

To

The Treasury/Sub-Treasury Officer
Manipur.

Subject: - Request for conversion of Family Pension for PPO..... on expiry
of pensioner Shri/Smt

Madam/Sir,

I have the honour to submit the following information: -

i).	PPO No.	
ii).	Name of pensioner (expired)	
iii).	Date of expiry/death	
iv).	Address	
v).	Applicant's Name	
vi).	Relation with pensioner	

It is requested to take up necessary action for conversion of family pension in my favour as I am the legal wife/husband of the deceased pensioner. The required documents are enclosed herewith as follows:

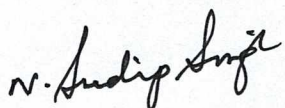
Sl. No.	Documents:	Encl. (Y/N):
1.	Death Certificate (Municipality/Govt. Hospital/Registrar of births & deaths)	
2.	Affidavit for claim of family pension (sworn in presence of Oath Commissioner)	
3.	Specimen Signature/Descriptive Roll	
4.	Attested photo-copy of Aadhaar of applicant	
5.	Three passport-sized photographs of applicant duly attested	
6.	No-loan/No-due/No-liability certificate or letter from bank (expired pensioner's a/c)	
7.	Photo-copy of bank-passbook of claimant	
8.	Photo-copy of electoral roll of claimant duly attested	
9.	Legal wife/legal husband certificate of applicant issued by concerned SDO	
<p>N.B.: i). All photo-copies to be attested by Gazetted Officer. Photo-copy of I-Card of attesting Gazetted officer to be enclosed</p> <p>ii). In case bank-account of claimant is opened in same branch of expired pensioner, there is no need to submit No-loan/No-due certificate of expired pensioner</p>		

Date:.....

Place:.....

Mobile/contact No.:

Yours faithfully,



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DESCRIPTIVE ROLL AND SPECIMEN SIGNATURE

1. Name of Applicant for family pension.....

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2. Name of expired pensioner.....

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3. PPO No.....

4. Address of applicant.....

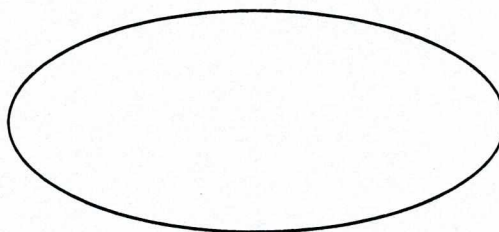
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5. Height of applicant.....

6. Identification mark of applicant.....

7. Date of birth of applicant.....

8. Thumb-print of applicant:



9. Specimen-signature of applicant

(i).....

(ii).....

(iii).....

Certified that the above information/details are true and is attested by me as follows:

.....
(Signature + official seal of gazetted officer)

N. Indira Singh

Passport photo of
applicant attested
by gazetted officer

Family-pensioner Verification Form No:

The family-pensioner

wife of/husband of

holder of PPO.....has personally appeared in front of me on

date.....

The identity of the family-pensioner has been verified along with the documents submitted in my presence.

Date:

(Treasury/Sub-Treasury Officer)

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N. Sudip Singh