Annexure II

FORM OF APPLICATION (LIBERALISED FAMILY PENSION SCHEME) FOR GOVERNMENT EMPLOYEES 1964.

Application for a family pension for the family of late (Designation) in the office. Name of applicant 1. Relationship to the deceased 2. Board Servant/pensioner 3. Date of retirement. if the deceased was a pensioner Date of death of the Board 4. Servant / Pensioner Name and ages of surviving 5 Kindered of deceased Widow / Widower Sons Unmarried daughters Name of Circle / Division at 6. which payment is desired Signature or left hand thumb 7. impression (In the case of those who are not literate enough to sign their names) Descriptive roll of widow / widower / Guardian of the minor children of late) Date of birth (Christian Era) ii Height Personal marks, if any on iii hand or face Left hand thumb and finger iv impressions Index finger thumb Middle finger Small Finger Ring finger

9. Full address of the applicant

attested by (1) (2)
Witness (1) (2)

Note:- The descriptive roll 8 column 5 and signature or left hand thumb and finger impressions accompanying application for pension should be in duplicate (in two separate sheets) and attested by Gazetted Officer or persons of respectability in the Town or Village in which the applicant resides.

Form No.2 (Pension - Six pages)

(Referred to in Rules 112, 115, 117.90 and Appendix X of Part III K.S.R) (First Page)

APPLICATION FOR PENSION / GRATUITY, DEATH, - CUM - RETIREMENT GRATUITY, FAMILY PENSION AND COMMUTATION OF PENSION

1. Name of applicant

2.	Date of Birth (Christian Era / M.E.)	1
3.	Father's name (or husband's name in the case of married female employee)	
4.	Religion and Nationality	
5.	Permanent residential address showing Village / Town, District and State.	
6.	Present or last appointment and name of Establishment.	
7.	(a) Pension rules opted / eligible (b) Family Pension rules opted / eligible	
8.	Date of beginning of service D M	Υ
9.	Date of ending of service	
10.	O. (a) Total period of military service (Date of commencement and end of each period of military service)	
	(b) Any other addition to qualifying Service.	
	(c) Governments under which service has been rendered inorder of employment Y M	D
11	1 . (a) Length of the total service	
	(b) Length of total non-qualifying	
	period of service	
	with particulars	are a reco
	From To (D.M.Y)	
	(c) Net qualifying service (Rounded to)	350 10 6
12.	Class of pension or gratuity applied for and. cause of application	

13.	(a) Propos	ed pension / gratuit	у		
	(b) Propos	ed death-cum-retire	ement gratuity		
	(c) Propos	ed family pension			
4	(d) Percent	tage of pension pro	posed to be		
	commu	ted (Applicable only	y in case of		
	commu	tation without Medic	cal Examination)		
14.	Date from w	which pension is to	commence		
15.	Sub/District	Treasury & Post O	ffice / Bank		
	where paym	nent is desired.			
16.	* Whethe	r nomination made	for		
		cum-retirement grat			
	name, a	ddress and relation	nship of the		
		to whom it is payabl	le, and share		
		nominee.			
		e arrears of pension			
		ed value of pension			
	DCRG r	ion is subsisting, no may be obtained an	d posted in the		
	Service	Book and nomination	on for life-time		
		send to Treasury Of			
Ctati		ona to measury of	moer).		
Stati	on:				
Date	:			Signa	ature of Head of O
* * * * * * * * * * * * * * * * * * *	Name, addre	ess and relationship	plication for pension / gratuity, dea e should be carefully studied befo o of the nominee shall be recorde /ERAGE EMOLUMENTS FOR P	re filling in the form. d against this item if the	nere is a nominee.
140	Appended to Name, address CAI ension	ess and relationship	e should be carefully studied befo o of the nominee shall be recorde	re filling in the form. d against this item if the	nere is a nominee.
Aver	appended to Name, addre CAl ension age Emolume	ess and relationship LCULATION OF AV ents for pension	e should be carefully studied before of the nominee shall be recorded	re filling in the form. Id against this item if the state of the stat	nere is a nominee.
140	appended to Name, addre CAl ension age Emolume	ess and relationship	e should be carefully studied before of the nominee shall be recorded by the r	re filling in the form. d against this item if the	nere is a nominee.
Aver	appended to Name, addre CAl ension age Emolume	ess and relationship LCULATION OF AV ents for pension	e should be carefully studied before of the nominee shall be recorded	re filling in the form. Id against this item if the state of the stat	nere is a nominee.
Aver	appended to Name, addre CAl ension age Emolume	ess and relationship LCULATION OF AV ents for pension	e should be carefully studied before of the nominee shall be recorded by the r	re filling in the form. Id against this item if the state of the stat	nere is a nominee.
Aver	appended to Name, addre CAl ension age Emolume	ess and relationship LCULATION OF AV ents for pension	No of month days	re filling in the form. Id against this item if the state of the stat	nere is a nominee.
Aver	appended to Name, addre CAl ension age Emolume	ess and relationship LCULATION OF AV ents for pension	No of month days Total emoluments	re filling in the form. Id against this item if the state of the stat	nere is a nominee.
Aver	appended to Name, addre CAl ension age Emolume	ess and relationship LCULATION OF AV ents for pension	No of month days	re filling in the form. Id against this item if the state of the stat	nere is a nominee.
From	appended to Name, address and CAI ension age Emolume	ess and relationship LCULATION OF AV ents for pension To	No of month days Total emoluments Average emoluments	re filling in the form. Id against this item if the state of the stat	nere is a nominee.
From	appended to Name, address and CAI ension age Emolume	ess and relationship LCULATION OF AV ents for pension To	No of month days Total emoluments Average emoluments	re filling in the form. Id against this item if the state of the stat	nere is a nominee.
From	ension age Emolume	ess and relationship LCULATION OF AV ents for pension To	No of month days Total emoluments Average emoluments Average emoluments years = AE	re filling in the form. In against this item if the second	nere is a nominee.
Pens (b)	ension age Emolume ion for	ess and relationship LCULATION OF AV ents for pension To	No of month days Total emoluments Average emoluments Average emoluments years = AE	re filling in the form. In against this item if the second	nere is a nominee.
Pens (b)	ension age Emolume ion for Death-cum-F	ess and relationship LCULATION OF AV ents for pension To	No of month days Total emoluments Average emoluments Average emoluments years = AE	re filling in the form. In against this item if the second	nere is a nominee.
Pens (b)	ension age Emolume ion for	ess and relationship LCULATION OF AV ents for pension To	No of month days Total emoluments Average emoluments Average emoluments years = AE	re filling in the form. In against this item if the second	nere is a nominee.
Pens (b) Dedu	ension age Emolume ion for Death-cum-F	ess and relationship LCULATION OF AV ents for pension To	No of month days Total emoluments Average emoluments Average emoluments years = AE	re filling in the form. In against this item if the second	nere is a nominee.
Pens (b) Dedu 1	ension age Emolume ion for Death-cum-F	ess and relationship LCULATION OF AV ents for pension To	No of month days Total emoluments Average emoluments Average emoluments years = AE	re filling in the form. In against this item if the second	nere is a nominee.
Pens (b) Dedu	ion for Death-cum-F D.C.R.G.adm	ess and relationship LCULATION OF AV ents for pension To Retirement Gratuity. nissible = Last pay 2	No of month days Total emoluments Average emoluments Average emoluments years = AE	re filling in the form. In against this item if the second	nere is a nominee.
Pens (b) Dedu	ension age Emolume ion for Death-cum-F	ess and relationship LCULATION OF AV ents for pension To Retirement Gratuity. nissible = Last pay 2	No of month days Total emoluments Average emoluments Average emoluments years = AE	re filling in the form. In against this item if the second	nere is a nominee.

	Last Pay			Amount	
Las	t pay not exceeding	30% of pa	ay subject	Amount	
	1500/-	to a minir			
		Rs. 375/-			
	t pay above Rs. 1500/-	20% of pa	ay subject to		19 194, 19
and	below Rs. 3,000/-	a minimu Rs. 450/-			
aho	ve Rs. 3.000/-	15% subj			
abo	Ve Na. 5.000/-	The state of the s	of Rs.600/-		
		and maxi			
		Rs. 1100/			
					en régis i
the	rate Rs				
				•••••••••••••••••••••••••••••••••••••••	
earli	er				for the same of
	•••				
				Signatu	re of Head of Off
Cou	ntersigned			Signatu	re of Head of Off
Cou				Signatu	re of Head of Off
	ntersigned	ineer		Signatu	re of Head of Off
		ineer.		Signatu	re of Head of Off
Exec	ntersigned cutive Engineer / Dy. Chief Eng			Signatu	re of Head of Off
Exec (A) F	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth	ority.	d amployee		
(A) F	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor	ority.			
(A) F	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension	ority. nduct of the deceased on or degradation			
(A) F	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor	ority. nduct of the deceased on or degradation			
(A) F 1. 2. 3.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or p	ority. nduct of the deceased on or degradation			
(A) F 1. 2. 3.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or position	ority. Induct of the deceased on or degradation ension / death - cur			
(A) F 1. 2. 3.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or power of the Receiving Any other remarks. Specific opinion of the Receiving Any other remarks.	ority. Induct of the deceased on or degradation ension / death - cur			
(A) F 1. 2. 3.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or p Any other remarks. Specific opinion of the Receiving Authority Any other remarks.	ority. Induct of the deceased on or degradation ension / death - cur ving Authority is established			
(A) F 1. 2. 3.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive and the service claimed and should be admitted or no	ority. Induct of the deceased on or degradation ension / death - cur ving Authority is established ot.			
(A) F 1. 2. 3.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or p Any other remarks. Specific opinion of the Receiving Authority Any other remarks.	ority. Induct of the deceased on or degradation ension / death - cur ving Authority is established ot.			
(A) F 1. 2. 3.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive and should be admitted or not (See Rule 115 (c) (ii) of Part	ority. Induct of the deceased on or degradation ension / death - curving Authority is established ot.	m-retirement gratuity		
(A) F 1. 2. 3. 4. 5.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive and the service claimed and should be admitted or not (See Rule 115 (c) (ii) of Part Whether any departmental or	ority. Induct of the deceased on or degradation ension / death - curving Authority is established of. III) r judicial proceedings	m-retirement gratuity		
(A) F 1. 2. 3. 4. 5.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive and should be admitted or not (See Rule 115 (c) (ii) of Part	ority. Induct of the deceased on or degradation ension / death - curving Authority is established of. III) r judicial proceedings	m-retirement gratuity		
(A) F 1. 2. 3. 4. 5.	Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive and should be admitted or not (See Rule 115 (c) (ii) of Part Whether any departmental or has been instituted / and is contact.	ority. Induct of the deceased on or degradation ension / death - curving Authority is established of. III) r judicial proceedings	m-retirement gratuity	already received	
(A) F 1. 2. 3. 4. 5.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive process. Specific opinion of the Receiving Auth Any other remarks. Specific opinion of the Receiving Auth Whether the service claimed and should be admitted or not (See Rule 115 (c) (ii) of Part Whether any departmental or has been instituted / and is continuous.	ority. Induct of the deceased on or degradation ension / death - curving Authority is established of. III) r judicial proceedings	m-retirement gratuity Signature of head	already received	by the applicar
(A) F 1. 2. 3. 4. 5.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive process. Specific opinion of the Receiving Auth Any other remarks. Specific opinion of the Receiving Auth Whether the service claimed and should be admitted or not (See Rule 115 (c) (ii) of Part Whether any departmental or has been instituted / and is continuous.	ority. Induct of the deceased on or degradation ension / death - curving Authority is established of. III) r judicial proceedings	m-retirement gratuity	already received	by the applicar
(A) F 1. 2. 3. 4. 5.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive process. Specific opinion of the Receiving Auth Any other remarks. Specific opinion of the Receiving Auth Whether the service claimed and should be admitted or not (See Rule 115 (c) (ii) of Part Whether any departmental or has been instituted / and is continuous.	ority. Induct of the deceased on or degradation ension / death - curving Authority is established of. III) r judicial proceedings	m-retirement gratuity Signature of head	already received	by the applicar
(A) F 1. 2. 3. 4. 5.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive process. Specific opinion of the Receiving Auth Any other remarks. Specific opinion of the Receiving Auth Whether the service claimed and should be admitted or not (See Rule 115 (c) (ii) of Part Whether any departmental or has been instituted / and is continuous.	ority. Induct of the deceased on or degradation ension / death - curving Authority is established of. III) r judicial proceedings	Signature of head of Designation	already received	by the applicar
(A) F 1. 2. 3. 4. 5.	ntersigned cutive Engineer / Dy. Chief Eng Remarks by the Receiving Auth As to character and past cor Explanation of any suspension Regarding any gratuity or positive process. Specific opinion of the Receiving Auth Any other remarks. Specific opinion of the Receiving Auth Whether the service claimed and should be admitted or not (See Rule 115 (c) (ii) of Part Whether any departmental or has been instituted / and is continuous.	ority. Induct of the deceased on or degradation ension / death - curving Authority is established of. III) r judicial proceedings	Signature of head of Designation	of office	by the applicar

(C) Audit Enfacement

1.	Total period of qualifying service which has been accepted for the grant of Superannuation / Retiring / invalid / Compensation Pension / Death-cum-retirement gratuity. With reason for discall and the service of the s	Υ.	M.	, , ,
	disallowances, if any, of service, the reasons for which are recorded by the Audit Officer in the second page.			

Note:-

Date of the retirement has not yet have been verified, this should be done before the pension Payment Order is issued.

- Amount of Superannuation / Retiring / Invalid /Compensation Pension / Death-cum - retirement gratuity that has been admitted.
- Rs.
- P.

- Amount of the Superannuation / Retiring / Invalid / Compensation Pension / Death-cum - retirement gratuity admissible after taking into account the reduction in pension and gratuity made by the Authority sanctioning pension.
- Rs.
- P.

- The date from which the Superannuation / Retiring / Invalid Pension / Deathcum-retirement gratuity is admissible.
- Head of account to which the Superannuation / Retiring / and Invalid Pension / Death-cum-retirement gratuity is chargeable.

44-1 20 Pension Fund.

APPLICATION FOR PENSION OR GRATUITY AND DEATH-CUM-RETIREMENT-GRATUITY

Date of application			
MORSHMAN I sale of the Colored 78 Obstruction of the colored are the transport	antifornili (4 v. 5 k.) Oliv suovattina vitin		
Name of applicant	Name		
Class of Pension or gratuity			
Sanctioning Authority			
Amount of pension sanctioned	eGrs		
Amount of gratuity sanctioned			
Amount of death-cum-retirement gratui	ty sanctioned :		
Date of commencement			
	in toward	ar Signer	

Date of sanction

Annexure III FORM OF ENQUIRY REPORT

(Referred to in Rule 118 (2) of Part III. Kerala Service Rules)

part	signation) as per rules 67 and 71 of Part iculars mentioned below are the only clauity.		
		Name	Age
1.	Wife/husband		
2.	Sons		
3.	Unmarried daughters		
	(Unmarried as on the date of		
	death of the deceased employee)	• •	
	Widowed /divorced daughters		
4.	widowed /divorced daugnters		
	(Widowed /divorced as on the death		
	of the deceased employee)		
. 9	Death are heles the one of a 10 years		
5.	Brothers below the age of a 18 years and unmarried or widowed or divorced		
	sisters (as on date of death of the		
	deceased employee)		
	F-#		
3.	Father		
7.			
3.	Married daughters		
9.	Children or pre-deceased son.		
J .	Crilidren or pre-deceased son.		
		Signature	
		Carry Co.	
		O	
	그 마루에 되어 있는 것이 없었다.	Countersigned	

Date:

Certificate of Marital Status

Place:		Milledon	
Date:		Name and designation of the certifying Officer	
	Office Seal		
		4	
	KERALA STATE ELECTRIC	CITY BOARD	
	WORKMEN'S COMPENSATIO	ON CERTIFICATE	
		gratilers v.	. 3
any compensation as p	per workmen compensation Act.	deceased sapioyee	e for
		Father	
			- 5
Place:			
Date:		Asst. Exe. Engineer	8
	Countersigned	Children or pre-decessed son	
	Signature		
	34.0		
	Dy. Chief Engineer / E	xe. Engineer.	

KERALA STATE ELECTRICITY BOARD NON LIABILITY CERTIFICATE

Certified that h	o liabilities to the Board and C	Sovernment are outstanding against Sri
has retired from service /	died while in service on	
Place:		Asst. Executive Engineer
Date:		Electrical Major Section
(Office Sea	al)	
	Countersigned Dy. Chief Engineer/Exe.	Engineer.
	OR	
		against Sri/Smt(Name &
Name of Liability	Amount in words and figures	Head of account to be credited
Certified further the against him/her	nat there are no other liabilities to	Board and Government outstanding
Place:		Asst. Exe, Engineer
Date:	(Office Seal)	Electrical Major Section
	Countersigned	
	Countricigned	

Dy. Chief Engineer/Executive Engineer

Funeral Advance Certificate

			been paid to the family of the	
		who expired wh	ile in service on	
Place:				
Date:			Asst. Exe. Engineer	
		Counter signed		
	Dy. Chief	Engineer/Exe.Eng	ineer	
		OR		
Cer		Advance Certifi	<u>cate</u>	
				,
the LPC and NLC of t	he incumbent.			
Diagon				
Place:				
Date:			Asst. Exe.Engineer	
	C	Counter signed		

Dy. Chief Engineer/Exe.Engineer

Form 5A (See rule 90 (3) Part III K.S.R) DETAILS OF FAMILY

Name of Board employee

Date of appo	pintment				
Details of the	e members of				
SI.	Name of the	Date of	Relationship	Initial	Remarks and
No.	members of family	birth	with the employee	of the head of office	Marital status
.,,					
	7000	and the second second			
	ARE	ios y vinari	LA STATE ELEC	KERA	
	SALE	ica arciana anadra	LA STATE ELEC Fenoral Advance	KERA	
	3,512	aready a co		KERA	
Ihe	reby undertake to k	eep the above pa	spreybA (enone i		Audit Office / Hea
	reby undertake to key addition or alteration		spreybA (enone i		Audit Office / Hea
			spreybA (enone i		Audit Office / Hea
of Office any			spreybA (enone i	y notifying to the	
of Office any			spreybA (enone i	y notifying to the	
of Office any			spreybA (enone i	y notifying to the	
of Office any Place: Date: Family for th	y addition or alteration	on.	articulars upto date b	y notifying to the	Audit Office / Hea
of Office any Place: Date: Family for th	e purpose means: Wife in the case of	on. f a male employe	articulars upto date b	by notifying to the Signature	
of Office any Place: Date: Family for the a) b)	e purpose means: Wife in the case of Husband in the case	on. f a male employe se of a female er	ee mployee	by notifying to the Signature	e of the beneficiar
of Office any Place: Date: Family for th	ne purpose means: Wife in the case of Husband in the case Son below 25. yea	on. f a male employe se of a female er rs of age and un	erticulars upto date be ee mployee married daughter	by notifying to the Signature	e of the beneficiar
of Office any Place: Date: Family for th a) b)	ne purpose means: Wife in the case of Husband in the case Son below 25. year below 25 years of	f a male employe se of a female er rs of age and un age, including su	ee mployee married daughter uch son or	by notifying to the Signature	e of the beneficiar
of Office any Place: Date: Family for the a) b)	e purpose means: Wife in the case of Husband in the case Son below 25. yea	f a male employe se of a female er rs of age and un age, including su	ee mployee married daughter uch son or	by notifying to the Signature	e of the beneficiar
of Office any Place: Date: Family for the a) b)	ne purpose means: Wife in the case of Husband in the case Son below 25. year below 25 years of	f a male employe se of a female er rs of age and un age, including su	ee mployee married daughter uch son or	by notifying to the Signature	e of the beneficiar
of Office any Place: Date: Family for th a) b) c)	ne purpose means: Wife in the case of Husband in the case Son below 25. year below 25 years of	f a male employe se of a female er rs of age and un age, including su legally before ref	ee mployee married daughter uch son or tirement.	Signature	e of the beneficiar
of Office any Place: Date: Family for th a) b) c)	ne purpose means: Wife in the case of Husband in the case Son below 25, year below 25 years of daughter adopted	f a male employe se of a female er rs of age and un age, including su legally before ref	ee mployee married daughter uch son or tirement.	Signature	e of the beneficiar

Date o	f birth :	
Height		
	cation marks:	
identiii		
	1.	
	2.	
	ATTESTED	Counter signed
		Executive Enginee
Note:	Attestation should be made on the photograph itself. The name and status of the Officer attesting the photograph should also be furnished	Space for photograph of the beneficiary
	Countersigned	
	Executive Engineer	

		Signature of the beneficiary
Attested		
		Countersigned
		Executive Engineer
KE	RALA STATE ELECTRICITY B	OARD

ATTESTED

Countersigned

Executive Engineer

Form No.10

(Referred to in Rule 144 of Part III)

(to be signed by the legal heirs or members of the family of the deceased officer)

(here state the designation of the officers sanctioning the famil	y pension / death-cum-retirement gratuity/
being the amount of death-cum retirement gratuity /arrears of p	ension or gratuity due to Sri/Smt
of the discased officer). I hereby acknowledge that in accept	ing the amount (s) indicated above, I fully
understand that the family pension due to me and the death-o	cum-retirement gratuity/arrears of pension
subject to revision on the same being found to be in excess of	of that to what I am entitled under the rules
and I promise to raise no objection to such revision. I further p	romise to refund any amount paid to me in
excess of that to which I may be eventually found entitled.	4
	OLONATURE OF THE REMERICIARY
	SIGNATURE OF THE BENEFICIARY
1. Signature:	
Address and occupation of witness:	
2. Signature:	

Declaration should be witnessed by two persons of respectability in the town, village or pakuthy in which the applicant resides.

Address and occupation of witness:

Separate declaration should be filled in by each beneficiary:

COUNTER SIGNED

CHECKLIST .

- 1. Formal application for family pension in Annexure II
- Form No.2 with full bio-data of the deceased employee.
 The calculation and remarks as required in the form should be furnished.
- Original Death Certificate
- Enquiry Certificate in Annexure III of the Executive Engineer/Dy. Chief Engineer.
- 5. Workmen's compensation Certificate
- Final LPC
- 7. Final NLC incorporating the liabilities if any.
- 8. Funeral Advance Certificate
- Certificate of Martial status
- Details of the family of the deceased in Form 5A
- 11. 2 Nos. of photograph
- Address, Specimen signature or thumb impression, descriptive roll and declaration in From No.10 in respect of each of the legal heirs (major) has to be furnished in duplicate in the prescribed forms.
- 13. Service book.

All forms and documents should be signed or countersigned by Executive Engineer.