

FORM 19
(See rule 81)

Form of letter to the Accounts Officer forwarding papers for the grant of family pension and death gratuity to the family of a Government servant who dies while in service

No.....
Ministry of.....
Department/Office.....

Dated the.....

To

The Pay and Accounts Officer

.....
.....

Subject:- Grant of family pension and death gratuity.

I am directed to say that Shri/Smt./Kumari
(Name and designation) died on..... His family has become eligible for the grant of family pension and death gratuity. Form 18 duly completed is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered out of the death gratuity as indicated in Section II of Part I of Form 18.
3. Your attention is invited to the enclosures forwarded herewith.
4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension and death gratuity have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,

Head of Office

List of enclosures

1. Forms 14 (along with check-list) and Form 18 duly completed.
2. Service book (date of death to be indicated in the service book).

