

ANNEXURE XII.

Proceedings of (H. E. designation and address of the Sanctioning Authority/Concerned Gazetted Drawing and Disbursing Officer)

Sub:—Family Benefit Scheme—Payment in respect of Shri/Smt.....
.....
(name, designation and office address of the subscriber) who expired while in service/retired from service on superannuation/resigned...../relived...../.....
sanctioned

- Ref:— 1. G. O. (P) 405/77/Fin. dated 19-10-1977.
2. G. O. (P) 437/78/Fin. dated 29-4-1978.
3.
4.

Order No. dated

Sanction is hereby accorded for the payment of a net amount of Rs.
(both in words and figures) under Family Benefit Scheme to the nominee(s) of Shri/Smt.(name, designation and office address) who expired while in service on. /Shri/Smt.(name, designation and address) who retired from service with effect from. on superannuation/Shri/Smt..... Who is relieved. /.....

The details are given in the statement appended to this order.

The expenditure will be debited to the head of account "8011—Insurance and Pension Funds—102 Family Pension Funds—Family Benfit Fund Scheme".

Name, Designation and Signature of the Concerned Gazetted Drawing and Disbursing Officer/ Sanctioning Authority with date.

To

The Accountant General, Kerala, Trivandrum.
The special Secretary, Finance (FBS) Department, Trivandrum.
The District/Sub Treasury Officer.....
Smt./Sri.....
.....

STATEMENT

[With reference to Order No.dated.]

1. Subscriber's name with designation :
and official address in full
2. Date of Birth of the Subscriber :
3. Date of entry of the subscriber :
into regular service
4. Date of filing option and date of its :
acceptance
5. Date with effect from which the :
subscriber opted the scheme (i.e. the
date of effect of option)
6. Whether the subscriber is a class IV :
employee, or not
7. Rate of subscription :
8. Date of death/retirement/resignation/ :
relief...../...../of the
subscriber
9. Total number of years and months :
of service after joining the scheme
counting from the month of effect of
option)
10. Total amount at the credit of the :
subscriber (as per the Register-
cum-Broadsheet which is maintained
up-to-date duly reconciled)
11. Government contribution allowed :
[vide schedules attached to G. O. (P)
405/77/Fin. dated 19-10-1977]

12. Total amount due for payment. :
13. Arrears-subscription, if any :
adjusted/recovered towards Family
Benefit Scheme from the total amount
due for payment
14. Specific reasons for the accrual of the :
above arrears. (Here it should also
be specified whether the arrears were
on account of any wilful default of
the subscriber, in view of the fact that
a wilful default is not eligible for
the amount contemplated under
the scheme)
15. Net amount payable (i.e. the actual :
amount sanctioned for the disburse-
ment to subscriber/nominee(s)/
legal heir(s)
16. Whether the deceased subscriber :
is survived by his/her 'family' (i.e.
wife/husband and children) (In the
case of a subscriber who is survived
by a family, nomination in favour of
any others is invalid)
17. Whether the subscriber has a valid :
nomination and if so, the date of
nomination
18. Details of nominee (s) and share :
payable to each (as per the
nomination).

<i>Sl.No.</i>	<i>Name</i>	<i>Age</i>	<i>Relationship</i>	<i>Address</i>	<i>Share payable to each</i>
1					
2.					
3.					

19. Mode of settlement of claim :
respect of minors.
20. Whether the Department/Office is
a cheque drawing Department and if
so, the procedure laid down in G. O.
(P) 591/78/Fin. dated 28-7-1978 is
being followed for remittances and
disbursement under Family Benefit
Scheme
21. If only a part of the amount payable :
is sanctioned the reason for with-
holding the remaining portion and if
any portion was previously
sanctioned and paid, the details of the
amount so paid and of the order in
which it was sanctioned.
22. Other details, if any :

*Name, Designation and Signature
of the concerned Gazetted
Drawing and Disbursing Officer/
Sanctioning Authority with date.*

- Note:—*1. Item 10 is applicable only in the case of retirement/relief/resignation
.....from service.
2. Item 15 will be same as in the sanctioning Order.
 3. Item 16 to 19 is applicable only in the case of death while in service.

ANNEXURE IX

Advice Form for Transfer of Account

Office of the

- 1. Name and designation of transferred Employee :
- 2. Date on which the Employee joined the scheme :
- 3. Date of transfer :
- 4. Transferred from :

(Name of Office)

- 5. Transferred to :

(Name of Office)

- 6. Rate of subscription :
- 7. Amount of Deposit transferred :
- 8. Month up to which Deposits were made :
- 9. Remarks :

Signature of the Drawing and Disbursing
Officer

Place :

Date :

Details to be furnished when Family Benefit Scheme payments are referred to Government for sanction

1. Date of birth and date of entry into regular service of the subscriber :
2. Date of retirement/death/relief :
3. Date of option & date of its acceptance and date of commencement of recovery :
4. Option and nomination statement filed by the subscriber in original :
5. If option and nomination are not available even after a thorough search a certificate to that effect explaining the circumstance under which they are lost and a certificate to the effect that they are lost irrecoverably. :
6. Month-wise details of subscriptions recovered with details of (i) gross and net amount (ii) date of encashment of the bills (iii) name of treasury (iv) reasons for non-recovery of subscription if any :
7. Total amount due to be recovered from the subscriber :
8. Total amount recovered from the subscriber :
9. Balance amount of subscription to be recovered, if any :
10. Excess subscription recovered if any :
11. Reason for short recovery, if any :
12. Whether the subscription recovered as per Col. No.7 has been got reconciled with treasury figures :

13. Whether printed Register-Cum-Broadsheet is maintained in the prescribed form for posting the deductions towards Family Benefit Scheme including those of self drawing officers in that office :
14. Whether the figures in the register being got reconciled with treasury figures regularly, if not the reason for it and action taken against the responsible officer for the delay in reconciling the figure :
15. Whether the subscriber had put in written request for non recovery of subscription and if so whether he was made aware of the 'drops out' clause under the scheme while accepting the request :
16. The designation of drawing and disbursing Officer :
17. Name of Treasury from which the amount is to be drawn :
(To be furnished in death cases only)
18. Attested copy of death certificate :
19. Enquiry certificate in the form appended in G.O.(P)466/87/Fin. Dated, 21.5.1987.
(If the date of death of the subscriber is on or after 1.8.1987 a certificate is required as per G.O.(P) 636/87/Fin. dated: 1.8.1987 :
20. Name and details of legal heirs including marital status and relationship :
21. Whether legal heir ship certificate is available :
22. Whether indemnity bond is available :
23. Remarks if any to be offered :