

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...../relieved...../..... 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.