



GOVERNMENT OF NCT OF DELHI: DELHI JAL BOARD
OFFICE OF THE DIRECTOR (FINANCE & ACCOUNTS)
JHANDEWALAN, KAROL BAGH, NEW DELHI - 110005

F.No. DJB/DIR. (F&A)/Pen.-Disb./2026-27/66

Date:- 23.06.2026

INSTRUCTIONAL ORDER

Subject: - Regarding timely submission of family pension claims by eligible family member after death of Pensioner (retired Government servant) and his/her spouse.

It has been observed that in a number of cases involving grant of Family Pension under the Central Civil Services (Pension) Rules, 2021 delays occur when both the pensioner (retired Government servant) and his/her spouse are deceased. In such situations, the Family Pension becomes payable to the next eligible member(s) of the family as defined under the Rules. However, due to incomplete documentation and lack of clarity at the Drawing and Disbursing Officer (DDO) level, processing is often prolonged. This results in undue hardship to eligible family members.

2. In order to ensure prompt processing and sanction of family pension to eligible member of a family under the provisions of the CCS (Pension) Rules, all Drawing and Disbursing Officers (DDOs) are hereby directed to obtain the **claim form for family pension in Form 10, along with the list of documents marked as Annexure 'A'**, from the eligible family member immediately upon receiving intimation of the death of a pensioner or his/her spouse, as the case may be, and to verify the authenticity of the documents submitted.

3. Complete cases, duly verified, **shall be forwarded to Pension Disbursement Cell within 10 days of receipt of claim** to avoid delay in sanction. Non-compliance of these instructions shall be viewed seriously.

Enclosures:-

(i) Form 10

(ii) List of documents mentioned in Annexure 'A'

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. 1145, dt. 29-06-26

To
All EE/DDOs/Controlling Officers.

Copy forwarded for kind information to:-

1. PS to Member (Finance)/Administration.
2. PA to Director (Finance)/(A&P)/Revenue.
3. Jt. Director (F&A).
4. Dy. Director (F&A)-II/III/IV/LW.
5. Sr.A.O/A.O-(F&G)/Pension (Sanction)/Disbursement.
- ✓ 6. EDP Cell for uploading on official website.

(RAVINDER KUMAR)
Director (Finance & Accounts)

(RAVINDER KUMAR)
Director (Finance & Accounts)

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UNDERTAKING

Date: _____

To

The Senior Accounts Officer

Pension Disbursement

Dated: 1-1-2022

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21. If the claimant is a widowed/divorced daughter or a disabled child/sibling, document in support of the eligibility of the claimant (i.e death certificate of husband in the case of widowed daughter/divorce decree in the case of divorced daughter/disability certificate in the case of a disabled child).
 22. An affidavit on non-judicial stamp paper of unmarried status if the claimant is an unmarried daughter.
 23. In case of unmarried/widow/divorced daughter, an affidavit declaring that she shall inform DJB pension department immediately in the event of her marriage/re-marriage, as the case may be, or employment. She shall also be fully responsible for the correctness of declaration furnished by him/her and if any information is subsequently found to be incorrect, she shall be fully responsible for the same and necessary action will be taken against her as per applicable rules and laws.
 24. Form 8, if a family member is proposed to be co-authorised for family pension.
 25. Medical certificate of claimant duly issued by registered MBBS doctor, consisting height, weight, mark of identification etc.
- DDO should verify and duly stamped all the documents except mentioned at s.no. 6,14,16,17,18,19,21,22,23&24. Before forwarding the case to Pension Disbursement Cell, DDO may please ensure that the file be properly arranged, page numbered and duly stitched. It may also be ensured that page number of documents attached in the file should be marked on the noting side.