

F. No. 27(3)-EV(B)/77
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 24th February, 1977

OFFICE MEMORANDUM

SUBJECT : Scheme for providing immediate relief to the families of Government servants who die while in service.

The undersigned is directed to invite a reference to this Ministry's O.M. No. 11(1)-EV(B)/71, dated the 19th November, 1971 on the subject noted above and to say that families of Government servants who die while in service are eligible for relief in the form of advance limited to 3 months' pay of the deceased Government Servant or Rs.1,000/- whichever is less, subject to the condition that the amount so sanctioned does not exceed the estimated payment due to the family. A doubt has arisen as to whether at the time of making such payments, outstanding Govt. dues should also be taken into account.

2. The idea is that in the event of the death of a Govt. servant the family should get immediate relief, as provided in the orders on the subject soon after the death of the Govt. servant. In cases where the Administrative Authorities are in a position to assess the Government dues payable by the deceased Government servant, they may do so on the same day and, on assessment, if they find that the dues are more than the payment to be made to the family, they may not allow any immediate relief. In other cases, where assessment of the Government dues is not possible on the same day, the 'immediate relief' should be allowed immediately on receipt of the intimation about death by the Head of Office and the balance of the Govt. dues, if later found to be in excess of the payment to be made to the family, may be written off.

3. In so far as the persons serving in the Indian Audit & Accounts Department are concerned these orders have been issued in consultation with the Comptroller & Auditor General of India.

Sd/-

S.S.L. Malhotra
UNDER SECRETARY TO THE GOVERNMENT OF INDIA.

- (2) Status of the Government servant (whether gazetted or non-gazetted).
- (3) The emoluments last drawn.
- (a) Pay including special pay or personal pay, if any.
 - (b) Dearness allowance.
 - (c) Interim relief.

Total: Rs. _____

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- (4) Amount of advance sanctioned.
- (5) Name or names of the beneficiaries to whom the payment of advance is to be made.

The sanction should also indicate the manner in which the advance has to be adjusted.

- (iv) Head of Account: Advance paid under this Office Memorandum should be debited to the Head of Account "T Deposits and Advances - Part III Advances not bearing interest - Departmental Advances - Civil Advances O.B.A."

- (v) Adjustment of Advances: The advance will be adjusted against the arrears of pay and allowances including leave salary, death-cum-retirement gratuity, balances in the Contributory Provident Fund or General Provident Fund or any other payment due in respect of deceased Government servant and becoming payable to the family. The adjustment of advance should be made as soon as possible but should not be delayed beyond the period of six months reckoning from the date of sanction of the advance.

- (vi) Beneficiaries:

- (a) In case the deceased Government servant was governed by the provisions of the Liberalised Pension Rules or was a subscriber to the Contributory Provident Fund, the payment of advance should be made to the person or the persons in the same manner as the payment of death-cum-retirement gratuity or the payment of the balances in the Contributory Provident Fund would have been made.

- (b) In a case other than the one referred to in sub-clause (a), the payment of the advance

should be made to the person eligible to receive the death-gratuity becoming payable on the death of the Government servant.

(c) A separate undertaking should be taken from each person whom the payment of advance is made that he or she agrees to the amount of advance being recovered from any amounts payable on the death of the Government servant.

(vii) Payment of advance:- To enable the Head of Office to make immediate payment to the family of the deceased Government servant, the Head of Office is authorised to use, for this purpose, the imprest or other resource available with him. If the imprest or other resources are not sufficient to cover the payment, the Head of Office should draw the amount from the treasury on a simple receipt in a form similar to Form T.R.42 as provided in rule 669 of the Central Treasury Rules. As soon as the payment of advance has been made, the Head of Office will immediately inform the Audit Office and also advise him as to how the advance is to be adjusted against the payment becoming payable in respect of the deceased Government servant. The fact of the payment of the advance should also be indicated in Form CSR 25 and Form CSR 25-A. The fact of the payment of advance should also be made by the Head of Office in the Last Pay Certificate in respect of a non-gazetted Government servant. A copy of the letter sanctioning advance to a Gazetted Government servant may be endorsed to the Treasury Officer concerned so that the Treasury Officer may make specific mention of the advance in the Last Pay Certificate.

(viii) In the case of a Government servant who dies while on deputation in foreign service the advance may be sanctioned by the parent Department.

2. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

3. Formal amendment to General Financial Rules will be issued in due course.

Sd/. S.S.L. Malhotra
Under Secretary to the Govt. of India.

To

All Ministries of the Government of India etc.