

**FORM 21**  
**[See rule 81(2)]**  
**Form of letter sanctioning Family Pension to another member of family**  
**on death or ineligibility of a recipient of Family Pension**

No.....

Government of India

Ministry of.....

Department/Office.....

Dated the.....

To

The Pay and Accounts Officer

.....

.....

**Subject : Grant of Family Pension on death or ineligibility of a recipient of Family Pension.**

Sir,

I am directed to say that Shri/Smt. ....  
 (relationship) of late Shri/Smt. .... formerly  
 .... (designation) in this Ministry/Department/Office was authorised the payment  
 of Family Pension of Rs ..... with effect from ..... vide PPO  
 No.....

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt./Km. ....  
 .... died/ceased to be eligible for family pension on account of  
 .... on ..... (date).

3. There are the following surviving members of family of the deceased Government servant/  
 pensioner:-

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

4. 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.

5. 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.

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

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

8. 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. Form 14 (along with check-list)