

English Version of subject matter of circular letter No. 4066-3 GSII-71/22959, dated 29th July, 1971.

*Subject :—*Ex-gratia grants and other facilities for families Government employees who die while in service.

I am directed to invite reference to Haryana Govt. circular letter No. 9054-4GS 79/32230, dated the 22nd December, 1970 on the subject noted above which was accompanied with the proformae to be furnished when applying for recommending ex-gratia grants etc. in question. Experience has shown that these proformae need to be modified in certain respects and revised proformae are accordingly forwarded herewith and it is requested that these proformae should be used in future in place of the earlier ones. It may also be noted that one form (Affidavit A/I) has been provided in addition to the earlier ones and this affidavit has to be submitted on a non judicial paper of the value of 10 paise.

2. It may be reiterated that proposals for ex-gratia grants should be prepared on top priority basis and should be finalized with the minimum possible delay. Assistance to the dependents has to be provided at the earliest and all steps must be taken to avoid any undue loss of time.

3. Please acknowledge receipt of this letter.

FORM OF APPLICATION FOR EX-GRATIA GRANT

PART A

Application from the family of late Shri/Shrimati _____ employed as _____
in the office/department of _____

- (1) Name and full address of applicant.
- (2) Relationship to the deceased Government employee.
- (3) Date of death of the Govt. employee.
- (4) Names and ages of surviving relations of deceased.

Name	Age

- (a) Widow/Husband.
- (b) Sons.
- (c) Un married daughters.
- (d) Widowed daughters.
- (e) Parents wholly dependent on the deceased Govt. employee.
- (f) Widowed/Un married sisters.

5. General financial conditions of the family.
(To be indicated in affidavit proforma A/I)

6. Any source of income.

7. Qualifications and other particulars of any members of the family wishing to be considered for Government employment.

8. In case the widow/or any member of the family of the deceased is employed, give details of employment indicating the monthly emoluments drawn in each case.

9. Any other relevant information.

Place _____

Date _____

(Signature of applicant)

(Proforma A/I)

AFFIDAVIT

I _____ son of/wife of/daughter of
late Shri _____ resident of _____
Tehsil _____ District _____

do hereby solemnly affirm and declare as under :—

THAT at the time of death of my father/husband, he and all the members of his family owned the following assets :—

- (1) Cash in Bank/Post Office _____
- (2) Amount covered by Insurance Policy _____
- (3) Cash Jewellery _____
- (4) Details of Movable/Immovable property and other investments _____

DEPONENT

Verification :—

I further do hereby affirm and declare that the above contents of my affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

DEPONENT

Date _____

Place _____

PART 'B'

(To be filled in by the Head of office/Department)

1. Name of the deceased employee.
2. Circumstances under which the employee died.
3. Length of Service.
4. Date of birth.
5. Details of monthly emoluments drawn at the time of death (with pay scale).
6. Financial condition of the family alongwith exceptional features, if any.
7. Record of service alongwith exceptional features, if any.
8. Property owned by the deceased employee (copy of property declaration be attached).
9. Period between date of retirement and date of death
10. (a) Benefits which would have been accrued to the deceased by way of pension/gratuity, if he had retired in the normal course.
(b) Benefits his family will now receive as family pension/gratuity.
11. Amount of G.P. Fund at the credit of the deceased at the time of death.
12. Where are the sons of the deceased settled and what are their monthly incomes ?
13. Recommendations, if any in regard to Column 7 Part 'A'
14. Amount of ex-gratia grant recommended.

Note :— The ex-gratia grant is normally to be equivalent to ten times the monthly emoluments drawn by the deceased Government employee subject to a minimum of Rs. 5,000/- and a maximum of Rs. 15,000/-.

Dated :—

Signature of
Head of Office/Department.

PART 'C'

(For use of the Administrative Department/Head of Department)

- (1) Recommendation by the Head of Department.
- (2) Recommendation by the Administrative Department.

PART 'D'

Forwarded to the Chief Secretary to Govt. Haryana (General Services Branch) for information and necessary action.

2. The confidential record and the Service Book (the letter in the case of a non-gazetted Government Servant) of late Shri/Shrimati_____are enclosed.

Secretary to Government, Haryana,
_____Department.