

List of documents to be submitted by the family of the deceased employee
for processing of Final Settlement

Following application forms provided by the HR executive, duly filled in:

1. Employees Family Benefit Scheme (EFBS) (kindly note it is optional only).
2. Provident Fund
3. Gratuity
4. Claim form under Employees' Deposit Linked Insurance Scheme, 1976 (in duplicate).
5. Application for encashment of EL/HPL
6. Unconditional authorization to recover/adjust the gratuity towards dues, if any
7. Pension, under EPS 1995.
8. Annuity on Superannuation Benefit Fund.
9. Application for Medical record-cum-identity book.

Other documents/enclosures:

S.NO	NAME OF THE DOCUMENT	ORIGINAL (NOS.)	Photocopies (NOS.)
01	Death Certificate	10	15
02	Family member Certificate / Legal heir certificate issued by MRO.	01	10
03	NEFT form issued by Bank	03	10
04	First Page of the Bank pass book of spouse (in case of children below 18 years bank a/c with parent as guardian is to be opened)	--	10
05	Proof of Age certificate for in case of children below 25 years (10 th class / DOB certificate issued by municipality)	Original to be shown to HR executive	02
06	Aadhar card copy (spouse & children)	-	04 each
07	PAN card of nominee		
08	Photographs	Spouse -10 children – 05each	-

Kindly note that Cover Page of Medical book issued to the employee and dependents, ID card issued to the employee, vehicle pass issued (if any) are to be returned.