

FORM 21

FORM OF LETTER TO THE FORWARDING PAPERS FOR THE GRANT OF FAMILY PENSION AND DEATH-CUM-RETIREMENT GRATUITY TO THE FAMILY OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE

NO :

Government of Assam
Department/Office

Dated the

To,

The Accountant General, Assam
.....
.....

Sub : Grant of family pension and death-cum-retirement gratuity

Sir,

I am directed to say that Shri/Smt

Designation died on His family has become eligible for the grant of family pension and death-cum-retirement gratuity. Form 20 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-cum-retirement gratuity as indicated in section-II Part-I of Form No.20.

3. Your attention is invited to the list of enclosures which is forwarded herewith.

4. The receipt of this letter may be acknowledged and this department/Office informed that necessary instructions for the disbursement of family pension and death-cum-retirement gratuity have been issued to the disbursing authority concerned.

Yours faithfully

Head of the Office

List of enclosures