

Details to be furnished when Family Benefit Scheme payments are referred to Government for sanction

1. Date of birth and date of entry into regular service of the subscriber :
2. Date of retirement/death/relief :
3. Date of option & date of its acceptance and date of commencement of recovery :
4. Option and nomination statement filed by the subscriber in original :
5. If option and nomination are not available even after a thorough search a certificate to that effect explaining the circumstance under which they are lost and a certificate to the effect that they are lost irrecoverably. :
6. Month-wise details of subscriptions recovered with details of (i) gross and net amount (ii) date of encashment of the bills (iii) name of treasury (iv) reasons for non-recovery of subscription if any :
7. Total amount due to be recovered from the subscriber :
8. Total amount recovered from the subscriber :
9. Balance amount of subscription to be recovered, if any :
10. Excess subscription recovered if any :
11. Reason for short recovery, if any :
12. Whether the subscription recovered as per Col. No.7 has been got reconciled with treasury figures :

13. Whether printed Register-Cum-Broadsheet is maintained in the prescribed form for posting the deductions towards Family Benefit Scheme including those of self drawing officers in that office :
14. Whether the figures in the register being got reconciled with treasury figures regularly, if not the reason for it and action taken against the responsible officer for the delay in reconciling the figure :
15. Whether the subscriber had put in written request for non recovery of subscription and if so whether he was made aware of the 'drops out' clause under the scheme while accepting the request :
16. The designation of drawing and disbursing Officer :
17. Name of Treasury from which the amount is to be drawn :
(To be furnished in death cases only)
18. Attested copy of death certificate :
19. Enquiry certificate in the form appended in G.O.(P)466/87/Fin. Dated, 21.5.1987.
(If the date of death of the subscriber is on or after 1.8.1987 a certificate is required as per G.O.(P) 636/87/Fin. dated: 1.8.1987 :
20. Name and details of legal heirs including marital status and relationship :
21. Whether legal heir ship certificate is available :
22. Whether indemnity bond is available :
23. Remarks if any to be offered :