No. 12/16/2026-P&PW (CPEN)/E-11922/5

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Pension & Pensioners' Welfare

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3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi
Dated: 29.10.2026

OFFICE MEMORANDUM

Subject: Provisions related to family pension and gratuity on death or disappearance of a serving Government servant – regarding.

The undersigned is directed to say that an examination of grievances filed on the CPENGRAMS portal has revealed substantial delay in the sanction of family pension and gratuity in certain cases involving the death or disappearance of a serving Government servant covered under the Central Civil Services (Pension) Rules, 2021. These delays are primarily attributable to a lack of adequate awareness among the family members of the deceased or missing Government servant about the relevant rules and instructions.

2. In this regard, a broad outline of the prescribed process for sanction of benefits is given in the following paragraphs:

A. On receiving intimation or information about the death of a serving Government servant, the Head of Office shall promptly examine entitlement to family pension and death gratuity under Rule 71, ascertain the nominated or eligible recipients, and approach the family with the prescribed claim forms. In case of missing of serving government servant, intimation about the event is required for taking action as mentioned above.

B. Where the family is eligible for death gratuity under Rule 45, the Head of Office shall address the family member eligible to receive gratuity in Format 11, advising that member to submit a claim in Form 9. Further, the Head of Office shall also address the eligible family member or guardian, as the case may be, in Format 12, advising submission of a claim for family pension in Form 10.

C. In a missing case, a First Information Report or a Daily Diary Entry or a General Diary Entry is to be lodged with the concerned Police Station. Under Rules 51(5) and 71(6)(c)–(d), the claims shall be supported by a copy of that report, a later police report confirming that

the person could not be traced despite efforts, the indemnity bond in Format 8 and the undertaking to the bank in Format 9.

D. Rule 51(8)(a) provides that family pension (including admissible arrears) and retirement gratuity in a missing case shall not actually be paid before six months have expired from lodging the police report.

E. In the case of death, family pension would be payable from the date following the date of death of the Government servant. In the case of a missing Government servant, family pension shall be payable from the date following the date up to which leave was sanctioned before the Government servant went missing, the date up to which pay and allowances have been paid to the Government servant, or the date on which a report was lodged with the concerned police station, whichever is the latest.

F. The special provisions for missing Government servants are not applicable to the cases excluded by Rule 51(10), involving a Government servant under investigation for alleged fraud, embezzlement or any other crime, or one who has been charged with or convicted of such crimes.

3. This issues with the approval of the competent authority.

29/10/2026

(Sanjay Bharti)
Under Secretary to the Government of India

To,
All Ministries/Departments/Organisations
(As per standard list)