

**FORM 20**  
[See rule 81(2)]

**Form of letter sanctioning Family Pension to a member (other than spouse)  
on death of a retired Government servant**

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

To,  
The Pay and Accounts Officer  
.....  
.....  
.....

Subject:- **Grant of Family Pension to the child/children/dependent parents/disabled siblings.**

Sir/Madam,

I am directed to say that Shri/Smt.....formerly.....  
(Designation) in this Ministry/Department was authorized pension of Rs. ....with  
effect from ..... on his/her retirement from service.

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt.....  
.....died on ..... and that at the time of death left no widow/widower but  
was survived by the following members of family:-

Sl. No.	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

3. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt..... The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt. ....who is the nominee/guardian.

4. Sanction for the grant of Family Pension of Rs.....per month to Shri/Kumari/Smt ..... is hereby accorded. The Family Pension will take effect from ..... and will be tenable as per the provisions of sub-rule (6) of rule 54 of the Central Civil Services (Pension) Rules, 1972.

5. The Family Pension is debitable to the Head.....

6. Your attention is invited to the enclosures forwarded herewith.

7. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension 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)

