

ORM 21
[See Rule 81(2)]

**Form of letter sanctioning Family Pension to the child or children
on the death or re-marriage of a widow/widower who was
in receipt of Family Pension**

No.....
Government of India
Ministry of.....
Department/Office.....
Dated the.....

To

The Pay and Accounts Officer/
Accountant-General

.....
.....

Subject :- **Grant of Family Pension to the child/children.**

Sir,

I am directed to say that Shri/Shrimati widow/widower of late Shri/Shrimati formerly (designation) in this Ministry/Department/Office was authorised the payment of Family Pension of Rs with effect from The Family Pension was tenable till the death or re-marriage of the widow/widower.

2. Intimation has been received in this Ministry/Department/Office that Shri / Shrimati died/re-married on.....
3. At the time of death/re-marriage Shri/Shrimati..... had following children* :-

| Sl. No. | Name | Son/ Daughter | Date of birth in Christian era | Date from which family pension ceases to be payable |
|---------|------|---------------|--------------------------------|---|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |

4. In terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972, 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.
5. Sanction for the grant of Family Pension Rs.....per month to the children, mentioned above is hereby accorded. The Family Pension will take effect from.....and subject to the provisions of sub-rule (6) of Rule 54 of the Central Civil Services (Pension) Rules, 1972, will be tenable till.....
6. The Family Pension is debitable to the Head.....
7. Attention is invited to the information furnished in the list of enclosures.
8. The receipt of this letter may kindly be acknowledged and this Ministry/Department/Office informed that necessary instructions for the payment of Family Pension to the guardian have been issued to the disbursing officer concerned.

Yours faithfully,
Head of Office.

List of enclosures

1. Permanent address of the guardian.
2. Place of payment (Government Treasury, Sub-Treasury, Branch of Public Sector Bank or Pay and Accounts Office).
3. Specimen signature or **left hand thumb and finger impressions of the guardian, duly attested.
4. Two attested copies of passport size photograph of the guardian.
5. Descriptive roll of the guardian, duly attested.

Footnote : * The names of children should be mentioned in the order of eligibility mentioned in Rule 54 of the Central Civil Services (Pension) Rules, 1972.

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