

**CHECK LIST FOR PROCESSING CLAIM DOCUMENTS FOR GRANT OF
DEPENDENT FAMILY PENSION TO PHYSICALLY /MENTALLY
DISABLED CHILDREN OF ARMED FORCES PENSIONERS**

Documents Reqd When Claim is Processed During Life Time of Parents

1. A medical certificate (in **original**) issued by the competent medical officer (not below the rank of Civil Surgeon/Brigadier) specifying the nature of physical/mental disability and degree of disablement (format enclosed).
2. Unemployment Certificate of the applicant issued by Revenue Deptt duly countersigned by Zila Sainik Board.
3. Appointing Authority Certificate in terms of Govt of India, Min of Def letter No A/49601/AG/PD-4(E)/3363/D(Pension/Service) dated 27 Aug 1987 and Govt of India, Min of Def, Department of Ex-Servicemen Welfare letter No NPC-MF-Air HQ/24229/283/FPHC/PP&R-3(I)582/A/D(Pension/Services) dated 29 Nov 2005 (**To be issued by AG/MP 5&6 at the time of initiation of the claim to PCDA (P) Allahabad**).
4. An affidavit sworn in before a First Class Judicial Magistrate/Executive Magistrate for appointing Legal Guardian of the claimant (**If the claimant is mentally disabled**) (specimen attached).
5. Nomination as per, annexure to Govt of India letter No PC MF AirHQ/24299/283/FPHC/PP&R-3 (i)/2678/D (Per/Policy) dated 26 Oct 2007 for receiving Dependent Family Pension on behalf of the claimant (**If the claimant is mentally disabled**) (specimen attached).
6. Consent Certificate of Legal Guardian (**If the claimant is mentally disabled**) (specimen attached).
7. Details of bank Acct of the applicant alongwith a cancelled cheque. The account should be opened in the name of the disabled child under the Legal Guardianship of the Legal Guardian (**If the claimant is mentally disabled**).
8. Pension acct details of the pensioner alongwith a cancelled cheque leaf.
9. Details of children of the officer duly countersigned by the office of AG MP 5&6 (format enclosed).
10. Three passport size photographs of the claimant.
11. Three joint photographs with Legal Guardian duly attested by Zila Sainik Board (**If the claimant is mentally disabled**).
12. PAN Card and Aadhaar Card of the claimant.

13. PAN Card and Aadhaar Card of the Legal Guardianship (**if the claimant is mentally disabled**).

14. Mobile No and E-mail id of the pensioner.

15. Complete set decree of divorce duly attested by a Court Registrar (In case of disabled and divorced daughter).

16. Copies of all available PPOs of the retired officer.

Additional Documents Required (when the claim is Initiated after Demise of Parents)

17. MPB-501 & MPC-60 (Application for Family Pension) in triplicate (format enclosed).

18. Death Cert of Parents.

19. Certificate of Legal Guardianship in terms of the National Trust for Welfare of Pensions with Artisan, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act 1999 issued by the Dist Commissioner/Deputy Commissioner (**if the claimants is mentally disabled**).

20. An affidavit sworn in before a First Class Judicial Magistrate containing the following details of the applicant:-

(i) Name of the parents.

(ii) Date of birth.

(iii) Marital Status.

(iv) Dependency.

(v) Monthly income status from all sources.

(vi) Details of sisters and brothers of the claimants alongwith their marital status.

21. No Objection Certificates from all brothers/sisters.

22. An income certificate issued by the Revenue Authorities (i.e Tehsildar and above) showing annual income of the applicant from all sources.

23. Last Pension Payment Certificate issued by the bankers of the pension/finally pensioner (as the case may be) showing date upto which payment of pension was made.

TO BE PREPARED ON NON JUDICIAL STAMP PAPER

APPOINTMENT OF LEGAL GUARDIAN

DECLARATION

I hereby solemnly affirm that I _____ a
commissioned officer of the Army. My full Particulars are given below :-

Particulars of the officer

Personal Number :
Rank :
Name :
Date of Birth :
Date of Commission :
Date of Retirement :
Name of my wife :
Residence address :

Passport
Size
Photograph
of
pensioner

I have a mentally/physically challenged son/daughter since birth. He/She is unmarried and is incapable of earning his/her own living. He/She is entirely dependent on me (and my wife). His/her particulars are as follows :-

Name :
Date of Birth :
His/Her Photographs is attached alongside :

Passport
Size
Photograph
Handicapp-
ed Child

I hereby appoint my son/daughter, whose particulars are given below, as the legal guardian of my son/daughter after the demise of myself and my wife. Particulars of my son/ daughter are given below :-

Name :
Date of Birth :
His/Her photographs is attached alongside

Passport
Size
Photograph
of
appointed
Legal
Guardian

Verification

I, the above named deponent hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material/relevant has been concealed there from.

Verified at _____ on this the _____ day of _____

CONSENT CERTIFICATE FROM THE NOMINEE

I, _____ S/D/o _____
hereby give my consent to the effect that, I am willing to act as Legal Guardian for my
_____ elder/younger brother/sister,
_____ S/D/o _____, who is
mentally/physically challenged child.

ATTESTED BY (COURT /NOTARY)

NOMINATION FORM

Annexure to Govt of India letter No PC MF Air HQ/24299/283/FPHC/PP &R- 3(i)/2678/D (Pen/Policy) dated 26 Oct 2007.

Nomination for receiving family pension on behalf of mentally retarded child to whom family pension is admissible under MoD letter No A/49601/AG/PS-4(e)/3363/B/D(Pen/Sers) dated 27 Aug 87 as amended from time to time.

I _____, hereby nominate the person/persons mentioned below who is/are member(s)/non members(s) of my family, to act as guardian after the death of undersigned and my wife/husband, Smt _____/Shri _____ for my mentally retarded son/daughter and to receive the amount of life long family pension as admissible under MoD letter cited above and which may be authorized by Central Govt :-

Name and Address of nominee	Relationship with the Govt servant/spouse	Age	Contingencies on the happening of which the Nomination becomes invalid	Name, address, relationship and age of the person/ persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Govt, servant and surviving spouse or the nominee dying after the death of Govt servant and surviving spouse.
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This nomination supersedes the nomination made by me on _____ which stands cancelled.

(i) The Govt servant/pensioner/spouse shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) The Govt servant/pensioner/spouse shall submit the following additional documents with this nomination.

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(a) Consent letter from nominee to the effect that he is willing to act as guardian for the mentally retarded child.

(b) Two Photographs of nominee (s) duly attested by Gazetted Officer.

Dated this _____ day of _____ 20____ at _____

Signatures and addresses of the witnesses

1.

2.

Signature of Govt servant
(Including retired/Spouse) with
Full address.

(To be filled by the Head of Office)

Nomination by Sh/Smt _____

Designation _____

Date of receipt of Nomination _____

DETAILS OF CHILDREN IN RESPECT OF IC

Ser No	Name	Relationship with Pensioner	Marital Status	Date of Marriage	Date of Birth	Whether disabled or not

Date :-

(Signature of parents/guardian)

COUNTERSIGNED

Station : New Delhi

(Army HQ)

Dated :