*
- (c) *Does my family know whom to contact for what purpose on my demise?*
- (d) *Does my family know what all are due to them after my demise?*
- (e) *While I have adequate assets & finances, will my family get what is rightfully theirs after me?*
- (f) *Does my family know where and how many assets I have created for them?*
- (g) *Does my family know how to get what is entitled to them?*

6. Maybe due to our culture, the aspect of actions & info required post demise on a GREF Pers are not discussed in the detail as they warrant. Even the educated and working spouses generally do not take any interest in financial matters. There is a need to info one's spouse/NoK where/how to locate and to operate the documents while one is alive. Also, there is need to prepare a file containing all letters which are required to be sent by the widow/NoK to various authorities, with all columns completed less date and cause of death being left blank. Separate envelopes duly addressed should also be attached with each letter. ***This action will be of immense help to the NoK in time of grief***.

7. The booklet provides a structure for various actions as well as personal/ financial info. It is suggested that all Pers personalise the booklet as applicable to them and keep a hard copy of the same. The booklet should be personalized based on serving/veteran status of GREF Pers.

Name	
Date of Birth	
Place of Birth	
Blood Group	
Telephone No & Service Provider	
Email	
Service No/PPO No (Keep a Copy of PPO in the folder)	
SPARSH ID & Password if migrated	
Leave Accumulation	
PAN	
Aadhaar No	
Adhaar Linked Mobile No	
Voter ID Card No	
Passport No & Expiry Date	
Driving License No	
GPF Account No	
NPS Account No/UAN	
My Dealing section at Unit/Records with contact No	

Important Note : Please ensure details are in alignment at Unit, Adhaar Card, Pan Card, Passport etc._In case of **veterans** the detls should be correctly endorsed in the **PPO & SPB**, in case of any anomalies, contact last unit/GREF Records for the same. In addition to above, a list of **suggested docu which can kept along with the folder** is att at Appx H

Name	
Date of Birth	
Place of Birth	
Blood Group	
Telephone No & Service Provider	
Email	
PAN	
Aadhaar No	
Aadhaar Linked Mobile No	
Voter ID Card No	
Passport No & Expiry Date	
Driving License No & Expiry Date	
GPF Account No	
NPS Account No / UAN	
Bank A/C Details	
Debit Card Details	
Credit Card Details	

Important Note : Please ensure details are in alignment at Unit, Aadhaar Card, Pan Card, Passport etc._In case of **veterans** the detls should be correctly endorsed in the **PPO & SPB**, in case of any anomalies, contact last unit/GREF Records for the same.

Name	CHILD 1	CHILD 2
Date of Birth		
Place of Birth		
Blood Group		
Telephone No & Service Provider		
Email		
PAN		
Aadhaar No		
Aadhaar Linked Mobile No		
Voter ID Card No		
Passport No & Expiry Date		
Driving License No		
PPF Account No		
NPS Account No / UAN		
Bank A/C Details		
Debit Card Details		
Credit Card Details		

Important Note : Please ensure details are in alignment at Unit, Adhaar Card, Pan Card, Passport etc. In case of **veterans** the detls should be correctly endorsed in the **PPO & SPB**, in case of any anomalies, contact last unit/GREF Records for the same.


**DEPENDENT
DETAILS**

Name	<u>DEPENDENT#1</u>	<u>DEPENDENT#2</u>
Date of Birth		
Place of Birth		
Blood Group		
Telephone No & Service Provider		
Email		
PAN		
Aadhaar No		
Aadhaar Linked Mobile No		
Voter ID Card No		
Passport No & Expiry Date		
Driving License No		
GPF Account No		
NPS Account No / UAN		
Bank A/C Details		
Debit Card Details		
Credit Card Details		

Important Note : Have you declared the above as dependent on you by means of a Part II Order? Please check with Unit/GREF Records. If not, pls publish a Part II order for the same with income certificate of dependents (Below ₹ 9,000 from all sources) duly authenticated by Dist Revenue Official.

NoK SHOULD KNOW "NOW"

Documents to be checked and held by the family	Special attention/Remarks	Checked on/Observation
Marriage DO Pt II order (PPO & SPB in case of Veterans)	Order must contain:- * Maiden name of spouse * Date & place of marriage * Rites/law * DoB of spouse * Name of parents * Nationality	
DO Pt II orders for each child (including adopted) (PPO & SPB in case of Veterans)	Order must contain:- * Date & place of birth * Name of mother	
Declaration of Spl child (PPO & SPB in case of Veterans)	Only if applicable	
DO Pt II orders for NOK/ change of NOK; Aadhar cards, PAN cards & Passport, if held	In respect of each family member who are dependent	
Copy of Will Family details (Form 3)	Either it be in the name of spouse or a certificate be issued by the GREF Pers that he/she doesn't wish to change them in favour of spouse	
Nomination for DCRG	-do-	
Nomination for GBF	-do-	
Nomination for GPF/NPS	-do-	
Details of Joint Bank Salary Account	MOU with banks	
Deposite Linked Insurance against GPF	If Any	
Insurance policies held with name of Insurance company and whom to contact in case of sudden demise		
Health Insurance policies held with name of Insurance company and whom to contact in case of sudden demise		
Movable/Immovable Property		
CSD Cards		
Dependent cards		
Present Medical category of GREF Pers	Copy of latest AME/PME/Re Cat etc may be held for reference	
Organ Retrieval Banking Organisation (ORBO)		

Important Note : Please corroborate the above details with the details held with Unit and GREF Records. Any change after demise will create unwarranted delays for the spouse. In Case of **Veterans** The above detls should be reflected in the **PPO & SPB**

IMDT ACTIONS BY NOK ON DEMISE OF GREF OFFICER/PERS (AT HOME)

1. **Inform.** Relatives, friends and present unit.
2. **Organ Retrieval Banking Organisation (ORBO).** If the deceased had registered with an ORBO for donation of organs, they should be informed immediately to do the needful.
3. **Obtain Death Certificate.** Obtain death certificate/documents from the Hospital/Attending Doctor or a Registered Medical Practitioner, as the case may be.
4. **Arrange.** A vehicle/Hearse be arranged for carrying the body. Besides, material required for cremation also to be arranged.
5. **Death Certificate from Registrar.** Obtain at least 30 Copies of Death Certificate from the Municipal Authorities for Registration of Births and Deaths. These are required to be submitted with all claims.

IMMEDIATE ACTIONS ON DEMISE : CHEK LIST

Action	Stake Holders	Contact Nos	Remarks
Info Relatives			
Info Organ Donation			
Obtain Death Certificate			
Register Death with Birth/Death Registrar			

CHECK LIST REGARDING INTIMATION ON DEMISE

1. **Intimation of Death**. Death of a GREF Pers is to be intimated/ informed at the earliest to large number of authorities as per the suggested list given below:-

Organisation/Authority	Purpose	Contact Nos
Info Relatives	In case of death due to an accident, necessary for insurance/ compensation	Nearest Police Station Phone No
Present Unit and GREF Records	For initiation of procedure of release of terminal benefits	
PCDA(P)	Through Present Unit	
Municipal Authority	For transfer of property/ tax particulars/ change of mutation	Contact No-
Telephone Authority	Transfer of phone connection	Service Provider -
Income Tax Authority	Finalisation of tax return of Deceased	Bank Manager -
Bankers	For settlement loans, encashment of FDRs, other banking issues	Bank Manager- Detls in Part 3
Insurance Companies	For transfer or claims in respect of policies of deceased	Detls in Part 3
Licensing Authority	For transfer of private fire arms	Contact No/Address -
Court	For obtaining Probate of Will and Succession Certificate	Contact No/Address -
Various clubs	For transfer of membership/ refund of security deposits	Contact No -
Canteen Department	For CSD Cards	Dependent CSD

CHECK LIST REGARDING INTIMATION ON DEMISE : VETERAN SPECIFIC
(IN ADDITION TO ACTIONS AS IN TABLE ON PAGE 10)

Organisation/Authority	Purpose	Contact Nos
Info Relatives	In case of death due to an accident, necessary for insurance/ compensation	Nearest Police Station Phone No
Present Unit and GREF Records	For initiation of procedure of release of terminal benefits	
PCDA(P)	Through Present Unit	
Municipal Authority	Through Unit For commencement of Family Pension (Legacy Pensioner)	Sample at Appx A
Bank	For commencement of Family Pension (Legacy Pensioner)	Sample at Appx B
Unit & Center	Intimation of Demise	Sample at Appx D & E
CSD Manager	Issue of New CSD Cards	Sample at Appx G
<u>SPARSH</u> The NoK should be made well conversant with SPARSH Portal <u>NOW</u>	Deposit Death Cert in Bank and get joint acct converted to Single • In Case previous account was single & spouse does not have own acct, open new Bank Acct • Login SPARSH, go to Services>For Family> Report Event> Start Family Pension/Death reporting , Feed relevant details & upload copy of Death Certificate, Cancelled cheque etc. • Request will be approved by PCDA(P) & PPO Generated in name of Spouse. • Login Credentials will be given through SMS. • Log on to SPARSH & submit Life Certificate . Imp- Family Pension will not commence til uploading of Life Certificate	

Important Note : *SPARSH* is an Excellent, user friendly end to end *Pension Sanctioning & Disbursement System*. It is very simple to operate on any digital device, **Veterans should first get familiar with the same and make the spouses well conversant**. The spouse must go through the procedure for **logging in, submission of Death Cert, Life Cert etc.**

ENTITLEMENTS ON DEMISE OF A GREF PERS

1. The NoK is entitled a number of entitlements as follows:-

- (a) **Lump Sum Amounts**. Amounts are disbursed as one time amount on demise.
- (b) **Family Pension**. Family pension is disbursed every month for life.
- (c) Medical Entitlements.
- (d) Educational Concessions.
- (e) Canteen Entitlements.
- (f) Other Entitlements.

2. **Lump Sum Amounts**.

(a) **Ex-gratia Lumpsum Compensation**. NOKs of GREF Personnel who get killed while performing their duties in an incident involving armed hostilities, extremists, terrorists or other anti-social elements such as decoits or smugglers etc are entitled to ex-gratia payment of Rupees upto 45 lakh in each case.

(b) **Death Gratuity**. It is admissible to the NoK as per following rates:

Length of Qualifying Service	Rate of Death Gratuity	Notes
Less than one year	Two times of monthly emoluments	
One year or more but less than five years	Six times of monthly emoluments	
Five years or more but less than eleven years	12 times of monthly emoluments	
Eleven years or more but less than twenty years	Twenty times of monthly emoluments	
Twenty years or more	Half months emoluments for every six monthly of qualifying services subject to a max of 33 times of emoluments	

(c) **Insurance Benefits**. CGEGIS provides insurance cover of ₹ 60,000/- for Gp 'B' non Gazetted employees and ₹ 30,000/- for Gp 'C' employees for GREF Pers on maturity as per contribution.

(d) **Immediate Relief**. A sum of Rs 25000/- (Rupees twenty five thousand only) is payable to the NOK immediately on the intimation of death, out of Regimental Fund of the unit. The amount is subsequently recovered out of Death-cum-Retirement Gratuity (DCRG).

(e) **Border Roads Special Relief Fund.** The following grant is payable out of the Fund immediately on intimation of death. The amount is initially paid by the units from their Regimental Funds and later recouped from HQ DGBR:-

- | | | |
|-----|---|------------|
| (a) | Officers [to whom neither Workman Compensation(ECA)nor pension is admissible] | Rs.13000/- |
| (b) | Officers [to whom either Workman Compensation (ECA) or pension is admissible] | Rs.12000/- |
| (c) | Subordinates [to whom neither Workman Compensation (ECA) or pension is admissible] | Rs.12000/- |
| (d) | Subordinates [to whom either Workman Compensation (ECA) or pension is admissible] | Rs. 5000/- |

(f) **GRAF Benevolent Fund .** The following grant is payable to the NOKs of GRAF subordinates on intimation of death. The amount is initially paid by the units from their Regimental Funds and later recouped from GRAF Records :-

- | | | |
|-----|---|-------------|
| (a) | Those who would not be entitled to Workman Compensation (ECA) for the death | Rs.40,000/- |
| (b) | Those who would not be entitled to Workman Compensation (ECA) | Rs.30,000/- |

(g) **Leave Accumulation.** Max upto 300 days of leave accumulation.

(h) **FSA.** Final Settlement of Accounts as applicable

(j) **TA/Transfer grant.** Transfer grant @ 80% of last basic pay and actual TA from duty station/other station to home town of the deceased.

(k) **Compassionate Appointment.** The Scheme of compassionate appointment as applicable to Central Government employees is applicable to dependents of GRAF employees who die in harness or are medically boarded out. In the event of death/medical invalidment, the DD Forms are sent to NoK of deceased/medically invalided person by Commander GRAF Centre for completion and return to GRAF Centre. The case is scrutinised by a Board of Officers and processed further only if the family is left below the laid down poverty line i.e not having income more than Rs.9000/- p.m for a family of five members and fulfills other conditions laid down by the Govt from time to time.

3. **Family Pension.** The NoK of a GRAF Pers is entitled to Family Pension @30% of his last drawn basic pay subject to a minimum of Rs 9000/- (Rupees nine thousand only) per month. In addition dearness relief as notified by the Govt from time to time is also admissible. Family pension is also payable to the parents of person who dies before marriage subject to fulfillment of the following conditions:-

- (i) Parents were wholly dependent on the GRAF Pers when he was alive.
- (ii) The GRAF Pers has left behind neither a widow nor a child.
- (iii) The earning of parents is not more than Rs 9000/- pm.

Enhanced and Normal Rates of Ordinary Family Pension

Enhanced and normal rates of ordinary family pension are as under:-

- (i) Enhanced rate of family pension is admissible with effect from 1-10-2019 even if the deceased had rendered less than seven years continuous service.
- (ii) In the case of death in service; Payable to the family of Government servant for a period of ten years from the date of death of a Government servant, without any upper age limit. One and half times the normal rate of family pension, if compensation under WCA Act 1923 (now ECA Act 1923) is also paid. Fifty percent of the 'pay' last drawn in other cases.
- (iii) In the case of death after retirement; Payable for a period of seven years or up to the date on which he would have attained 67 years had he survived, whichever is less. Fifty per cent of 'pay' drawn at the time of retirement of the amount of pension authorised on retirement, whichever is less.
- (iv) Normal rate is the monthly family pension based on the 'pay' drawn on the date of death or on the date of retirement, as the case may be, and is admissible at a uniform rate of 30% of pay last drawn, subject to a minimum of Rs.9000 p.m.

Extra Ordinary Family Pension (EOFP). Where the death of such as GREF Pers is concerned as attributable to Govt service, his NOK will be entitled to Extra Ordinary pension in lieu of family pension at the specified rates. (CCS EOP Rules, 1939)

These rules shall apply to all persons paid from Civil Estimates, other than those to whom the Workmen's Compensation Act, 1923 (VIII of 1923) (now Employees Compensation Act-1923) applies (subject to Para 6 of Schedule 11), whether their appointment is permanent or temporary on the scale of pay or fixed pay or piece work rates who are under the rule making control of the President of India.

Provided that nothing contained in these rules shall apply to the Govt servants appointed on or after 1st day of Jan 2004.

Liberalised Family Pension (LFP);

Category A. Death due to acts of violence/attack by terrorists, anti-social elements etc weather on duty or not. Bomb blast in public places or transport, indiscriminate shooting in public etc. Death while providing aid to civil authority during natural calamities.

Category B. (Liberalised Family Pension (LFP)). Death due to enemy action in international war, during deployment as part of Un mission, Border Skirmishes, Laying/clearing of mines, Accidental explosion of mines, War like situation, including cases which are attributable to/aggravated by Extremist acts, Battle Inoculation, Demonstration with live ammunition, kidnapping by extremists while on operational duty, act of violence by extremists while on duty, aid to civil authority, operations specially notified by the government from time to time.

4. Based on the above categories, type of pension and the rate of pension is given in the following table:-

Category	Type of Family Pension	Rate of Pension
Ordinary Family Pension (OFP) (Enhanced and Normal Rate)		
(a)	In case death during service	Enhanced Rate 50% of RE-till 10 yrs, thereafter 30%
(b)	In case death after retirement	Enhanced Rate 50% of RE-till 07 yrs after death or 67 years of age whichever is less, thereafter 30%
Extraordinary Family Pension (EOP)		
(c)	Where Govt servant not holding a pensionable post	40% of Notional Pay subject to a minimum of Rs.11,700/-
(d)	Where Govt servant holding a pensionable post	60% of Notional Pay subject to a minimum of Rs.18,000/-
Cat 'A'	Liberalised Family Pension	Last drawn RE
Cat 'B'	Liberalised Family Pension	Last Drawn RE

5. **Entitlements of Widow/Widower on Remarriage.**

(a) **OFP.** Continues to be payable to childless widow/widower.

(b) **LFP.** Continues to be payable to widow/widower subject to her/him supporting the children. In case, she/he does not maintain the children, pension is divided between widow/widower and the eldest child in the ratio of 30% and 60% resp. The widow will draw full pension on remarriage in case there is no child borne out of wedlock with the GREF Pers.

6. **Pension Entitlements to Dependents.**

(a) **Liberalised Dependent Pension.** It is granted to the parents of the GREF Pers who is unmarried/not survived by widow/widower or children. It is computed @ 60% of the last drawn RE in case of single parent and @ 75% in case of both parents.

(b) **Entitlement of Family Pension to Physically or Mentally Challenged Son/ Daughter.** A Physically or Mentally challenged child is eligible for OFP for life provided the disability is such as to render him/her incapable of earning livelihood and a certificate to that effect is rendered by a Medical Board. The Medical Board should comprise Medical Superintendent or a Principal or Head of Institution as the Chairman and at least two members, one of which is a specialist in the field for which the handicap is being certified. With effect from 24 Sep 2012, the OFP shall be payable to physically or mentally challenged son/ daughter even on marriage. The GREF Pers should take following steps to ensure payment of the entitlement to such children:-

- (i) The name of the child should be entered in the service records.
- (ii) The disability of the child be certified by the medical board as desired under the existing provisions.
- (iii) In the case of mentally challenged child, the GREF Pers / his spouse should nominate a legal guardian to facilitate the release of family pension child when the contingency rises.

to the

(c) **Family Pension to Unmarried/Widow/Divorcee Daughter.** The unmarried/ widow/divorced dependent daughter is entitled to family pension till marriage/ re-marriage.

7. **Medical Entitlements.**

(a) The family of the deceased GREF Pers is entitled to CGHS facility, in case the family continues to reside at the station where such facility is available. However, If no CGHS facility is available at the family's place of residence, medical allowance @ Rs 1000/- per month shall be entitled to the NOK. For this purpose, a one time option to either avail the medica facility under CGHS, or to claim fixed medical allowance will have to be exercised at the time of preparing application for family facility.

8. **Canteen Facilities.** Widows/family pensioners are authorised to avail indigenous canteen stores less especially allocated/short supply items. Widows are also authorized to draw liquor as per rank held.

(a) **Personal Accident Insurance Claim.** As applicable by the concerned bankers policy (for DSP acct holders).

(b) **Benefits from State Govt.** As per State Rules.

(c) **Assured Decent Last Rites Schemes for GREF Pers.** Grnt of ADLRS through URL will be applicable only to NOK of GREF Pers

(d) **Compensation under the Workmen's Compensation Act (ECA-1923).** If the deceased GREF Pers was a "Workman" in terms of the definition given in the Workmen's Compensation Act (ECA-1923) and his death had occurred in an accident during his course of employment with GREF or due to an occupational disease listed in the Act, in that case the NOK is entitled to receive a compensation under the Act. The amount of compensation which range from Rs 2.5 lakh to Rs 16 lakh is worked out based on the monthly wages as notified by Govt and his age at the time of death.

9. Veterans In case of demise of a Veteran, the NOK would receive the Family Pension.

10. The stakeholders & procedure for applying for the same has been elaborated at page 10 & 11. Schemes/ benefits being availed by the NOK will continue hither –to-fore.

PART 3 : PERSONAL FINANCES

While it is very important for the NoK to be aware of various actions as well as details relating to BRO Entitlements & policies, it is equally important for the NoK to be fully aware of various assets created by the GREF Pers. Formats for preparing information database on personal financial assets are given in the succeeding pages.

A blue arrow-shaped banner pointing to the left, containing the word "PROPERTY" in black, uppercase letters.

Location & Address		
House Property Registration No		
Loan Details		
Water Connection/Consumer No		
Cooking Gas Consumer No		
Annual Maintenance Contract Details		
Electricity Consumer No		
Tenant Details		
Monthly Maintenance Details		


DEBIT CARD

Name of Issuing Bank	Name of Card	PIN Sum Insured	Remarks
	Card Number & Validity		


CREDIT CARD

Name of Issuing Bank	Name of Card	PIN Sum Insured	Remarks
	Card Number & Validity		


VEHICLE DETAILS

Model, Make & Registration No.	Date & Cost of acquisition	Chassis No. & Engine No.	List of documents & location


INSURANCE DETAILS

Vehicle registration No	Policy No	Sum assured	Premium amount	Renewal date

Brief Description of Case	Litigation Details	Present Unit

Account/Purpose	Nominee Details & Share	Remarks



LOCATION OF IMP DOCUMENTS

Personal Certificates (Birth/Marriage/ Domicile certificates etc...)		
Academic/ Education Certificates (Marksheet/Degree Certificate etc.....)		
Bank Documents (Passbook/Cheque Book/locker key etc...)		
Investment Certificates (FD/Share/Bond certificates etc...)		
Insurance Documents(Policy document etc...)		
Legal Documents (Deeds/Will/Court Judgement etc....)		
Property Documents (Reg Document/ Rental agreement etc...)		
Vehicle Documents (RC Book/Loan Documents etc...)		
Income Tax Documents		
Health & Medical Documents		
Membership Certificates (Clubs/Associations/ Professional Bodies etc.....)		
Digi/Web Locker Information (Name, User ID, Password, Contents etc....)		

Mrs _____
(Correspondence address)
Tele : _____ Mob _____

Dated :

To,

Sr AO (P)
PCDA (P) Draupadi Ghat
Allahabad-211014
UP

SUB : BANK ACCOUNT DETAILS IN RESPECT OF WIDOW OF LATE

GS- RANK NAME (RETD), GREF

Dear Sir,

1. I regret to inform you that my husband GS No _____ Rank _____ Name _____ (Retd) expired on _____.
2. He was in receipt of retiring/revised pension of Rs _____/- per month. His PPO No _____ dt _____ as amended vide Corrigendum PPO _____ dt _____ (Photocopies encl).
3. The cause of death I given in the Death Certificate dated _____ issued by _____ (photocopy encl).
4. As the cause of his death was due/not due to an accident, FIR has been lodged/not lodged with the Police Station in Sector _____ (Copy of FIR encl). – Not Applicable
5. A copy of the Death Certificate No _____ dated _____ issued by the _____ is encl.
6. The details of my Joint Pension Account held with my late husband and into which his monthly pension was being credited and the details of his bankers is given below :-
Savings Bank Account Details _____
Banker's Address : _____
7. It is kindly requested that the details of my entitled Family Pension plus DA at the prevailing rates may please be intimated to the Branch Manager, _____ (Branch) with instructions to credit the same into my Savings Bank Account ref to in para 6 above under intimation to me.

Thanking You,

Your faithfully,
(Mrs _____)

Appx B
(Refer Page 11 of Folder)
BY SPEED POST

Mrs _____
 (Correspondence address)
 Tele : _____ Mob _____

Dated :

To,
 The Branch Manager

 _____ (Bankers)

PAYMENT OF FAMILY PENSION IN RESPECT OF WIDOW OF LATE GS No-
RANK NAME (RETD), ARM/SERVICE PPO NO
DATED AS AMENDED VIDE CORRIGENDUM PPO NO
DATED AND ANNEXURE IV

Dear Sir,

1. I regret to inform you that my husband GS No _____ Rank _____ Name _____ (Retd) expired on _____.
2. Vide entry at serial 26 under Section B Family Pension of my late husband's PPO No _____ I am entitled to Enhanced Rate of Family Pension till _____ and thereafter normal rate of Family Pension on his demise.
3. Consequent to the 7th Pay Commission's Recommendations, my late husband was in receipt of retiring/revised pension of Rs _____/- per month vide his PPO and Annexure IV under reference and his pension was being credited into our joint pension savings bank account No _____.
4. Vide Annexure IV, I am entitled to a Family Pension of Rs _____/- plus DA at the prevailing rates.
5. It is kindly requested that the payment of Family Pension plus DA at the prevailing rates may please be commenced with immediate effect.
6. A copy of the Death Certificate No _____ dt _____ issued by _____ is encl.

Thanking You,

Your faithfully,
 (Mrs _____)

Appx C
(Refer Page 11 of Folder)
BY SPEED POST

Mrs _____
 (Correspondence address)
 Tele : _____ Mob _____

Dated :

To,

The Commanding Officer Unit
 PIN-

INTIMATION OF DEMISE IN RESPECT OF
GS No- RANK NAME (RETD), UNIT

Dear Sir,

I regret to inform you that my husband GS No _____ Rank _____ Name
 _____ (Retd) expired on _____ due _____.

Your faithfully,
 (Mrs _____)

Appx D
(Refer Page 11 of Folder)
BY SPEED POST

Mrs _____
 (Correspondence address)
 Tele : _____ Mob _____

Dated :

To,
 The Commandant
 GREF Centre
 PIN-
 c/o -

INTIMATION OF DEMISE IN RESPECT OF
GS No- RANK NAME (RETD), ARM/SERVICE

Dear Sir,

I regret to inform you that my husband GS No _____ Rank _____ Name _____
 _____ (Retd) expired on _____ due to _____.

Your faithfully,
 (Mrs _____)

Appx E
(Refer Page 11 of Folder)
BY SPEED POST

Mrs _____
 (Correspondence address)

Dated _____ :

Tele : _____ Mob _____

To,

Zila Sainik Board
 (_____) (Address)

SUB : ISSUE OF WIDOW IDENTITY CARD IN RESPECT OF WIDOW OF LATE

GS No- RANK NAME (RETD), Unit

Dear Sir,

1. I regret to inform you that my husband GS No _____ Rank _____ Name _____ (Retd) expired on _____.

2. He was in receipt of retiring/revised pension of Rs _____/- per month. His PPO No _____ dt _____ as amended vide Corrigendum PPO _____ dt _____ and Annexure IV.

3. The cause of death is given in the **Death Certificate** dated _____ issued by _____).

4. As the cause of his death was due/not due to an accident, FIR has been lodged/not lodged with the Police Station in Sector _____ (Copy of FIR encl). – **Not Applicable**

5. Please find enclosed herewith the following documents for your information and records :-

(a) PPO No _____ dt _____ as amended vide Corrigendum PPO _____ dt _____ and Annexure IV.

(b) **Death Certificate** dated _____ issued by _____)

(c) Copy of FIR lodged at Police Station Sector _____.

(d) Three copies of photographs of SELF duly attested.

(e) Ex Servicemen's Identity Card No _____ dated _____ issued to my late husband by Rajya/Zila Sainik Board _____.

6. It is kindly requested that a Widow Identity Card may please be issued to me at your earliest convenience.

8. Should you require any additional information or documents, please do contact me at the address and telephone No _____.

Thanking You,

Your faithfully,

Appx F
(Refer Page 11 of Folder)
BY SPEED POST

Mrs _____
 (Correspondence address)
 Tele : _____ Mob _____

Dated :

To,
 The CSD Manager
 (_____ (Address of dependent URC)

SUB : REPLACEMENT OF EXISTING CANTEEN SMART CARD
(EX-SER GROCERYCUM LIQUOR CARD) NO _____ ISSUED TO
GS No- _____ RANK NAME (RETD), UNIT

Dear Sir,

1. I regret to inform you that my husband GS No _____ Rank _____ Name _____ (Retd) expired on _____.
2. He was in receipt of retiring/revised pension of Rs _____/- per month. His PPO No _____ dt _____ as amended vide Corrigendum PPO _____ dt _____ and Annexure IV.
3. The cause of death is given in the **Death Certificate** dated _____ issued by _____).
4. As the cause of his death was due/not due to an accident, FIR has been lodged/not lodged with the Police Station in Sector _____ (Copy of FIR encl). – **Not Applicable**
5. Please find enclosed herewith the following documents for your information and records :-
 - (a) PPO No _____ dt _____ as amended vide Corrigendum PPO _____ dt _____ and Annexure IV.
 - (b) **Death Certificate** dated _____ issued by _____)
 - (c) Copy of FIR lodged at Police Station Sector _____.
 - (d) Two copies of photographs of SELF duly attested.
 - (e) Canteen Smart Card (Ex-Ser Grocery cum Liquor Card) No _____ issued to my late husband.
6. It is kindly requested that :-
 - (a) I may please be issued a fresh Canteen Smart Card.
 - (b) I be allowed to continue to avail of the Canteen Facilities, based on the receipt of the documents submitted now, till such time I receive a fresh Canteen Smart Card.

Thanking You,

Your faithfully,
 (Mrs _____)

LIST OF DOCU WHICH CAN BE KEPT ALONGWITH THE FOLDER

1. Original & Corrigendum PPO.
2. Photocopies of all cards : CGHS, Pensioners I/Card, CSD, Adhaar, PAN & DL etc
3. Passport, Arms Licence & Veg Regn.
4. Copy of Will.
5. Various membership cards.
- 6 Login ID & Password of SPARSH, CGHS Etc.