


## ACTIONS TO BE TAKEN BY THE UNIT ON DEMISE OF A SERVING SOLDIER



The Unit / Battalion is responsible for complete documentation of a serving soldier in the event of his demise to ensure that the Next of Kin receives all the financial emoluments, grants and benefits in time and the pension commences at the earliest. It is important the Units carry out documentation of the soldier in a time bound manner.

The guidelines below will assist the Units / Battalions to complete the documentation with respect to the deceased soldier efficiently. Complete documentation can be done in three phases, viz. within five days, seven days and earliest on completion. Phase wise actions to be taken by the Unit on Demise of a Serving Soldier brought out here can utilised by Unit Documentation Cells as a Ready Reckoner.

### Phase-I : Within Five Days of Occurrence of Death

- Submit following documents to Effective Records (ER) Group under intimation to Non-Effective (NE) & Pension Group Record Office:-
  - ✓ Part II Order notifying the death.
  - ✓ Final No Demand Cert.
  - ✓ No personal occurrence pending certificate.
  - ✓ No claim pending cert.
  - ✓ Death Certificate (Six Copies).
  - ✓ Details of leave availed.
  - ✓ Accumulation of leave certificate.
  - ✓ Kit Deficiency Certificate.
  - ✓ Details of withdrawal of AFFP Fund in last five years.
  - ✓ IAFF-958, pay closure certificate, AFMSF-2A and Field Conduct Sheet.
  - ✓ Auth letter for OIC Records to dispose of estates (incl IRLA credit).
  - ✓ Detailed report of casualty.
- Send one copy to PAO (OR) through AWAN/FAX for processing the Final Settlement of Account (FSA). Ink signed copy must follow within three days.
- Simultaneously apply for following claims / documents:-
  - ✓ Process case for notification of BC to IHQ of MoD through proper channel.
  - ✓ Claim for AWWA Grant.
  - ✓ Claim Ex-Gratia from State Govt.
  - ✓ Submission of initial claim for DSP Bank Account within 90 days of death.
  - ✓ Apply Education Scholarship Entitlement Card from MP Dte.
  - ✓ Claim Postal Life Insurance Amount.
- Also intimate Record Office of the claims raised.

### Phase-II : Within seven days of Occurrence of Death

Submit the following documents to Records Office :-

- Death Cert.
- Post-mortem report
  - (if applicable).
- Photocopy of counter folio of
  - railway warrant / e-ticket (if applicable).
- AGIF Claim as per Appx 'G' of AO 23/2002/AGI.
  - Copy of FIR (if applicable).
- Send copy to (AGI/FSA/FP & Welfare Sec) NE & Pension Group.

### Phase - III : Earliest on Finalization

- Forward following documents to Record Office on completion:-
  - ✓ Post-mortem Report
  - ✓ (if applicable).
  - ✓ Viscera / Chemical Analysis Report (if applicable).
  - ✓ AFMSF-93 Part (Cert of attributability) if died in Mil Hosp.
  - ✓ Ink signed copy of Court of Inquiry. Day to day charter duties for 14 days (Death due to heart diseases).
  - ✓ Statement of Case for claiming Ex-Gratia from Central Govt in BC and PC (attributable) (within 30 days) from date of death.
  - ✓ Final Police Investigation report (Accidental death).
  - ✓ Fwd Identity Card destruction certificate to issuing auth under intimation to Record Office.