

REVISED CHECKLIST

**VOC Port Trust
Tuticorin
CHECKLIST
FAMILY PENSION CASE (Death while in service)**

Name of the Deceased official: ----- E.No-----

Designation :

Name of the Department: ----- DOD -----

SI. No	Points to be checked	Yes/No	Page No.	Remarks
01	Form-12 Application for grant of death gratuity.			
02	Form-14 Application for grant of family Pension.			
03	Annexure C-GPF			
04	Photograph of claimant (5 X 8.5 Cms.) in triplicate duly attested.			
05	Specimen three signatures or left hand thumb impression in duplicate duly attested.			
06	Particulars of identification, personal marks and height in duplicate duly attested.			
07	Form-18 assessment of family pension & death gratuity.			
08	Form -III-FSS			
09	Form -GSLI			
10	Date of birth certificate of children below 25 years age.			
11	Request for sanction encashment of EL &HPL at credit			
12	Form- crediting Family Pensioner Benefits			
13	Form -A -Nominate the Person named.			
14	Mobile/ Laptop Provided officer			
15	Surrender of the Employee ID Card /Medical ID Card			
16	License Fee/Rent of Port Trust Quarters			
17	Electricity Bill & water charges of Quarters			
18	TA/DA drawn bills			
19	Whether opting for medical treatments for Port Hospital for dependent			
20	If, yes to 19 letter/application for the same and amount to be deducted one month Authorized Pension for the same			

Signature of Person

Check List dt:08.12.2017/Circular No.18/2017-18 dt:08.12.2017

1	No demand/No dues certificate by Concerned HOD.			
2	Family Pension calculation sheet.			

Signature of HOD

SI. No	Points to be checked	Yes/No	Page No.	Remarks
1	Legal Heir certificate original			
2	Death certificate original			
3	RAO para for recovery			
4	IAU para for recovery			
5	Last Pay certificate (LPC).			
6	Statement for verification of service			
7	Entry in Service Book for payment of Pension & Leave Salary contribution for eligible retirees.			
8	Statement showing details & total period of non-qualifying service spell and year wise breakup.			
9	Use of the Guest House Accommodation/Community Hall on Private account			
10	Other statutory dues, if any, to specify			

Accounts Officer/Pension.

Check List dt:08.12.2017/Circular No.18/2017-18 dt:08.12.2017