

ANNEXURE I

DRAFT LETTER FOR FAMILY PENSION

From

Name

Address

Tele No

Date

To,

The Bank Manager

Bank Address

Sir,

SUBJECT: GRANT OF FAMILY PENSION ON DEMISE OF PENSIONER.

1. Reference our Joint Pension SB A/C No _____ held with your Bank.
2. I regret to inform you that my husband, IC No _____ Rank _____ Name _____ has expired on _____ at _____ due to _____. His Death Certificate issued by _____ dated _____ is enclosed for ready reference.
3. He was drawing his pension through your bank. You are therefore requested to kindly stop the payment of his pension with effect from _____ and commence payment of family pension at the rate as prescribed vide Annexure 3 to Sixth Pay Commission Report i.e. Rs _____ plus DA @ _____ or as applicable to me through the same Pension SB Account No _____ held with your Bank. We have no dependent children.
4. You are requested to forward the attached copy of this letter along with copy of the death certificate duly endorsed for its correctness.
5. Thanking you in anticipation.

Yours faithfully,

Signature

(Name)

Copy to :-

PCDA (P), DraupadiGhat, Allahabad (UP), Pin-211014

ANNEXURE II

DRAFT LETTER FOR INTIMATION OF DEATH OF DEFENCE PENSIONER

From
Name
Address
Tele No
Date

To,
Addl Dte Gen Of Manpower
(Policy & Planning)/MP (5b)
Adjutant General's Branch
IHQ of MOD(Army)
Wing No-3, Ground Floor
West Block-III, R K Puram
New Delhi-110066

Sir,

SUBJECT: INTIMATION OF DEATH OF DEFENCE PENSIONER.

1. I regret to inform you that my husband, IC No _____ Rank _____ Name _____ has expired on _____ at _____ due to _____. A copy of death certificate dated _____ issued by _____ is enclosed herewith for your info and necessary action pl.
2. He was drawing his pension through _____ (Name of bankers) under the authority of Pension Payment Order No _____ (copy enclosed).
3. Since my name is not endorsed in the Corr PPO of my husband for family pension, you are requested to take necessary action for grant of family pension.

OR

3. My name is already endorsed in the Corr PPO.

(Signature)
Name
Date _____

Copy to :-

PCDA (P), DraupadiGhat, Allahabad (UP), Pin-211014

ANNEXURE IV

DRAFT LETTER FOR ARMY GROUP INSURANCE EXTENDED POLICY

From:

Name
Address
Tele No
Date

To,
The Chairman,
Army Group Insurance Fund,
AGIF House, Rao Tula Ram Marg, NEW DELHI - 110010

Sir,

SUBJECT:- ENCASHMENT OF EXTENDED ARMY GROUP INSURANCE POLICY

1. Reference the Extended Army Group Insurance Certificate No _____ dated _____ issued to IC No. _____ Rank _____ Name _____ of Corps of Signals.
2. I regret to inform you that my spouse, IC No _____ Rank _____ Name _____ has expired on _____ at _____ due to _____. His Death Certificate issued by _____ dated _____ is enclosed for ready reference.
3. I am enclosing the Extended Army Group Insurance Certificate for encashment duly completed in all respects. His date of birth is _____ and kindly send the cheque of the sum assured to me on my address as given above at the earliest.
4. My Bank details are as follows: _____ Bank A/C No _____ Address _____.
5. Thanking you in anticipation.

Yours faithfully,

Signature

(Name)

ANNEXURE III

DRAFT LETTER FOR ARMY OFFICERS BENOVELENT FUND

From

Name

Address

Tele No

Date

To

Ceremonial & Welfare Directorate (CW-8)

Adjutant General's Branch

West Block-III, Room No 17 B, 2nd Floor

RK Puram, New Delhi 110066

Integrated Headquarters of MoD(Army)

SUBJECT: PAYMENT OF PLATINUM GRANT (AOBF)

1. Reference PPO No. _____ (photocopy enclosed).
2. I regret to inform you that my spouse, IC No _____ Rank _____ Name _____ has expired on _____ at. _____ due to _____. His Death Certificate issued by _____ dated _____ is enclosed for ready reference.
3. You are kindly requested to send me his Platinum Grant on his demise. His date of birth is _____. Photo Copy of his Retired Officers' Identity Card is enclosed for ready reference.
4. The cheque may please be issued to me on the Address given on top of this letter. My Bank details are as under: Name of Bank Address SBA/C No 3. We have XXX / do not have dependent Children.
5. Thanking you in anticipation.

Yours Faithfully, Signatures

(Name- Mrs xxxxxxxxxxxxxxxxxxxx) W/O Late xxxxxxxxxxxxxxxxxxxxxx

Copy to:- MOD IHD, Army/HQ AG (MP 5/ CW 4) For Similar Action *****

ANNEXURE V

CHECK LIST -- ACTION TO BE TAKEN ON DEMISE OF PENSIONER

1. In case of death due to accident lodge an FIR with the nearest Police Station, and get their written permission before last rites are performed.
2. Arrange last rites even in cases of natural demise only after getting Medical Certificate of cause of Death from a doctor (Authorized Medical Practice nor). Intimate time of Funeral and CHAUTHA/UTHALA/ Prayer meeting to all concerned preferably through an insertion of obituary in News Papers(s).
3. Apply for and obtain Death Certificate-20 or more copies from the Office of Registrar of Births and Deaths/ Municipal Authority. These are required to be submitted with all claims.
4. Forward the information with certified photocopy of Death Certificate To the following:
 - (a) PCDA (Pension), AG's Branch MP 5 (b) and PS4.
 - (c) Army Officer's Benevolent Fund for Payment of Platinum Grant and AGIF For settlement of life Insurance cover as applicable.
 - (d) Station HO To surrender Identity Card of the deceased Officer and Issue of CSD Canteen Card.
 - (e) Bankers for family Pension, FD's Loans (if any), PPF and Locker: (f) Clubs for transfer of membership or refund of security deposit as applicable.
 - (g) Municipal Authority / AWHO / DDA / NDA / GNDA / HUDAI LOCAL Development Authority For transfer of House / Apartment to a single name of the surviving spouse as per WILL of the deceased.
 - (h) MTNL / BSNL / TELE COM COMPANY for transfer of tele connection and future billing.
 - (j) BSES/NDPL LOCAL ELECTRICITY DEPARTMENT for transferring of electric connection and future billing in the name of the house owner. (k) ITO For closing of file of the deceased and linking up with the files of the beneficiaries and for wealth Tax assessment.
 - (l) Licensing Authority for motor vehicles, Personal Arms and Tractors etc For Transfer of Ownership.
 - (m) LIC/GIC/Insurance Companies/Banks for insurance policies covering Life, Medical, Vehicles and property etc.
 - (n) Secretary Zila Saink Board for issue of Ex-Servicemen widow's Identity card.
5. Obtain Probate of WILL (if held) otherwise succession certificate is required from the District Judge under Indian Law—NOT REQUIRED FOR HINDUS

REQUIRED TO IMMEDIATELY REPORT THE ISSUE

Number: IC

RANK:

NAME:

ADDRESS:

PPO NO:

WIFE:

ADDRESS:

CONTACT DETAILS:

TELE No:

MOBILE NO:

EMAIL:

BANKERS DETAILS: A/C No:

BANK

BRANCH

IFSC CODE

