Note:
1. Do not use carbon in filling up the claim forms
2. Forward the ink signed attested copy of Aadhar card
3. Forward the copy of bank passbook in which your name and account number is mentioned

CHECK LIST

1. Your case needs to be taken up with Pension Sanctioning Authority (O/o the JCDA (AF), Subroto park, New Delhi – 10. It may be noted that this office is only the processing agency and forward the claim forms to Pension Sanctioning Authority (PSA) who in turn takes 1 to 2 months in finalization of the case. In case of any discrepancy in the claim forms, the same will be intimated by the PSA only after 1 to 2 months. Hence, it may be clear to you that every error will cause 3 to 4 months delay in finalization of case. To avoid such delay and to ensure that the forms are filled correctly before submission to this office. You are advised to keep the following points in mind while filling up the claim forms:

   a) Each and every columns are to be filled clearly in BLOCK CAPITALS without any corrections or overwriting and no column is to be left blank.

   b) Passport size photograph showing the head and shoulders of the claimant is required to be pasted (not to be pinned) on the first page of claim forms in the space provided and the same should be attested by any serving GAZETTED OFFICER and not any retired Gazetted Officer.

   c) Name is to be written which is recorded in the service record and the same is written in the letter addressed to you. Bank account is to be opened in the same name. Attach copy of first page of bank passbook.

   d) Attach ink signed attested copy of any proof of your date of birth. (i) Aadhar card (ii) matriculation certificate (iii) passport (iv) ECHS card (v) Driving licence (vi) voter ID card (vii) PAN Card

   e) In column No. 10, if the claimant is NOT leading the communal life with the Parents of the deceased air warrior and NOT willing to render financial support to them, then the Family Pension may be divided between the two parties. (in case of Special Family Pension (SFP) and Liberalised Family Pension (LFP)).

   f) In column No. 12 (a)(i) write the date of marriage as per service record and the same is mentioned in the said column form (in single copy) for Family Pension forward by this Office for your ready reference. (in married cases only)

   g) In column No. 13 (a), write all particulars of children born out of the deceased (name, date of birth and marital status). Children details, as per service record, are also mentioned in claim form for family pension (in single copy) for your ready reference.

   h) In column No. 14, the details of your account number, the name of bank, IFSC Code and full address with PIN CODE are required to be mentioned. You are advised to open your bank account on anyone of the nationalized bank or its branch in your district. (Further, please note that your bank account number should not be changed/transferred till the finalisation of the case.)
(j) In column No. 15, write your contact number and full residential address with pin code where you are going to state permanently. After submission of the claim forms if there is any change in your residential address, the same may be informed immediately to this office to avoid any loss or delay.

(k) In column No. 16, write the particulars of person to whom the arrears of family pension are to be paid in case of your demise.

(l) In column No. 17, put the finger impression of your children below 25 years of age.

(m) In column No. 18 (a, b & c), write your name and put your signature or thumb impression in the appropriate place. In addition, you have to put finger impression in the appropriate place mentioning the date.

(n) In column No. 20, obtain signature of 2 witnesses with their names and ensure that their full addresses are clearly mentioned.

(o) Get your claim forms attested from any of the signing authorities as mentioned on page No. 5 of claim forms after putting His / Her official stamp clearly showing his / her name, designation and the department in which he / she is serving.

(p) Attestation by the Principal / Headmasters of private colleges and schools are not acceptable.

(q) Marital status certificate, employment status certificate, income certificate and affidavit, if any, are to be submitted in original only.

(r) All certificates are to be submitted either in Hindi / English language only and should be either in original or duly ink signed and attested. Any vernacular version should be accompanied by and attested translation.

(s) Attach affidavit on Non Judicial stamp paper duly sworn before Notary Public regarding Pending Enquiry Award (PEA).

NOTE: IN CASE IF YOU FACE ANY DIFFICULTY IN FILLING UP THE CLAIM FORMS, YOU ARE ADVISED TO APPROACH THE LAST UNIT OF YOUR DECEASED HUSBAND/SON/FAVHER OR NEAREST ZILA SAINIK BOARD FOR ANY ASSISTANCE / GUIDANCE. IN ADDITION YOU ARE WELCOME TO TAKE OUR ADVICE ON THIS MATTER. YOU ARE FURTHER ADVISED TO EXERCISE EXTRA CAUTION WHILE FILLING UP EACH AND EVERY COLUMN OF FAMILY PENSION CLAIM FORMS. DOUBTS REGARDING ANY COLUMN MAY BE CLARIFIED FROM THIS OFFICE. ANY MISTAKES IN YOUR FAMILY PENSION CLAIM FORMS WILL DELAY THE PROCESS OF SANCTION OF FAMILY PENSION BY 03 TO 04 MONTHS DUE TO AUDIT RELATED PROCEDURES AND OBJECTIONS.