



दिल्ली विश्वविद्यालय University of Delhi
पेंशन प्रकोष्ठ PENSION CELL
ROOM NO. 206, 2ND FLOOR,
NEW ADMINISTRATIVE BLOCK,
DELHI-110007

-1-

FORM OF APPLICATION
(Family Pension Scheme for University Employees)
To be submitted in duplicate

The Registrar/Finance Officer
 University of Delhi
 Delhi-110007

Application for a family pension for the family of Late
 Shri/Smt.
 Designation.....
 Department.....

Space for
 Photograph
 of Family Pensioner
 (To be attested by
 Dean/HOD/
 In-Charge/Group A
 Officer with rubber
 stamp and seal)

1. Name of applicant
2. Relationship to the deceased University Employee.....
3. Date of Retirement, if the deceased was a Pensioner.....
4. Date of Death of University Employee
5. Name and ages of surviving relatives and family of the deceased :

Details	Name	(Date of Birth by Christian era)
Widow/Widower		
Sons		
Daughters		

6. **Account No. of SBI,**
6. (a) Bank address
7. Signature or left-hand thumb impression (in the case of
 those who are not literal enough to sign their Names)
8. Left-hand thumb and finger impressions:

- | | | | | |
|--------------|-------------|---------------|--------------|-------|
| Small Finger | Ring Finger | Middle Finger | Index Finger | Thumb |
|--------------|-------------|---------------|--------------|-------|
9. Full Address of the Applicant
 10. PAN Card No. 11. Aadhar Card No.
 12. Mobile No.

13. Witness Details

S.No.	Name	Address	Signature
1.			
2.			

Notes:- 1. The descriptive roll (column 8) and signature or left hand-thumb and finger impression accompanying application for family pension should be in duplicate in two separate sheets and **attested by Dean/HOD/In-Charge/Group-A Officer or person of respectability in the Town Village or Pargana in which the applicant resides.**
 Encl: 1. Copy of the Death Certificate of the pensioner.
 2 Family pensioner self-attested copy of Pan Card, Aadhar Card and Bank information copy.

**To be attested by Dean/HOD/In-Charge/
 Group A Officer with rubber stamp and seal**



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-2-

FORM OF APPLICATION
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13. Witness Details

S.No.	Name	Address	Signature
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2.			

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 2 Family pensioner self-attested copy of Pan Card, Aadhar Card and Bank information copy.

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-3-

Application for drawl of pension through State Bank of India,
Delhi University Branch, Delhi.
 (To be submitted in Duplicate)

The Registrar/Finance Officer
 University of Delhi,
 Delhi-110007

Space for Photograph of Family Pensioner (To be attested by Dean/HOD/ In-Charge/Group A Officer with rubber stamp and seal)
--

Sir,

I opt to draw my Pension through the Delhi University Branch of State Bank of India and given below are the necessary particulars to enable you to make necessary arrangement in this regard.

1. Particulars of Pensioner :

- (a) Name :
- (b) Present Address :
- (c) Permanent Address :

2. Pensioner's Savings/Current A/c No..... at **State Bank of India** to which Pension is to be credited (**passbook copy alongwith copy of PAN Card & Aadhar Card should be enclosed**).

- (a) State Bank of India, Branch Address _____
- (b) IFS Code _____
- (c) Aadhar Card No. _____
- (d) PAN Card No. _____

Yours faithfully,

Place:

Date:

Signature _____

Name _____

--

Pensioner's Specimen Signature as in the
 Bank Records

**To be attested by Dean/HOD/In-Charge/
 Group A Officer with rubber stamp and seal**



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-4-

Application for drawl of pension through State Bank of India,
Delhi University Branch, Delhi.

(To be submitted in Duplicate)

The Registrar/Finance Officer
University of Delhi,
Delhi-110007

Space for
Photograph
of Family Pensioner
(To be attested by
Dean/HOD/
In-Charge/Group A
Officer with rubber
stamp and seal)

Sir,

I opt to draw my Pension through the Delhi University Branch of State Bank of India and given below are the necessary particulars to enable you to make necessary arrangement in this regard.

1. Particulars of Pensioner :

(a) Name :

(b) Present Address :

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2. Pensioner's Savings/Current A/c No..... at **State Bank of India** to which Pension is to be credited (**passbook copy alongwith copy of PAN Card & Aadhar Card should be enclosed**).

(a) State Bank of India, Branch Address _____

(b) IFS Code _____

(c) Aadhar Card No. _____

(d) PAN Card No. _____

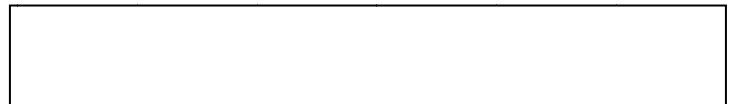
Yours faithfully,

Place:

Date:

Signature _____

Name _____



Pensioner's Specimen Signature as in the
Bank Records

To be attested by Dean/HOD/In-Charge/
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-5-

Yearly declaration of Male/Female Family Pensioner Whose Pension are terminable on their Marriage/Re-Marriage.

I hereby declare that I have not got re-married and I undertake to report such any event promptly to the University of Delhi.

(Application only for widow recipient of family pension and to be furnished only once)

Or

I hereby declare that I am not married/I have not got married during the past six months.

(To be submitted by widowers and unmarried daughters once every six months in May and November)

Pensioner/Family Pensioner's PPO No. Signature.....

Place: Name of the family pensioner.....

Date: Widower/Widow of the Late Smt./Sh.

I certify to the best of my knowledge and belief that the above declaration is correct.

Place:

To be attested by Dean/HOD/In-Charge/
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Date:



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-6-

NOMINATION FORM FOR ARREARS OF PENSION

(To be submitted in duplicate)

The Registrar,
University of Delhi,
Delhi- 110007.

Sir,

I....., hereby nominate the person/persons named below, under

(Name of pensioner in Capital Letters)

Clause 16(ii) of Appendix 'A' to Statute 28-A for the payment of arrears of pension:-

1. Details of the Nominee's :

S.No.	Name and Address of the Nominee	Date of Birth	Relationship with pensioner	Share to be paid
1.				
2.				
3.				

2. Name and address of person who may receive the said pension if the nominee is minor :

3. Name and address of other nominee in case the nominee under Column(1) Predecessors the pensioner :

3. (a) Date of Birth :

4. Relationship with pensioner :

5. Contingency on happening of which nomination shall become invalid :

Place:

Date:

.....
Signature/Thumb-Impression,
If the pensioner is illiterate

Name of pensioner.....

Address.....

Ph.No.

Witness:

Signature.....

Name.....

Address.....

**To be attested by Dean/HOD/In-Charge/
Group A Officer with rubber stamp
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-7-

NOMINATION FORM FOR ARREARS OF PENSION

(To be submitted in duplicate)

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University of Delhi,
Delhi- 110007.

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I....., hereby nominate the person/persons named below, under

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3. (a) Date of Birth :

4. Relationship with pensioner :

5. Contingency on happening of which nomination shall become invalid :

Place:

Date:

.....
Signature/Thumb-Impression,
If the pensioner is illiterate

Name of pensioner.....

Address.....

Ph.No.

Witness:

Signature.....

Name.....

Address.....

**To be attested by Dean/HOD/In-Charge/
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LIFE CERTIFICATE TO BE SUBMITTED BY FAMILY PENSIONER

(To be furnished by pensioner/Family Pensioner once a year in November in concerned Bank)

Certified that I have seen the Pensioner/ Family Pensioner Sh./Smt./Ms.

.....husband/wife/son/daughter of

Shri./Smt.....Retired/Retiring on

from University of Delhi, he/she is holder of Pension from the University of Delhi and that he/she is alive on

this date.

To be attested by Dean/HOD/In-Charge/Group A Officer
with rubber stamp and seal

Place:

Date:

NON –EMPLOYMENT/RE-EMPLOYMENT CERTIFICATE

(Applicable in the case of pensioner/Family Pension)

To be given by pensioner once a year in November

- I declare that I have not received any remuneration for serving in any capacity in an establishment of the Central Government/State Government, the University or its affiliated Colleges, Central Autonomous Bodies, Central/State Undertaking, R.B.I Nationalized Bank /L.I.C/G.I.C, etc., during the year ended in November.....

- I declare that I have been employed/re-employed in the office of.....
..... and was in receipt of the following emoluments during the period.

My SAVING A/c No. with you is Lgr. No.....A/c No.....

Signature.....

Name of the pensioner.....

Permanent Address.....

.....

.....

- Strike out whichever is not applicable.

To be attested by Dean/HOD/In-Charge/
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Ref. No. Fin./Pen.Cell/2022-23/

Dated:

The Family Pensioner

Name.....

Address.....

.....

महोदय महोदया /,

Dear Sir/Madam,

मैं आपको सूचित करता हूँ कि कार्यकारी परिषद की २१ मार्च २०१२ को सम्पन्न बैठक में परिषद ने भारत सरकार द्वारा समरूपता लाने के लिए आरंभ की गई योजना प्राधिकृत बैंक के माध्यम से केंद्रीय सरकार सिविल पेन्शनभोगियों की पेंशन के भुगतान हेतु योजना के अनुसार भारतीय स्टेट बैंक के माध्यम से दिल्ली विश्वविद्यालय के पेन्शनभोगी और परिवार पेंशन भोगियों की मासिक पेन्शन के संवितरण हेतु नयी प्रक्रिया को अपना लिया है।

I am to inform you that the Executive Council, in its meeting held on 21st March, 2012, has adopted a new procedure for disbursement of monthly pension in respect of the pensioners and family pensioners of the University through State Bank of India as per identical "Scheme for Payment of Pension for Central Government Civil Pensioners through Authorized Bank" introduced by the Government of India.

कता के अनुसार ट बैंक की आवश्यकता के संवितरण हेतु भारतीय स्टेट परिवार पेन्श / नम से पेन्शबैंक के माध्यम या जाना अनिवार्य है कि प्रस्तुतलिखित जानकारी को तत्कालभोगियों द्वारा निम्नपरिवार पेन्श/पेंशनभोगी ताकि विश्वविद्यालय द्वारा पेंशनन जारी करने केपरिवार पेन्श/लिएउस जानकारी को भारतीय स्टेट बैंक को भेजा जा सके और पेन्शनभोगी/परिवार पेन्शनभोगी को आबंटित पी निर्धारित जानकारी सहित पनंबर के संबंध में अन्य .ओ.पी.त्र जारी किया जा सके।

As per the requirement of State Bank of India for disbursement of pension/family pension through the bank the following information is essentially required to be submitted by the pensioner/family pensioner, immediately so as to enable the University, to send the same to State Bank of India to release the pension/family pension as well as to issue the letter to pensioner/family pensioner with reference to the allotted PPO Number together with the other prescribed information there for:-

1. पेंशनभोगीनभोगी का वचनबंधपरिवार पेन्श/ (प्रति संलग्न) Undertaking by the pensioner/family pensioner (copy enclose).....

2. पेंशनभोगी की पत्निनभोगी के साथ उसका संबंधनभोगी का नाम तथा पेन्शपरिवार पेन्श /पति का नाम/

.....

Name of the wife/husband of the pensioner/name of the family pensioner and his/her relationship with the pensioners:

.....

3. परिवार पेंशनभोगीतिपति की जन्म/पत्नि/थि (हैप्रमाण हेतु उसकी प्रति संलग्न)

Date of Birth of family pensioner/wife/husband (with its copy of proof):

.....

(i) उनका स्थायी लेखा सं..... (उसकी प्रति सहित)

His/Her PAN Number..... (with its copy)

(ii) उनका आधार कार्ड सं..... (उसकी प्रति सहित)

His/Her Aadhar Card Number..... (with its copy)

(iii) वर्तमान दूरभाष नंबरमोबाइल नंबर/.....यदि कोई हो

Latest Land Line No./Mobile No.....if any :

आपसे अनुरोध है कि कृपया उपर्युक्त जानकारी स्पष्ट अक्षरों में भरकर यथाशीघ्र भेजें।

You are kindly requested to send the above information in capital letter expeditiously.

भवदीय Yours faithfully,

Sd/-

संयुक्त कुलसचिव (वित्त)
Joint Registrar (Finance)



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पेन्शनभोगी के बचनबंध पत्र का नमूना
Specimen Letter of Undertaking by the Family Pensioner

दिनांक Date :

शाखा प्रबंधक The Branch Manager,
भारतीय स्टेट बैंक State Bank of India,
दिल्ली विश्वविद्यालय University of Delhi,
दिल्ली Delhi – 110007 (1067)

महोदय महोदया /

Dear Sir/Madam,

आपके कार्यालय के माध्यम से पी.पी .सं .ओ..... के तहत पेन्शन का भुगतान।

Payment of Pension under P.P.O. No. through your office.

मेरे अनुरोध पर प्रत्येक माह मुझे देय पेन्शन की राशि का भुगतान आपके यहाँ से मेरे खाते में क्रेडिट करने पर आपकी सहमति दिए जाने के मद्देनजर मैं अधोहस्ताक्षरी सहमत हूँ और वचन देता हूँ कि मैं ऐसी कोई भी राशि जिसका मैं हकदार नहीं हूँ या ऐसी राशि जिसका मैं हकदार हूँ या रहूँगा या हूँगा से अधिक यदि मेरे खाते में क्रेडिट कर दी गई हो, तो उसे वापस कर दूँगा/दूँगी। मैं इसके द्वारा यह भी / देती/वचन देता हूँ और सहमत हूँ कि मैं स्वयं एवं मेरे वारिश उत्तराधिकारी, निर्वाहकों, प्रशासक योजना के तहत मेरे खाते में मेरी पेन्शन क्रेडिट करने में बैंक द्वारा हुई या वहन की गई किसी भी हानि के लिए और के संबंध में बैंक को क्षतिपूर्ति करने के लिए एवं इसका बैंक को तत्काल भुगतान करने के लिए बाध्य होंगे तथा मैं बैंक का अपरिवर्तनीय रूप में प्राधिकृत भी करता हूँ कि मेरे उपर्युक्त खाते या बैंक के जहाँ मुझसे संबंधित अन्य खाते जमाओं में से डेबिट कर देय राशि की वसूली कर लें।

In consideration of having agreed my request to make payment of pension due to me every month by credit to my account, I, the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors and administrator to indemnify the bank from and against by loss, suffered or incurred by the bank in so crediting my pension to my account under the Scheme and to forthwith pay the same to the bank and also irrevocably authorize the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

भवदीय Your faithfully,

हस्ताक्षर Signature :

नाम Name :

पता Address:

.....

साक्षी केवल परिवार के सदस्य Witness only family/ members; (Self-attested copy of identification documents of witness ex. PAN Card, Aadhar Card, Driving License etc. along with copy of passbook)

हस्ताक्षर Signature:

हस्ताक्षर Signature :

नाम Name:

नाम Name :

पता Address:

पता Address:

दिनांक Date:

दिनांक Date:

बचत खाता सं.

बचत खाता सं.

Saving A/c. No.

Saving A/c. No.

Bank Name

Bank Name



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UNDERTAKING

The Finance Officer
University of Delhi
Delhi-110007

Sir,

1. I am to inform you that I am not drawing/receiving any other pension

Please choose or

2. I am drawing/receiving other pension/family pension

Please choose or

2 (a). If in Sr. No. 2, please provide details.....

Name:-.....

Signature:-.....

Designation:-.....

Address:-.....

.....

.....

Dated:-.....

To be attested by Dean/HOD/In-Charge/
Group A Officer with rubber stamp and seal