

**LIST OF DOCUMENTS REQUIRED FOR SANCTION OF  
SECONDARY FAMILY PENSION FOR UNMARRIED / WIDOWED DAUGHTER**

1. Representation and Affidavit / declaration from Daughter.
2. Death certificates of both the Parents and Husband in case of Widowed daughter.
3. Unmarried certificate and Income certificate.
4. No objection certificate from other family members.
5. Bank mandate / Bank details of applicant for issue of PPO along with Link Bank details.
6. Two copies of Passport size Photographs of the applicant duly attested on two slips.
7. Two slips each bearing left hand Thumb and finger Impressions of applicant duly Attested along with full Name and address of Attesting officer. Attestation should be done by Two Gazetted Government servants or two or more persons of respectability in the town, village or pargana in which the applicant resides.
8. Descriptive Roll of the applicant, duly attested indicating (a) height and (b) Personal marks, if any, on the hand, face etc. (Specify a few conspicuous marks, not less than two, if possible)
9. Certificate of age (in original with two attested copies) showing the dates of birth of the children. The certificate should be from the Municipal Authorities or from the local Panchayat or from recognized school.
10. Two Specimen signatures of the applicant duly attested (to be furnished in two separate sheets)
11. Welfare Inspectors Note.
12. Competent authority Sanction for Secondary Family Pension along with AMOUNT sanctioned.
13. Dependency on Railway servant.
14. Sworn in Affidavit establishing the relationship with the pensioner.

**In case of Divorce:**

1. Divorce certificate and Certificate of Non receipt of maintenance and Non remarriage declaration.

## **DECLARATION**

I. I, Ms. \_\_\_\_\_ D/o Late \_\_\_\_\_  
Do hereby solemnly affirm and declare as follows:

II. MY father Sri \_\_\_\_\_ / retired as \_\_\_\_\_ from the office of \_\_\_\_\_ and expired on \_\_\_\_\_. I am the legal and bonafide daughter and the only surviving senior most legal heir of the deceased pensioner.

III. I am unmarried. I have not been working anywhere in any capacity and this not earning any livelihood.

IV. My father has not left behind any movable or immovable property. I am residing in own house/rented house at \_\_\_\_\_

\_\_\_\_\_

V. In the event of my above declaration proved otherwise, I am fully aware of the consequences and am liable to be taken up under extant Rules including discontinuance of family pension without any notice.

**Signature of the applicant**

**Witness**

Signature :

Name :

Designation :

Office :

Signature :

Name :

Designation:

Office :

**Declaration from the Secondary Family Pensioner  
(To be filled by the Beneficiary)**

1. I am employed in a Private firm/State Govt/Central Govt/Corporate office or any other \_\_\_\_\_ office w.e.f. \_\_\_\_\_ and in receipt of Rs. \_\_\_\_\_ P.A. as Pay & Allowances (Proof of income to be produced from the concerned office)

**OR**

I am not employed either in Private/Govt/corporate office or any other office.

2. I am in receipt of Rs. \_\_\_\_\_ P.M as rent from the House/ Apartment/Shop situated at \_\_\_\_\_ that has been eased out on rent.

**OR**

I am not in receipt of any income in the form of Rent.

3. I am in receipt of an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as interest on the fixed deposits with Banks or any other Financial Institutions/Companies etc.

**OR**

I am not in receipt of any income as interest, on the fixed deposits with Banks or any other Financial Institutions/Companies etc.

4. I am self employed and have an independent income of Rs. \_\_\_\_\_ P.M.

**OR**

I am not self employed and do not have an independent income.

5. I am a member of Pension Scheme introduced by Insurance company/Banks etc and in receipt of Rs. \_\_\_\_\_ P.M as pension.

**OR**

I am Not a member of any Pension scheme and do not have any income as Pension.

6. I have retired from State Govt. Service/Corporation/Central Govt. Service/Private Service and receipt of Rs. \_\_\_\_\_ P.M as pension. (Proof of the same to be enclosed along with PAN Number Xerox copy).

**OR**

I am not receipt of any pension from any source.

7. I was a dependent on my Father/Mother at the time of their death and also meet the other conditions of eligibility for grant of Secondary Family Pension.

8. I am a divorced daughter and in receipt of \_\_\_\_\_ as maintenance per month.

**OR**

Received \_\_\_\_\_ lumpsum amount \_\_\_\_\_ property towards maintenance and income there from \_\_\_\_\_ p.m.

The above information furnished by me is true and if found to be false at a future date, I am liable to repay the entire pension amount so receive to the Railway Administration.

Date:

Signature of the Beneficiary

NAME:

ADDRESS:

ATTESTED

Name of the applicant for Family Pension \_\_\_\_\_

Unmarried /Widow daughter of \_\_\_\_\_

Deisgn : \_\_\_\_\_

Retd \_\_\_\_\_ Expired \_\_\_\_\_

PPO No. \_\_\_\_\_ Dated: \_\_\_\_\_

Office \_\_\_\_\_

Affix photo of the  
family pensioner  
duly signed by  
Gazetted officer

Name & Designation  
of the Gazetted Officer

## Descriptive Roll of the applicant for family Pension

Kum/Smt \_\_\_\_\_ Unmarried/widowed daughter of Sri

\_\_\_\_\_ Designation \_\_\_\_\_ Office

\_\_\_\_\_.

Personal Identification Marks :

1. \_\_\_\_\_

2. \_\_\_\_\_

Height: \_\_\_\_\_

Signature of the Gazetted Officer: \_\_\_\_\_

Name of the Gazetted Officer \_\_\_\_\_

Designation of the Gazetted Officer \_\_\_\_\_

**Specimen signature of the applicant for family pension**

Kum/Smt \_\_\_\_\_ Unmarried/widowed daughter of

Sri \_\_\_\_\_ Designation \_\_\_\_\_ Office

\_\_\_\_\_.

:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature of the Gazetted Officer: \_\_\_\_\_

Name of the Gazetted Officer \_\_\_\_\_

Designation of the Gazetted Officer \_\_\_\_\_

**Thumb and finger impressions of the applicant for family pension**

Kum/Smt \_\_\_\_\_ Unmarried/widowed daughter of  
Sri \_\_\_\_\_ Designation \_\_\_\_\_ Office  
\_\_\_\_\_.

| Thumb | Fore finger | Middle finger | Ring finger | Small finger |
|-------|-------------|---------------|-------------|--------------|
|       |             |               |             |              |

Signature of the Gazetted Officer: \_\_\_\_\_

Name of the Gazetted Officer \_\_\_\_\_

Designation of the Gazetted Officer \_\_\_\_\_

THUMB AND FINGER IMPRESSIONS OF THE PENSIONER/FAMILY PENSIONER

The photograph affixed is of Sri/Smt/Ms. \_\_\_\_\_  
 wife /son/un-married daughter of Sri/Smt \_\_\_\_\_  
 Deisgnation \_\_\_\_\_ T.No. \_\_\_\_\_  
 Shop/Office \_\_\_\_\_ Retired/Expired on \_\_\_\_\_

Affix photo of the family pensioner duly signed by Gazetted officer

Residential Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Bank Account no. & Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Identification marks of

Sri/Smt/Ms. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Specimen signature of

Sri/Smt/Ms. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Left hand thumb and finger impressions of Sri/Smt/Ms. \_\_\_\_\_

| THUMB | INDEX | MIDDLE | RING | LITTLE |
|-------|-------|--------|------|--------|
|       |       |        |      |        |

Witness:

1) Signature \_\_\_\_\_

Name: \_\_\_\_\_

Design: \_\_\_\_\_

T.No. \_\_\_\_\_

Office \_\_\_\_\_

2) Signature \_\_\_\_\_

Name: \_\_\_\_\_

Design: \_\_\_\_\_

T.No. \_\_\_\_\_

Office \_\_\_\_\_

Controlling Officer