**DOCUMENTS REQUIRED FOR BENEVOLENT & GROUP INSURANCE [DEATH AFTER RETIREMENT]**

|  |  |  |
| --- | --- | --- |
| **S N** | **Documents** | **Remarks** |
| 1. | Application from the widow. |  |
| 2. | Form-B. |  |
| 3. | Part-II. |  |
| 4. | Dependency Certificate. |  |
| 5. | Certificate regarding Benevolent Fund & Group Insurance. |  |
| 6. | 3-Passport size Photographs of widow. |  |
| 7 | Copy of National Identity Card of late officer / official. |  |
| 8 | Copy of National Identity Card of widow. |  |
| 9 | 3-Sets each containing the specimen signature of widow. |  |
| 10 | 3-Sets each containing right hand thumb & finger impression of widow. |  |
| 11 | Address & Account number of Bank **.** |  |
| 12 | Permanent Residential Address. |  |
| 13 | List of Family Members. |  |
| 14 | Last Pay Slip. |  |
| 15 | Last Pay Certificate |  |
| 16 | Office Order regarding retirement of late officer / official. |  |
| 17 | Copy of service book |  |
| 18 | No-Marriage, Only Widow Certificate and Non-Separation Certificate on an affidavit dully signed by the witnesses and verified by Notary Public / Oath Commissioner. |  |
| 19 | Nomination Form |  |
| 20 | Death Certificate. |  |
| 21 | Heirship Certificate. |  |
| 22 | Copies of PPO / Pension Slip. |  |
| 23 | 3-Sets of Left / Right Hand Thumb Impressions. |  |
| 24 | Certificate of DOB / DOJ / DOD / EOL / Total length of service. |  |
| 25 | FRC |  |
| 26 | BGPO |  |
| 27. | DCS-Form verified by concerned bank |  |
| 28. | Indemnity bond on stamp paper for benevolent fund |  |

**Note:**

1. All the performas / specimen may be downloaded from PMD’s website.
2. All the papers / documents are in triplicate.
3. Part-II, Dependency Certificate, Certificate regarding Benevolent Fund & Group Insurance & copy of affidavit of widow must be attested / verified by the head of the office.
4. All the documents must be attested.
5. Copy of the service book & all the certificates must be attested by the DDO.
6. Left Hand Thumb & Finger Impressions for Male applicants & Right Hand Thumb & Finger Impressions for Fe-male applicants.