

DRAFT LETTER FOR FAMILY PENSION

From

Name, Address
Mobile No. Email ID
Date

To

The Bank Manager
Bank Address

Sir/ Madam,

SUBJECT: GRANT OF FAMILY PENSION ON DEMISE OF PENSIONER

1. Reference our Joint Pension SB A/c no. _____ held with your bank.
2. I regret to inform you that my husband/ father, P.NO. _____ Rank _____ Name _____ has expired on _____ at _____ due to _____. His Death Certificate issued by _____ dated _____ is enclosed for ready reference.
3. He was drawing his pension through your bank. You are therefore requested to kindly stop the payment of is pension with effect from _____ and commence payment of family pension applicable to me through the same Pension SB Account no _____ held with your Bank.
4. You are requested to forward the attached copy of this letter along with copy of the death certificate to your CPFC for early commencement of family pension.
5. Thanking you in anticipation.

Your faithfully,

Signature of NOK

Name _____

Relation _____

Date:- _____

Copy to:-

The Logistics Officer-in-Charge
Naval Pay Office
SBS Road, Mumbai 400023

The Logistics Officer-in-Charge
Naval Pension Office
c/o INS Tanaji
Sion, Trombay Road
Mankhurd Mumbai - 400 088

The Principal Controller of Defence Accounts
Pension Section
Darupadi Ghat
Allahabad 211014 (for Pre Nov 1985 retirees) (Email:- cda-albd@nic.in)

The Principal Controller of Defence Accounts
Pension Section
No. 1 Cooperage Road
Mumbai - 400 001 (**for Post Nov 1985 retirees**)