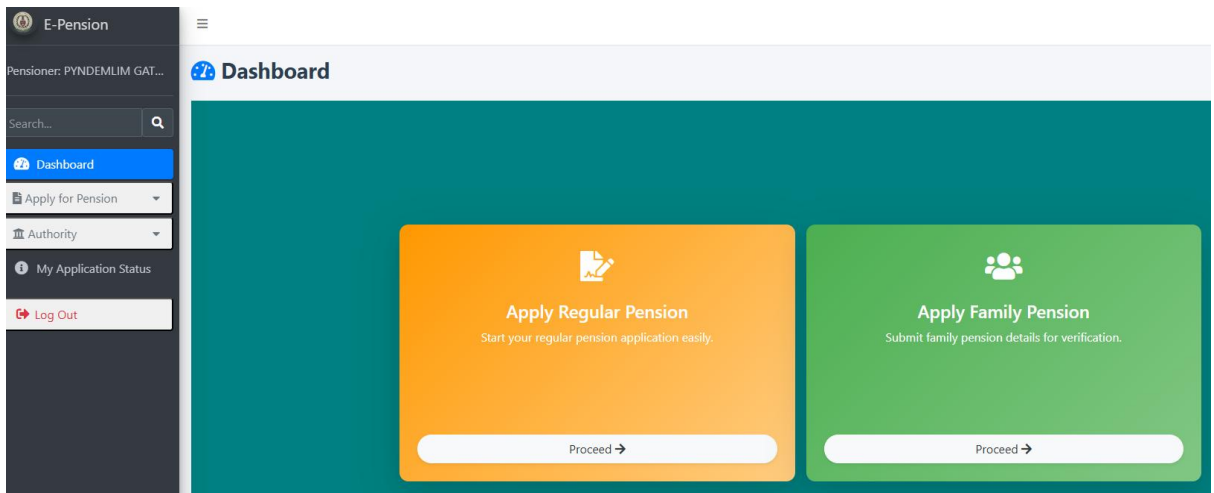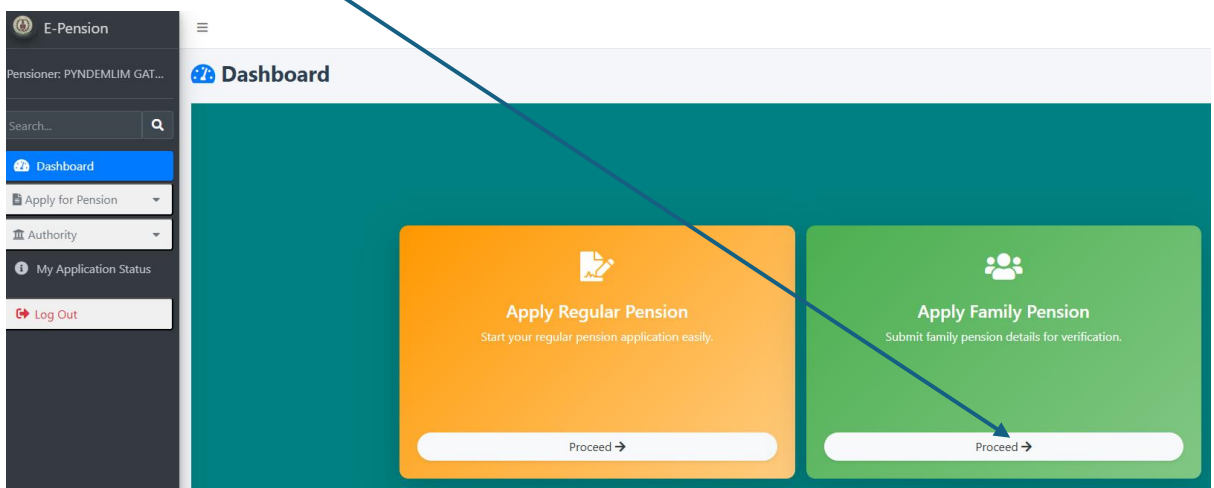Help for Applying Family Pension

On Login as Applicant, following the Dashboard screen will be shown:

You must follow the following Steps to complete submission of application to DDO.

Step 1: Click on Proceed button on 'Apply Family Pension' as shown below:

Step 2: On clicking proceed button as shown above, the applicant will be shown the screen as shown below:

Remember: Submission of Online application for Family Pension is allowed only to that applicant who is applying for family pension on death of Government Servant while in Service. If the applicant is trying to apply for revision of existing family pension, then he/she may contact A.G. Office.

Step 2: Filling of applicant details: On clicking the 'Proceed' button as shown above, the application must enter all the details as marked as '*. Name of the decease Government Servant will be shown automatically on the basis of GPF No used on login to the portal.

Step 3: Basic Detail of the Deceased Government Servant: On completion of entry of the applicant, he/she must enter the basic details of the death government servant as under:
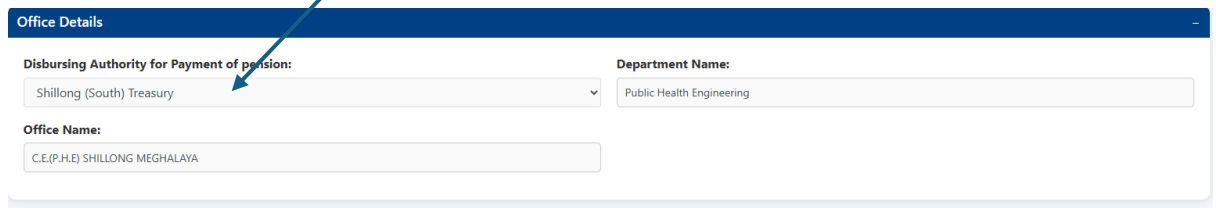
(a) **Whether AIS**: Whether the Decease Government Servant is AIS or Not has to be mentioned as under:

(b) **Office Details:** Office details of the decease Government Employee will be shown automatically on the screen. If applicant like to make changes on Name of the Treasury, he/she can select another name of the treasury from the list. In case the applicant selected name of the Treasury as 'Other', then the applicant must type the name of the Treasury from where he/she would like to draw pension.
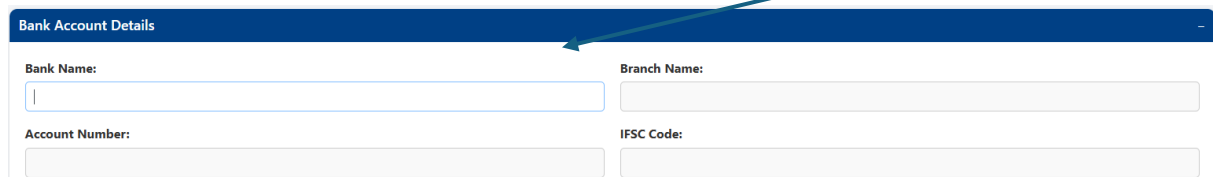

(c) **Bank Account Details:** The applicant must enter his/her Bank Account Details as shown below:

Step 4: Family Details: The applicant must enter the detailed of the family members with their date of birth and relationship of the Deceased Government Servant as shown below.

Note: The applicant must upload the Birth Certificate as proof of date of birth of each family member.

SL NO	Member Name	Date of Birth	Relationship	Remarks	Birth Certificate	Action
Add Family Details						
1	Abcd	01/01/2012	Husband		Upload	Delete
2	aa	01/17/2010	Husband		Upload	Delete

+ Add More Family   Save & Next

Any of the documents as shown below must be scanned and uploaded as proof of date of birth of each family member:

Step 5: Applicant Address: The applicant of the family pension must enter his/her address as under:

Step 6: Identification mark (Descriptive Roll): The applicant must enter the Identification mark of self as shown below:

Step 7: Upload the Document: The applicant must scan the following documents and save in Hard drive or external drive:

- Passport size photograph duly attested by Gazetted officer on the front side.
- Specimen signature or thumb impression duly attested by Gazetted Officer on the front side.
- Death Certificate of Deceased (Govt Servant) duly attested by the Gazetted Officer.
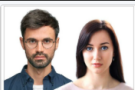
Uploading of the document mentioned below is optional. This document is required to upload if the applicant is wholly dependent parent or unmarried and unemployed daughter.

- Dependency Certificate for wholly dependent parent and unmarried and unemployed daughter who fall under category II of Rule 48 of MCS (Pension) Rules, 1983 issued by the O/o the Deputy Commissioner.

The applicant must upload the above listed documents as shown below;

Step 8: Preview Date: The application must check all the details entered by him/her in this page and confirm the correction of all the information by clicking on verify check box as shown below:

Address	
Village/Town:	Shillong
City:	Shillong
State:	Meghalaya
District:	East Jaintia Hills
Pincode:	793002
Post Office:	shillong
Police Station:	shllong
🏛 Bank Account Details	
Bank Name:	MEGHALAYA RURAL BANK
Branch Name:	SHILLONG BRANCH
Account Number:	30843123340
IFSC Code:	SBIN003435
Identification Mark Details	
Height (in feet):	5.40 ft
Personal Identification Mark 1:	Mole in right hand
Personal Identification Mark 2:	Mole in right hand
Document Uploaded	
Passport photo	
Signature	
■ Please verify that the above information is accurate prior to submission. *	
	Save & Next

(a) **Step 9: Upload Forms:** The applicant must download all the following pre-filled forms and ink signed. After signature, the applicant must scan all the forms and save in Hard drive or external drive by giving the Form No./Name of the file to identify the same while uploading to upload the same. Scanned filed must be saved in .pdf format.

- Form-8 (Form of Application for family Pension).
- Form-17 (Details of Family).
- Letter of undertaking for refund of excess drawal if any, by the Applicant.

Note: Countersignature by DDO/HOO will be done afterward once the application is submitted.

To upload the above listed documents, the applicant must click on 'Choose file' button as shown below and select the correct form.
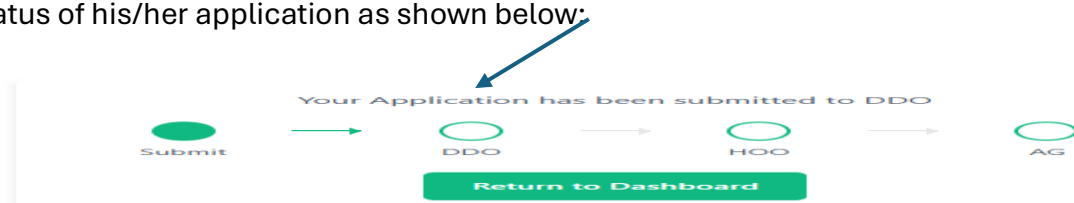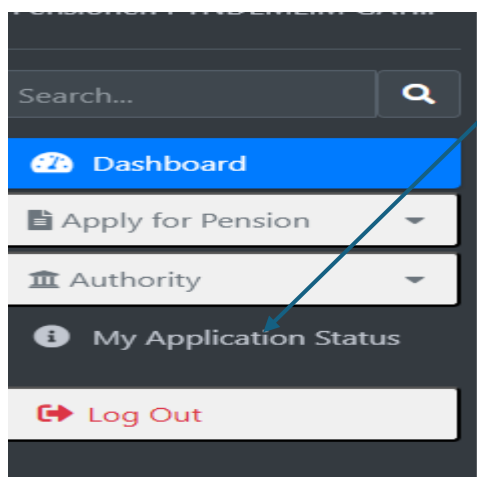

Step 10: Submit the application to DDO: Once all the above documents were uploaded the applicant must click on 'submit Application to DDO' as shown above.

Once the application is submitted to DDO, the pensioner will be shown the status of his/her application as shown below:

After submission of pension application, the pensioner can view the status of his/her application by clicking on 'My application Status' as shown below. It gives real time position of his/her application:

THANK YOU