GOVERNMENT OF ODISHA
FINANCE DEPARTMENT
****

No. 12587 **/F., Dated** 19.05.2022
FIN-NPS-SCHEME-0001-2019

OFFICE MEMORANDUM

Sub: Procedure to exercise option for availing the benefits of family pension upon in-service death in respect of State Government employees covered under National Pension System (NPS).

The State Government have extended the benefits of family pension to all the eligible State Government employees covered under NPS, upon their in-service death vide Finance Department Notification No. 28746/F, dt. 11.10.2021. The provision for family pension shall be guided by Odisha Civil Services (Pension) Rules, 1992. The option to avail the benefit of family pension can be exercised by the following categories of employees/ their eligible family members:

a. The newly joined State Government employees covered under NPS;
b. The existing eligible State Government employees covered under NPS;
c. The eligible family members of deceased (who have died in-service) Government employees covered under NPS.

2. The modalities to exercise the option, maintenance of record and processing for sanction of family pension in respect of Government employees/ eligible family members of deceased (who have died in-service) Government employees covered under NPS shall be as follows:

A. **Exercise of Option:**

I. **Procedure for submission of option by newly joined / existing eligible State Government employees:**

a. Every eligible State Government employee, covered under NPS shall at the time of joining Government service, exercise an option in **Form-I** (**Annexure-A**) in triplicate for availing the benefit under the National Pension System or under the Odisha Civil Services (Pension) Rules, 1992, as the case may be, in the event of his/her in-service death.

b. Existing State Government employees, covered under the National Pension System shall also exercise such option in Form-I, within one year from the date of issue of this Office Memorandum.

c. The employee opting for availing the benefit of family pension under Odisha Civil Services (Pension) Rules, 1992 shall submit the option in the Form-I to the concerned

Head of Office along with declaration about details of his/her family in **Form-D** as prescribed under Odisha Civil Services (Pension) Rules, 1992 (**Annexure-B**).

d. If the employee has no family at the time of submission of option, he/she shall furnish the family details in the Form-D as soon as he/she acquires a family.

e. The employee shall communicate to the concerned Head of Office any subsequent change in the size of his/her family, including the fact of marriage of his/her child.

f. The option exercised earlier may be revised at any number of times by the employee before his/her retirement by making a fresh option intimating the revised option to the Head of Office.

Provided that in case of death of any employee during his/her service, the last option exercised by the deceased employee shall be treated as final and the family shall have no right to revise the option.

II. **Procedure for submission of option by eligible family member of the State Government employee who has died in-service, prior to 11.10.2021**

a. The eligible family members of the State Government employees who have died in-service prior to 11.10.2021 can also submit option for availing the benefit of family pension under Odisha Civil Services (Pension) Rules,1992.

b. The benefit of family pension will be admissible w.e.f. 11.10.2021, even if, the death in-service has occurred prior to the said date.

c. In such cases, the eligible member of the family can exercise their option in **Form-II (Annexure-C)** to the Head of Office where the employee last served.

III. **Submission of option by eligible family member of the State Government employee who has died in-service, on or after 11.10.2021**

a. Where an employee who has not exercised an option and dies in-service within 3 (three) years from the date of issue of Finance Department Notification No. 28746/F, dt. 11.10.2021, his/her eligible member of family can submit option for availing the benefit of family pension, under Odisha Civil Services (Pension) Rules,1992.

b. In such cases, the eligible member of the family can exercise their option in **Form-II** to the Head of Office where the employee last served.

IV. In all other cases, where no option has been exercised, the claim of his/her family in the event of in-service death of an employee shall be regulated in accordance with Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations, 2015, as adopted vide Finance Department letter No. 13477/F, dt. 03.05.2016.

B. **Maintenance of Record:**

i. On receipt of the option in the Form-I /Form-II from the employee/their family member, as the case may be, the Head of Office shall issue an acknowledgement as a proof of receipt.

ii. The Head of Office shall verify all the facts submitted therein. On acceptance, the Head of Office shall issue a copy of the option exercised by the employee/their family member, with his/her official seal and signature for record maintenance at the level of employee/their family member.

iii. In case of new employees, after generation of HRMS ID and PRAN, the Head of Office will enter the HRMS ID and PRAN of the employee in Part-B of Form-I and provide a copy of the option form to the employee concerned.

iv. The accepted Option Form and the details of family in Form-D shall be recorded and pasted in the Service Book of the concerned employee by the Head of Office.

v. The same shall also be incorporated in the e-Service Book of the employee maintained in HRMS, wherever applicable.

vi. A copy of the option shall be forwarded to the Central Record-keeping Agency (CRA-NSDL) by the Drawing & Disbursing Officer of the Head of Office through the Treasury Officer for their record.

vii. On subsequent receipt of the revised option form or their family details, the Head of Office shall acknowledge, verify and accept it. Necessary incorporation shall also be made by the Head of Office in the Service Book of the concerned employee along with intimation to the CRA-NSDL.

viii. Facility will be developed for electronic submission of Form-I and Form-D in HRMS/IFMS. However, until the development of such facility, employee concerned shall submit the physical forms to the Head of Office.

ix. In case the option form is misplaced or lost from official record, the copy of the option form duly acknowledged by Head of Office and available with the employee shall be used for any future purpose.

C. **Processing of Family Pension:**

I. **Cases where the option has been exercised prior to death of the State Government employees :**

a. In case of death of any State Government employee during his/her service, the last option exercised by the deceased employee shall be treated as final.

b. If the last option exercised is for availing the benefits of family pension under Odisha Civil Services (Pension) Rule, 1992, further action will be taken by the Head of Office for sanction of family pension benefits.

c. If the last option exercised is for availing benefits under NPS, then the pension shall be granted in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations, 2015.

d. If the benefits of family pension are payable to the family under the Odisha Civil Services (Pension) Rules, 1992 in accordance with the option exercised by the deceased employee, the Government contribution and returns thereon in the accumulated pension corpus of the employee shall be transferred to Government account. The remaining amount in the accumulated pension corpus shall be paid in lump-sum to the person(s) in whose favour a nomination has been made by the deceased employee under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations, 2015. If, there is no such nomination or if the nomination made does not subsist, the amount remaining in the accumulated pension corpus shall be paid to the legal heir(s).

e. In cases where the option exercised by the deceased employee becomes infructuous on account of non-availability of an eligible member of the family for grant of family pension under the Odisha Civil Services (Pension) Rules, 1992, such option would be deemed to have become invalid and the benefits admissible shall be granted to the legal heir(s) of the employee in accordance with Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations, 2015.

II. Cases where option has not been exercised and the employee died in-service prior to 11.10.2021 without finalisation of his/her Exit Claims:

a. The employees who have died in-service prior to 11.10.2021, his/her family may be granted family pension in accordance with the provisions of the Odisha Civil Services (Pension) Rules, 1992 w.e.f. **11.10.2021**.

b. In such cases, the Government contribution and returns thereon in the accumulated pension corpus of the employee shall be transferred to Government account. The remaining accumulated pension corpus shall be paid in lump-sum to the person(s) in whose favour a nomination has been made under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations, 2015.

c. If, there is no such nomination or if the nomination made does not subsist, the amount remaining accumulated pension corpus shall be paid to the legal heir(s).

III. Cases where option has not been exercised and finalisation of his/her Exit/ Withdrawal Claims as per PFRDA (Exits and Withdrawals under NPS) Regulations, 2015 has been completed:

a. The State Government employees covered under NPS, who died in-service and their Exit/Withdrawal has been finalised as per PFRDA (Exits and Withdrawals under NPS) Regulations, 2015 may also be eligible to avail family pension w.e.f **11.10.2021** in accordance with the provisions of the Odisha Civil Services (Pension) Rules, 1992 upon exercise of option by the eligible member of the family for grant of family pension.

b. In such cases, the eligible family member for grant of family pension shall deposit back the proportionate Government contribution and returns thereon in the accumulated pension corpus of the employee, at the time of exit from the NPS, into Government account in terms of provision of PFRDA (Exits and Withdrawals under NPS) Regulations, 2015.

c. At the time of submission of application for family Pension in accordance with Odisha Civil Services (Pension) Rules, 1992, the eligible member of the family shall apply in **Form III (Annexure-D)** along with the **Form II** to the NPS Cell, DTI (O) for calculation of proportionate Government share to be deposited in Government account through the Head of Office where the employee last served.

d. The NPS Cell shall assess the amount to be deposited by the eligible member of the family by taking in to the consideration of numbers of units available in the Pension Account (PRAN) of the deceased employee at the time of Exit/Withdrawal and Net Asset Value (NAV) on that date.

IV. Cases where Exit/ Withdrawal Claims has been completed at the level of Interim Fund Managers (A.G-Odisha/ Controller of Accounts) vide F.D. Notification No-19176/F, Dt.09.07.2015:

a. The employees who have died in-service and their withdrawals of accumulated pension wealth have been authorised by the Interim Fund Managers i.e., Accountant General (A&E), Odisha & the Controller of Accounts, Odisha, may also be eligible to avail family pension in accordance with the provisions of the Odisha Civil Services (Pension) Rules, 1992 w.e.f. **11.10.2021** upon exercise of option by the eligible member of the family for grant of family pension.

b. In such cases, the eligible member of the family for grant of family pension shall deposit the proportionate Government contributions along with the accrued interest thereon till the time of exit from the NPS into the Government account.

c. At the time of submission of application for family pension, the eligible member of the family for grant of family pension shall apply to the Head of Office where the employee last served, in the **Form- III** along with the **Form- II.** The concerned Head of Office shall forward the application to the NPS Cell, DTI(O) for calculation of proportionate Government share.

d. The NPS Cell shall assess the amount to be deposited on the basis of the amount authorised by A.G (A&E), Odisha/ Controller of Accounts, Odisha at the time of exit.

D. Procedure for online application and sanction of Family Pension:

I. Sanction of family pension where the final exit / withdrawal has not been finalized and option for availing family pension under Odisha Civil Services (Pension) Rules, 1992 has been exercised, with the consent of all legal heirs of the deceased employee, the following procedure shall be adopted:

a. The eligible member of the family shall submit the online Pension Application to the Head of Office of the deceased employee last served using the pensioners Portal (https://www.odishatreasury.gov.in/PensionPortal) of IFMS for sanction of family pension.

b. In case, the applicant is not able to submit online application, she/he shall submit the application in prescribed form directly to Head of Office who shall initiate the process for submission of "Pension Application Form" in Pension Portal on behalf of the applicant.

c. The procedure for submission and processing at various levels for sanction of family pension shall be guided by Finance Department O.M. No.32888/F, dt. 13.11.2017

d. Besides the requisite documents mandatory for sanction of family pension, the last option exercised by the deceased employee in **Form- I** / option exercised by the eligible family members in **Form- II,** Family Details in **Form-D**, Affidavit containing the consent of all the legal heirs of the deceased employee and request for closure of the pension account in **Form-IV (Annexure-E)** along with Bank details of the claimant(s).

e. After submission of pension application online, the applicant shall take the printout of the "Pension Application Form" from the Portal and submit the hard copy of application under her/his signature with relevant documents duly attested by the Head of Office.

f. On receipt of the application, the Head of Office will ascertain the missing credit, if any, in the pension account of the deceased Government employee and request the concerned District/Special Treasury Officer for settlement. In this regard, the Head of Office / Drawing Disbursing Officer will download the transaction statement of the deceased Government employee from the CRA (www.cra-nsdl.com) System and reconcile with acquaintance roll.

g. After ensuring that there is no missing credit of NPS contribution deducted from the employee, the Head of Office shall process the online Application in IFMS and forward to concerned Pension Sanctioning Authority with his/her Digital Signature/ E- Sign.

h. On receipt of the application, the Pension Sanctioning Authority will verify the eligibility and request the NPS Cell, Directorate of Treasuries & Inspection, Odisha enclosing **Form-IV** for withdrawal of accumulated pension wealth and closure of the pension account of the deceased Government employee under NPS.

i. On receipt of the request from the Pension Sanctioning Authority, the NPS Cell will initiate the process for withdrawal of accumulated pension wealth from the pension account (PRAN) of the deceased employee in CRA-NSDL system.

j. On successful withdrawal, NPS Cell shall deposit the Government contribution along with returns thereon into the Government account and transfer the remaining accumulated pension corpus to the Bank account of the claimant (s) under intimation to all concerned.

k. On receipt of the information regarding deposit of Government contribution along with the challan details, the Pension Sanctioning Authority shall process the Pension Application received from Head of Office and sanction the family pension in IFMS. Subsequently the PSA shall forward it to the Pension Issuing Authority (AG (A&E) or CoA) using his/her Digital Signature/ E- Sign.

l. The Pension Issuing Authority (AG (A&E) or CoA) shall follow the existing procedure for authorisation and issue of the Pension Payment Order (PPO) for disbursement of family pension at the level of Treasury.

II. **Sanction of Family Pension where the final exit / withdrawal has been finalized.**

The case where exit / withdrawal has already been finalized and the eligible family member of the deceased employee has opted for grant of family pension in accordance with Odisha Civil Services Pension Rule, 1992, the following procedure shall be adopted:

a. The eligible member of the family shall submit the online Pension Application to the Head of Office where the deceased employee last served, using the pensioners portal (https://www.odishatreasury.gov.in/PensionPortal) of IFMS for sanction of family pension.

b. In case, the applicant is not able to submit online application, she/he shall submit the application in prescribed form directly to Head of Office who shall initiate the process for submission of "Pension Application Form" in Pension Portal on behalf of the applicant and process online to forward to the concerned Pension Sanctioning Authority with his/her Digital Signature/ E- Sign.

c. The procedure for submission and processing at various levels for sanction of family pension shall be guided by Finance Department O.M. No.32888/F, dt. 13.11.2017.

d. The applicant shall attach the copy of Death Certificate of the deceased employee, legal heir certificate, option exercised by the eligible family members in **Form- II** for availing family pension, affidavit containing consent of all the legal heirs of the deceased employee, request for calculation of Government share to be deposited by her/him in **Form- III** along with other requisite documents required for sanction of family pension.

e. After submission of pension application, the applicant shall take the printout of the "Pension Application Form" from the Portal and submit the hard copy of application under her/his signature with relevant documents duly attested by the Head of Office.

f. The Head of Office shall process the pension application in IFMS and forward to the concerned Pension Sanctioning Authority with his/her Digital Signature/ E- Sign.

g. On receipt of the application, the Pension Sanctioning Authority will verify the eligibility and request the NPS Cell, Directorate of Treasuries & Inspection, Odisha enclosing **Form-III** for calculation of the proportionate Government contribution to be deposited by the applicant.

h. The NPS Cell, DTI (O) shall calculate and determine the proportionate Government share to be deposited by the eligible family member of the deceased employee and shall intimate to the Pension Sanctioning Authority and person concerned.

i. After receiving the intimation from the NPS Cell, regarding the amount to be deposited, the Pension Sanctioning Authority shall inform the applicant for deposit of the proportionate Government share under intimation to the concerned Head of Office.

j. On receipt of the information regarding deposit of Government contribution along with the challan details, the Pension Sanctioning Authority shall process the Pension Application received from Head of Office and sanction the family pension in IFMS. Subsequently the PSA shall forward it to the Pension Issuing Authority (AG (A&E) or CoA) using his/her Digital Signature/ E- Sign.

k. The Pension Issuing Authority (AG (A&E) or CoA) shall follow the existing procedure for authorisation and issue of the Pension Payment Order (PPO) for disbursement of family pension at the level of Treasury.

E. **Training and Support:**

i. For familiarisation about the procedure, NPS Cell, O/o the DTI (O) will arrange necessary training programmes for all Treasury Officers who will in turn provide training and handholding support to the Heads of Offices / DDOs under their jurisdiction.

ii. In case of any difficulty faced by the Heads of Offices/ DDOs / Employees, necessary support will be provided by the Help Desk of the NPS Cell, DTI (O) during the office hours.

3. This shall be effective from the date of issue.

By orders of the Governor

Ashok. 19/5/2022

(Ashok Meena)
Principal Secretary to Government

Memo No. 12588 /F Date 19.05.2022

Copy forwarded to the Secretary to Hon'ble Governor/ Private Secretary to Hon'ble Chief Minister/ Private Secretary to Hon'ble Minister, Finance & Excise for kind information of Hon'ble Governor/ Hon'ble Chief Minister/ Hon'ble Minister, Finance & Excise.

Sprahan
19.5.2022
Under Secretary to Government

Memo No. 12589 /F Date 19.05.2022

Copy forwarded to the OSD to Chief Secretary / PS to Principal Secretary, Finance Department / PS to Director, Small Savings for kind information of Chief Secretary/ Principal Secretary / Director, Small Savings, Finance.

Sprahan
19.5.2022
Under Secretary to Government

Memo No. 12590 /F Date 19.05.2022

Copy forwarded to All Administrative Departments / All Heads of Departments/ All Revenue Divisional Commissioners / All Collectors/ All District and Session Judges/ Secretary, OLA, Bhubaneswar / Secretary, OPSC, Cuttack / Secretary, OSSC / Secretary, OSSSC / Secretary, Rajya Sainik Board, Odisha/ Director General, Gopabandhu Academy of Administration(GAA), Chandrasekharpur, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management (MDRAFM), Chandrasekharpur, Bhubaneswar/ All Sub-collectors/ Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.

Sprahan
19.5.2022
Under Secretary to Government

Memo No. 12591 /F Date 19.05.2022

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar/ Accountant General (Audit-1), Odisha, Bhubaneswar / Accountant General (Audit-2), Odisha, Bhubaneswar/ Deputy Accountant General, Puri for kind information and necessary action.

Sprahan
19.5.2022
Under Secretary to Government

Memo No. 12592 /F Date 19.05.2022

Copy forwarded to the Commissioner of CT & GST, Odisha, Cuttack / Director of Treasuries and Inspection, Odisha, Bhubaneswar/ Controller of Accounts, Odisha, Bhubaneswar/ Director, Local Fund Audit, Odisha, Bhubaneswar/ Secretary, Odisha Sales Tax Tribunal, Odisha, Cuttack/ Director, Small Savings/ All Treasury Officers of District Treasuries and Special Treasuries/ Sub-Treasuries for information and necessary action.

19.5.2022
Under Secretary to Government

Memo No. 12593 /F Date 19.05.2022

Copy forwarded to all Officers/ all Branches of Finance Department for information and necessary action.

19.5.2022
Under Secretary to Government

Memo No. 12594 /F Date 19.05.2022

Copy forwarded to Sri Tapan Kumar Pattanaik, Sub-Nodal Officer (E-Gazette), FID, Finance Department through his email- tkpattanaik@gmail.com for hosting this Office Memorandum in the portal of Finance Department for general information.

19.5.2022
Under Secretary to Government

ANNEXURE-A

Form – I

OPTION TO AVAIL BENEFITS IN CASE OF IN-SERVICE DEATH OF EMPLOYEE

PART-A
(To be filled in by employee)

1. I,....., hereby exercise option that in the event of my death during service, benefits under the OCS (Pension) Rules, 1992 may be paid to my family.

OR

2. I,....., hereby exercise option that in the event of my death during service, benefits may be paid to my family based on the accumulated pension corpus in the Individual Pension Account under the National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

This option supersedes any other option made by me earlier.

*If Option-1 is exercised, then details on family in Form-D shall be attached along with Form-I.

Signature of Employee

Name----------

Designation----------

Office in which employed----------

Place and date: ----------

Mobile No. ----------

PART-B

(To be filled in by the Head of Office)

Received the option dated.....made by Shri/Smt./Kumari, Designation.....Office.....Entry of receipt of option has been made in page.....Volume ..... of Service Book. His /her HRMS ID is _____and PRAN is_____.

Signature,

Name and Designation of Head of Office

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the employee who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his death.

ANNEXURE-B

O.C.S (PENSION) Form-D

[See Rule 56 (15)]

(Information on Details of Family)

1. Name of the Government Servant:-

2. Designation:-

3. Date of Birth as per Service Book:-

4. Date of Appointment:-

5. Details of the members of my family* as on _____ (dd/mm/yyyy)

Sl No.	Name of the members of family*	Date of Birth (dd/mm /yyyy)	Relationship with the Government Servant	Remarks if any
1.				
2.				
3.				
4.				
5.				

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of office any addition or alterations in the family.

Signature of the Government Servant

Place:-

Date:-

* Family for this purpose means family as defined in clause (b) of sub-rule (17) of Rule-56 of the Odisha Civil Services (Pension) Rules, 1992.

** Wife and Husband shall include respectively judicially separated wife and husband.

****

ANNEXURE-C

Form – II

OPTION TO AVAIL BENEFITS OF FAMILY PENSION UNDER ODISHA CIVIL SERVICES (PENSION) RULES, 1992 BY THE ELIGIBLE FAMILY MEMBER OF THE EMPLOYEE WHO HAS DIED IN-SERVICE PRIOR TO 11.10.2021 OR WITHIN THREE YEARS FROM DT.11.10.2021

PART-A
(To be filled in by applicant/claimant)

i.	Name of the Applicant	:	
ii.	Relationship with the deceased employee	:	
iii.	PPAN/PRAN of the deceased employee	:	
iv.	Designation of the deceased employee	:	
v.	Name of the Office where the deceased employee served last	:	
vi.	Office Address	:	
vii.	Date of Death of the employee while in-service	:	
viii.	Contact Details of the applicant/claimant (Mobile No. & E-Mail Id)	:	
ix.	If applicant/claimant is Minor, then Name of the Legal Guardian	:	

I, Shri/Smt./Kumari ..... hereby exercise my option to avail the benefits under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M. No .....1258.....F, DT.....19.05.2022.

Further, I am enclosing herewith the legal heir certificate of the deceased employee with affidavit on consent of other legal heir(s) for sanction of family pension in my favour.

I also undertake to deposit the proportionate Government share calculated by the NPS Cell, Directorate of Treasuries & Inspection, Odisha to the Government Account. (*Applicable if Exit/Withdrawal process has been completed as per PFRDA Regulation-2015*)

Documents Attached:

1. Death Certificate of the Deceased Employee
2. Legal Heir Certificate
3. Cancelled Cheque/Photocopy of the Bank Passbook
4. Identity & Address Proof of the Applicant
5. Affidavit on Consent of all Legal Heirs/ Nominees for sanction of family pension under O.C.S. (Pension) Rule-1992 in favour of the Applicant

Place _____

Date: _____

Full Signature of Applicant

Name----------

PART-B
(To be filled in by the Head of Office)

Received the option dated……..made by Shri/Smt./Kumari.....Wife/ Husband /Father/ Mother/Son/Daughter of Late ..... (bearing PPAN/PRAN .....) who was working as .....(Designation) in O/o the .....and died on Dt. ..... while in-service.

Signature,
Name and Designation of Head of Office
Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Applicant/Claimant.

ANNEXURE-D

Form – III

APPLICATION FOR CALCULATION OF PROPORTIONATE GOVERNMENT CONTRIBUTION AMOUNT AND RETURN THEREON TO BE DEPOSITED IN GOVERNMENT ACCOUNT TO AVAIL BENEFITS OF FAMILY PENSION IN ACCORDANCE WITH O.C.S. (PENSION) RULES, 1992

PART-A

(To be filled in by the applicant/claimant)

(To be submitted in duplicate)

Photograph of the Applicant

To

The NPS CELL
Directorate of Treasuries & Inspection, Odisha
Treasury and Accounts Bhawan, Kharavel Nagar
Bhubaneswar-751001

Sub: Request for calculation of amount to be deposited by the eligible member of the family of the employee died in-service and whose Exit/Withdrawal has been finalised.

I.	**APPLICANT DETAILS :**			
	i.	Name of the Applicant	:	
	ii.	Relationship with the deceased employee	:	
	iii.	Address(Permanent)	:	
	iv.	Present Address	:	
	v.	Contact Details (Mobile No. & Mail Id)	:	
	vi.	If Claimant is Minor, then Name of the Legal Guardian		
II.	**DETAILS OF THE DECEASED EMPLOYEE:**			
	i.	Name	:	
	ii.	PPAN / PRAN	:	
	iii.	Name of the Office where the Deceased Government Servant served last	:	
	iv.	Office address	:	
	v.	Permanent Address of Deceased Government Servant	:	
	vi.	Date of Death of the Government Servant	:	

III.	STATUS OF THE EXIT / WITHDRAWAL FROM NATIONAL PENSION SYSTEM (NPS) :			
	i.	Whether Final Exit/ Withdrawal from NPS has been finalised	:	*Yes/No*
	ii.	If finalised as per Pension Fund Regulatory and Development Authority (Exits and Withdrawals under NPS) Regulations, 2015,	:	
		(a) Lump sum Amount Received	:	
		(b) Total Amount Annuitized	:	
		(c) Name of the Annuitant		
		(c) Name of Annuity Service Provider	:	
	iii.	If finalised by the Interim Fund Managers vide Government in Finance Department Notification No-19176/Dt.09.07.2015		
		(a) Name of the Interim Fund Manager: Accountant General (A&E), Odisha / Controller of Accounts (Odisha)		
		(b) Permanent Pension Account Number (PPAN) issued by the Interim Fund Manager		
		(c) Amount Authorised by the Interim Fund Manager upon withdrawals from PPAN Account		
		(d) Name of the person against whom the amount was Authorised		

I am enclosing herewith Death Certificate, legal heir certificate, Form- II, affidavit containing consent of all the legal heirs, along with other requisite documents required for sanction of family pension in accordance to O.C.S. (Pension) Rules-1992 in my favour.

Documents Attached:

1. Death Certificate of the Deceased Employee
2. Legal Heir Certificate
3. Cancelled Cheque/Photocopy of the Bank Passbook
4. Identity & Address Proof of the Applicant
5. Affidavit on Consent of all Legal Heirs/ Nominees for sanction of family pension under O.C.S. (Pension) Rule-1992 in favour of the Applicant

Place _____ Full Signature of Applicant

Date: _____ Name----------

PART-B
(To be filled in by the Head of Office)

Received the application from Shri/Smt./Kumari, ..., Wife/ Husband /Father/Mother/Son/Daughter of Late .....bearing PRAN/PPAN .....working as .....(Designation) in O/o the ....., having DDO Code .....and DDO Registration Number ..... and died on Dt. ..... while in Service , to avail the benefits under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M. No .....12587...../F, DT.....19.05.2022

The information furnished by the claimant in his/her option are verified and found to be correct. As a genuine case, extending the benefits of family pension under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M. No .....12587...../F, Dt.....19.05.2022 may be considered in favour of the applicant Shri/Smt./Kumari, ...

Signature,

Name and Designation of Head of Office

Date of receipt.....

PART-C
(To be forwarded by the Pension Sanctioning Authority to NPS Cell, DTI (O))

Verified the application along with the attached documents of Shri/Smt./Kumar, ... (Claimant), Wife/Husband/Father/Mother/Son/Daughter of Late ..... bearing PRAN/PPAN ..... who was working as .....(Designation) in the O/o the_____ having DDO Code _____ and DDO Registration Number ..... and died on Dt. ..... while in Service , to avail the benefits under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M. No .....12587...../F, DT.....19.05.2022

The information furnished by the claimant in his/her option are verified and found to be correct.

It is, therefore, requested to calculate and intimate the amount of proportionate Government share to be deposited by the applicant into the Government account prior to sanction of family pension in accordance to the OCS (Pension) Rules, 1992.

Signature of the Pension Sanctioning Authority

Seal & Date

ANNEXURE-E

Form – IV

APPLICATION FOR WITHDRAWAL OF ACCRUED PENSION WEALTH UNDER NATIONAL PENSION SYSTEM (NPS) BY THE ELIGIBLE MEMBER OF THE FAMILY OF DECEASED GOVERNMENT EMPLOYEES WHOSE EXIT/WITHDRAWALS NOT FINALISED UNDER NPS

PART-A

(To be filled in by the applicant)

To

The NPS CELL
Directorate of Treasuries & Inspection, Odisha
Treasury and Accounts Bhawan, Kharavel Nagar
Bhubaneswar-751001

Sub: Request for closure of the NPS Account (PRAN) of the employee died in-service and deposit of the proportionate Government contribution along with return thereon in appropriate Government Account with refund of Employee's share to the Bank Account of the Nominee(s)/ Legal heir(s)

I.	**DETAILS OF THE DECEASED EMPLOYEE :**		
i.	Name of the Deceased Government Servant	:	
ii.	Father's Name (and also Husband's Name in case of Female Government Servant)	:	
iii.	Date of Birth (by Christian Era)	:	
iv.	Date of Death (by Christian Era)	:	
v.	Name of the Office where the subscriber last served	:	
vi.	Permanent Address	:	
vii.	Option was exercised for Family Pension as per O.C.S. (Pension) Rule-1992 or not	:	*Yes/No*
viii.	Date on which the Last Option was exercised	:	
II.	**APPLICANT DETAILS :**		
i.	Name of the Applicant	:	
ii.	Relationship with the deceased Govt. Employee	:	
iii.	Address (Permanent)	:	
iv.	Present Address	:	
v.	Contact details (Mobile No. & E-mail ID)	:	
vi.	If claimant is minor, then name of the legal guardian	:	
III.	**BANK DETAILS OF THE APPLICANT & OTHER NOMINEES IF ANY :**		
i.	Bank Account No.	:	
ii.	Bank Name	:	
iii.	Bank Branch	:	
iv.	Bank IFSC Code	:	

DECLARATION:

I, Sri/ Smt/ Kumari_____ hereby declare that information stated above is true and correct to the best of my knowledge & belief and that if any excess payment is made in my favour and detected at any point of time, shall be recovered from me.

I, Sri/ Smt/ Kumari_____ hereby authorize the NPS Cell, DTI (O) for closure of the NPS Account (PRAN)_____ of my Wife /Husband /Father /Mother/ Son/ Daughter Late _____ and for deposit of Government share into Government account.

Documents Attached:

1. Death Certificate of the Deceased Employee
2. Legal Heir Certificate
3. Cancelled Cheque/Photocopy of the Bank Passbook
4. Identity & Address Proof of the Applicant
5. Affidavit on Consent of all Legal Heirs/ Nominees for sanction of family pension under O.C.S. (Pension) Rule-1992 in favour of the Applicant

Signature of the Applicant with Date

PART-B
(To be filled in by the Head of Office)

I	**SERVICE DETAILS OF THE DECEASED EMPLOYEE:**			
	i.	DDO Code/DDO Registration No. of the Office where the employee served last	:	
	ii.	Date of Birth of the employee (as recorded in the Service Book)	:	
	iii.	Date of entry in to Govt. Service recorded in the PRAN application.	:	
	iv.	Date of Death (Copy of the Death Certificate to be attached)	:	
	vi.	Permanent Retirement Account Number (PRAN) issued by CRA-NSDL.	:	
	vii.	Status of PRAN Account		
	a)	Total Employee Contribution amount Credited	:	
	b)	Total Government Matching Contribution Amount Credited	:	
	c)	Total Accrued Pension Wealth as on date of submission of Application	:	
	viii.	Period of Contribution (From Date to Date)	:	

II. EMPLOYEE CONTRIBUTION DETAILS IN PRAN ACCOUNT

i. Details of Contribution made towards NPS :

Sl. No	Period of Contribution deducted (salary month)	Amount of contribution	Bill No.	Date	TV No. with Date	Remarks
1	2	3	4	5	6	7

Contribution details attached. (Transaction Statement)

CERTIFICATE

Received the application from Shri/Smt./Kumari, ..., Wife/ Husband / Father/Mother/Son/Daughter of Late .....bearing PRAN/PPAN .....working as .....(Designation) in O/o the ....., having DDO Code .....and DDO Registration Number ..... and died on Dt. ..... while in Service , to avail the benefits under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M. No .....12587...../F, DT...19.05.2022

The last option exercised by him was on Dt. _____, where he/she had opted to avail Family Pension as per O.C.S. (Pension) Rules, 1992 upon his/her in-service death / the Government employee has not submitted his/her option previously during service period and the option to avail benefits under O.C.S. (Pension) Rule-1992 has been submitted in Form-II by the member of his/her family eligible for the grant of family pension.

I hereby certify that the information furnished above is found to be correct.

Signature of the Head of Office with Seal & Date

PART-C
(To be filled by the Pension Sanctioning Authority)

Verified the application along with the attached documents of Shri/Smt./Kumar, ... (Claimant), W/H/F/M/S/D of Late ..... bearing PRAN/PPAN ..... who was working as .....(Designation) in the O/o the ....., DDO Registration Number ..... and died on Dt. ..... while in Service , to avail the benefits under the OCS (Pension) Rules, 1992 in accordance to Govt. in F.D. O.M. No .....12587...../F, DT...19.05.2022

It is considered a fit case for refund of employee's proportionate share and deposit of proportionate Government share to appropriate Government account prior to sanction of family pension in accordance to OCS (Pension) Rules, 1992.

After deposit of the proportionate Government share into the appropriate Government Account, the Challan details may be intimated to this Office for further action.

Signature of the Pension Sanctioning Authority

Seal & Date