

JOINT PROCEDURE ORDER (All documents two copies)

Sub:- Grant of Family Pension to Unmarried/widow/Divorced daughter & Mentally retarded daughter & son.

Ref:- Railway Board Letter No.- F(E)III/2007/PN1/5 Dt. 20/11/2007.

The following points are required to be mentioned in Affidavit (Affidavit sworn before Executive Magistrate of the Claimant).

1. Complete detail of Employee (Designation, Working Place, Department, D.O.R/Date of Expired PPO No & PF No. with present Residential address.
2. Family detail with Name, Relation, DOB, Marital status, Present/Current status, Remarks (Eligible/ Not eligible).
3. If widow (Name , Marriage date , Expired date of husband along with death certificate Govt./Non Govt.
4. Widow detail whether taking pension from any other source with amount of pension.
5. Unemployment (I am not employed in any Government, Semi Government, Government added Institution or any private sector)/Un married/ Widow / Divorcee daughter & dependency on parents.
6. In case of divorcee daughter (Name , Marriage date, divorce date mention if alimony or maintenance eligible/ granted as per court orders.
7. No. of Children disabled/ Handicapped or Mentally Retarded in the family.
8. Other declaration as per requirement of case.
9. Any specific condition as per case requirement
10. N O C from other family member, stating reason.
11. Declaration with regard "I do not have any other bank account any where other than which is submitted herewith".
12. Declaration stating "I had surrendered my family & Medical I card copy of same enclosed."
13. Declaration - Prima facie proof of dependency on pensioner must.
14. "I had not given any false statement or documents to become eligible for family pension and in case in future , if I get married/on getting job, I will intimate this office immediately to stop my pension . Not obeying any Govt. rules , I shall subject to criminal/other legal proceedings as deem fit under I.P.C. 199,200."

Grant of family Pension(Document)

1. Railway Documentary proof such as Railway Identity Card/ Medical Card/ Pass declaration bearing name of claimant.
2. Application of claimant for grant of family pension .
3. Affidavit of claimant including all above 13 points. (Affidavit sworn before Executive Magistrate)
4. True copy of Marriage Certificate of claimant & other members issued by state govt (If Married) in case of claimant being divorcee & widow.
5. True copy of Death certificate (if death).
6. True copy of Date of Birth proof
7. PPO COPY(Initial & Revised PPO)
8. True copy of Ration card
9. Marriage certificate / widow certificate / divorce deed along with declaration of maintenance amount if any.
10. Unemployment Certificate, Dependency certificate, Unmarried/Widow/ Divorcee daughter issued by Corporator /MP/MLA/Tashildar / District Magistrate of the Residential Area.
11. True copy of School / College Leaving Certificate.
12. Last pay certificate from the pension paying Bank
13. Other document as per case.
14. Copy of updated bank pass book of all banks having A/C.
15. In case of claimant is student bonafide certificate required
16. In case of mentally retarded /Handicap/ Physically challenged children guardianship certificate issued by competent court of law, along with certificate issued by CMS.
17. In case of change of name Gazette Notification is required.
18. The applicant has to prove that no other surviving member in the family who may a prior entitlement for family pension is eligible for this Marriage/Death/Income certificate may be submitted.
19. Aadhar card , Pan card of Employee and applicant.