

APPENDIX II

The Tamil Nadu Co-operative Milk Producers' Federation Limited

Aavin Illam :: Madhavaram Milk Colony :: Chennai 600 051 /

..... District Co-operative Milk Producers' Union Limited

Application claiming monthly ex-gratia family Pension by the spouse/Children of deceased employee

Affix Passport size photograph of the legal heir/claimant of the deceased employee

Capacity of the claimant/s (please tick the appropriate box)	Spouse		Child/Children	
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I.	DETAILS OF THE DECEASED EMPLOYEE:-	
1	Name of the Employee and Designation	
2	Employee Code No.	
3	Sex (Male / Female)	
4	Marital status (Married / Unmarried)	
5	Date of Birth	
6	Father's / Husband's Name	

7	Date of Appointment				
8	Date of Retirement (To be filled up if the employee is deceased after the date of retirement)				
9	Number of years of service				
10	Last place in which the employee worked at the time of Retirement				
11	Date of Death of the employee				
II.	DETAILS OF THE CLAIMANT/S:-				
1	Name of the Spouse				
2	Date of death of Spouse of the employee (should be furnished when claim is made by child/children)				
3	Name/s of eligible child/children of the deceased employee (If the claim is made by eligible child/children, after the death of the spouse)				
4	Relationship of the claimant/s with the deceased employee (in cases where the child/children of the deceased employee is/are the claimant/s)	S No	Name	Date of birth	Relationship with deceased employee
		1			
		2			

5	Permanent Address					
5.a	Address for Communication					
6	Contact details:					
	Phone No.					
	Mobile No.					
	E-mail id:					
7	Particulars of family:					
	Sl. No.	Name	Date of Birth	Relationship with Employee	Indicate against Minor	
					Guardian Name	Relationship with Employee
8	Details of Savings Bank Account:					
	a. Name of the Bank b. Name of the Branch c. Savings bank account no. d. IFSC Code of the Bank					
9	Documents enclosed (indicate as per instructions)	1. 2. 3. 4. 5.				

DECLARATION

I hereby solemnly declare that –

1. the particulars given in this application are true and correct.
2. in case, if any one or more of the above particulars is/are found to be false/incorrect and perpetrated to claim the ex-gratia pension, I/we undertake to return the pension in full with interest and I shall abide myself for any action that may be initiated by Federation/Unions in this regard.

Place:

Date:

Signature of the spouse/legal heir/s of the deceased employee

To be attested by the Unit Officer of the last worked place of the deceased employee after duly verifying the details furnished above by the applicant.

Place:

Date:

Signature with Seal of the Unit Officer

Instruction to fill up application for monthly Ex-gratia Family Pension to the retired employee

- 1) All details shall be filled up by the applicant legibly in capital letters without any omission.
- 2) A passport size photograph of the claimant/s shall be affixed on the application. Further the applicant/s shall enclose three copies of photographs of the claimant/s (size 5 cm * 7cm) and photographs of each of the family members indicated in sl.no.II.7 of the application form duly writing the name of the family member and signed by the applicant on the reverse side of the photograph.
- 3) Enclose copy of the death certificate of the deceased employee in proof of date of death indicated in sl.no.I.11 of application form. In case the application is submitted by Child/Children of the retired/deceased employee after the demise of the spouse, death certificate of the spouse should be furnished.
- 4) Enclose legal heir certificate in original in proof of sl.no.I.11 of the application form.
- 5) In case of ex-gratia family pension claim by a minor, the application form shall be signed by the legal guardian, duly furnishing the order of the Competent Civil Court.
- 6) Enclose Photo copy of the first page of savings bank account indicated in sl.no.II.8 of the application form duly attested by the applicant.
- 7) All documents enclosed as indicated in sl.no.II.9 of application form shall be self attested by the applicant.
- 8) The application form shall be submitted by the legal heirs of the deceased employees at the Unit of TCMPF / Union where deceased employee worked on the date of death.
- 9) The legal heir of the deceased employee shall submit live certificates in the prescribed format once in a year in the month of December before 31st day of that month to the Unit office concerned of the TCMPF/Union. If live certificates are not submitted before the date mentioned, ex-gratia family pension shall be withheld from the month of January. Only on receipt of live certificate disbursement of ex-gratia family pension shall be made/resumed.