	पश्चिमरेलवे Western Railway	Personnel Department Headquarter Office Mumbai -400020

PS No. 52/2026

No. PEN/05372/E789/FP/JPO/2026 Date: 09/09/2026

All PHODs/HOD
All DRMs/CWMs/Unit In-Charges
C/-Gen Secretary WREU-GTR/WRMS-BCT.
C/-ZS All India SC/ST Employee's Assn West Zone
C/-ZS All India OBC Employees Association Mumbai

Sub:- Family pension to Unmarried/widowed/divorces daughter of railway servants.
Ref:- JPO dt 25.07.2013 entered in between CPO and FA & CAO.

JPO regarding Family pension to Unmarried/widowed/divorces daughter of railway servants dt. 25.07.2013 is amended and signed by CPO and FA&CAO(pension) on dt. 09.09.2026, copy of which is enclosed herewith for information, guidance and necessary action please.

Encl:- As above.

Digitally Signed by किरण वनकर KIRAN VANKER
APO(Bills & Wel)
Date: 09-09-2026 16:52:00
For General Manager(E)
Reason: Approved

C/- CAO (A)/CPO(G)/CPO(IR)
C/- Dy CAO(G)/AFA(Pension/PF)
C/- All Sr DPOs/Pos/Sr DFMs, Sr AFA(WS)

WESTERN RAILWAY

PFA's Office
Churchgate,
Mumbai – 400 020
Date: 09/09/2026

No.PEN/05372/E789/FP/JPO/2026

To,
Sr. DFM- ADI, BRC, BCT, RTM , RJT,
DFM-BVP, Sr. AFA(W&S)- PL,
AFA(TA)Aii, (W&S)-SBI, PRTN, BVP, DHD

Sub: Family Pension to Unmarried/Widowed/Divorced daughter of Railway Servants.
Ref: JPO dt. 25.07.2013 entered in between CPO and FA&CAO.

The JPO Dt. 25.07.2013 is amended as signed by CPO and FA&CAO on 07.09.2026, copy of which is enclosed herewith for information, guidance and implementation please.

Encl: As above

Raj Somani
9-9-2026
For FA&CAO(Pension)

Copy to: Dy.CPO/W for necessary action please.

JOINT PROCEDURE ORDER

Sub: Family Pension to Unmarried/Widowed/Divorced daughter of Railway Servant
Ref: JPO dt. 25.07.2013 entered into between FA&CAO and CPO circulated vide FA&CAO / Pension's letter No. Pen/05372/E789/F.Pension/2012 dated 22.8.2013

In order to streamline the procedure for (A) **Inclusion of name in PPO** and (B) **Grant of family pension**; to Unmarried/Widowed/Divorced daughters above 25 years of age, a JPO referred above was issued. However, it is observed that the same is being misinterpreted and there is no uniformity in the procedure being followed by the various divisions/units. Moreover some of the rules and procedures governing family pension have also changed during the period.

In order to ensure expeditious disposal of the aforesaid cases, the JPO dt. 25.07.2013 referred above hereby stands amended as under:

A) Inclusion of name of Unmarried / Widowed/Divorced Daughter in PPO:

1) Name of the Unmarried/ Widowed/Divorced Daughter is submitted by the railway employee in prescribed Settlement Forms, the same details may be captured in Available online system as the case may be and incorporated in PPO by the PPO Issuing Authority, at the time of original settlement itself.

2) In the cases where request for inclusion of name in PPO has been received subsequently from the pensioner/Family Pensioner, the details of Unmarried/ Widowed/Divorced Daughter (Name, relationship & Date of Birth) may be processed in Available online system by the Settlement Branch and may be forwarded to Accounts, duly countersigned by Pension Sanctioning Authority along with relevant documents, for issuing revised PPO. A copy of revised PPO duly signed by the authorized person, may be invariably endorsed to the Pensioner/Family pensioner for record and future reference.

3) The documents like Affidavit, Income Certificate, Marriage/Non-marriage Certificate, NOC from siblings etc. if already not provided by the applicant, may not be insisted upon for mere inclusion of name in PPO/Revised PPO as these documents are virtually required at the time of sanction of family pension. However, in the cases of Divorced/Widowed daughter, the Administration may insist on Divorced Deed/Widow-hood documents etc. as a proof of being dependent on the pensioner/family pensioner.

Note (i) Mere inclusion of name in PPO will not make the Unmarried / Widowed / Divorced Daughter eligible to receive family pension. Issue of fresh PPO will be mandatory.
(ii) No Unit should send any letter for inclusion of name of Unmarried / Widowed/Divorced Daughter to the Bank/CPPC.

B) Grant of Family Pension to Unmarried/Widowed/Divorced Daughter:

1) In the event of death of a pensioner/Family pensioner, whenever family pension becomes due in favor of Unmarried/ Widowed/Divorced Daughter as per her turn, she has to apply to the Pension Sanctioning Authority for grant of family pension.

2) On receiving the claim, the Head of Department will examine the claim in detail and insist on submission of the documents listed in **Annexure 'A'**. In order to fast track the process, a copy of the Application so received from the claimant may be endorsed to the PPO Issuing Authority (before sanctioning of family Pension), for calling back of Original PPO of deceased pensioner/family pensioner and LPC from the Bank by them, so that issue of PPO may not be delayed on account of delay in receiving PPO/Loss Certificate and Last Paid certificate from the Bank.

3) On receipt of claim along with supportive documents specified above, the Head of Department will process the case to sanction family pension after establishing the genuineness of the claim and eligibility of the claimant. Where the claimant is unable to provide the railway documents containing her name as a family member of an ex-railway servant, the Head of Department will retrieve the authenticity of the claimant from Settlement Forms, Service Records, PPO, available online system.

4) In the cases where name of the claimant is not available in-Service Records/Settlement File/PPO or service records are not traceable; the Pension Sanctioning Authority may consider the claim after examining the proof of entitlement from documentary evidence submitted by the applicant with due verification done by PI/WLIs as well as the personal approval of DRM/CWM/CPO/FA&CAO as the case may be.

5) Where the name of the claimant has not been included in Settlement PPO/Revised PPO earlier and claim for family pension has been received after death of parents, the Administration may first arrange to include the Name of the eligible member in the system and thereafter process the case for Family pension. Only then, Re-grant of PPO will be issued.

6) Processing of Family pension in such cases may be initiated and processed by the Pension Sanction Authority in the available online platform and forwarded to Accounts both online as well as offline along with all valid, verified documents, WLI Report, Letter of Sanction, etc.

7) Before issuing PPO in favor of the claimant, the PPO issuing Authority will ensure that the Original PPO of deceased pensioner/family pensioner has been returned by the bank along with Last Paid certificate and no excess payment has been made to the deceased pensioner/family pensioner beyond date of death or the same has been recovered. Where original PPO is not available with the bank, at least Loss Certificate and LPC has been furnished by the bank to that effect.

C) General Conditions

1) 'No objection Certificate' from other members of family or siblings cannot be insisted upon since no such provision exists. Moreover, family pension is determined with reference to claimant's eligibility criteria and not at will and desire of other family members. However as per Railway Board's letter no. F(E)III/2005/PN/1/16 dt. 19.11.2012 the applicant also has to prove that no other surviving member in the family who may have a prior entitlement for family pension is eligible. For this purpose, documents such as Marriage / Death / Income Certificate etc. from other family members (siblings) regarding their ineligibility may be submitted along with their PAN Card / Aadhar Card / Driving License / Passport / Voter ID etc. and the same should be incorporated in the Affidavit sworn before the Executive Magistrate.

2) Income certificate is not required where the claimant is un-employed. A self-declaration in addition to status mentioned in Affidavit sworn before Magistrate report will be sufficient. Income certificate may be insisted only when the claimant is employed/self-employed and having some source of income.

3) The dependency criteria for the purpose of family pension will be minimum Family Pension as applicable plus Dearness Relief there on.

4) Family Pension admissible to a beneficiary in respect of one deceased employee/family Pensioner from the same organization is not to be counted as income for the purpose of determination of eligibility for another family pension which is admissible in connection with another deceased employee/family pensioner.

5) In the case of missing pensioner/family pensioner, family pension wherever admissible will be sanctioned only after lapse of 6-month period after date of lodging FIR but payment will be effective from the date of FIR or cut-off date of Family pension whichever is later subject to adjustment of Overpayment/Underpayment if any.

6) Since Son/Daughter below 25 years of age and disabled son/daughter irrespective of age has prior claim for family pension, Family Pension to Unmarried/Widowed/Divorced Daughter above 25 years of age is payable only after the claim of other eligible children, as mentioned above, has ceased to exist.

7) Family pension to Unmarried/Widowed/Divorced Daughter shall be payable in order of their date of birth and the younger of them shall not be eligible for family pension unless the next above has become ineligible.

8) Where a deceased pensioner has left behind more than one Unmarried/ Widowed/ Divorced Daughter from more than one wife or survived by another wife, the payment of family pension will be shared / decided on a case to case basis.

FA&CAO

CPO

Annexure 'A'

Checklist / Description of Documents for Family Pension Claim for Unmarried/Widowed/Divorced Daughter

Sr. No.	Documents Required	Unmarried Daughter	Widowed Daughter	Divorced Daughter
1	Application of claimant	✔	✔	✔
2	Photograph of Claimant	✔	✔	✔
3	Copy of PPO	✔	✔	✔
4	Death Certificate of both the parents issued by Municipal Corporation / Gram Panchayat / Govt. Office.	✔	✔	✔
5	Railway Documents to establish relationship - Medical card / Privilege Pass / PTO / PPO / Family ID Card / RELHS Card / UMID Card / Nomination Form submitted by the ex employee (any one or more document where name of the claimant is reflected as a dependent family member)	✔	✔	✔
6	Proof of Date of Birth (Birth Certificate / Passport / Matriculation Certificate / School Leaving Certificate)	✔	✔	✔
7	Proof of Identity (Aadhar / PAN / Voter ID / Passport / Driving License)	✔	✔	✔
8(i)	Affidavit (Annexure 'B') sworn before Executive Magistrate with photo (containing details about parents, self, siblings, disability status, marriage, employment, divorce, property, income etc.)	✔	✔	✔
(ii)	(a) Income Tax Return / Income Certificate (if employed/self employed) (b) Self Declaration about income (if unemployed) (c) Income document should indicate income at the time of Date of Death of Pensioner/Family Pensioner or one year before.	✔	✔	✔
(iii)	Self declaration of movable/immovable property / Fixed Deposit etc. & income from other sources (Rent, Interest on FDs, Maintenance grant in case of divorce)	✔	✔	✔
(iv)	NOC from Siblings (who may have prior entitlement for family pension if any)	✔	✔	✔
(v)	Proof of marriage before death of husband/divorce (Marriage Certificate/Voter ID/Passport/Aadhar showing wife status)	✗	✔	✔
(vi)	Valid Divorce Deed issued by Court of Law	✗	✗	✔
(vii)	Death Certificate of husband	✗	✔	✗

(viii)	Declaration of children with their education, employment, property, marital status etc.	✗	✔	✔
(ix)	FIR Copy (if Employee / Pensioner / Family Pensioner has been missing for six months period and above)	✔	✔	✔
9(i)	Bank details & updated bank Passbook of last 3 years	✔	✔	✔
(ii)	Name in Bank Passbook to match with the PPO data	✔	✔	✔
(iii)	Last Paid Certificate from the Bank	✔	✔	✔

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ANNEXURE 'B'

FORMAT (On requisite Non-Judicial Stamp Paper)

Affidavit for Non-Marriage & Non- Employment Sworn Before Executive Magistrate for grant of Family Pension to Unmarried/Widowed/Divorced daughter

I_____, DOB_____, Aadhar No. _____ am an Unmarried /Divorced /Widowed Daughter of Late Shri/Smt _____ My Father/Mother was working in Western Railway as _____ in _____Office,_____ Division/unit/workshop. At present, I am residing at: _____. My father/ Mother named_____was a railway pensioner having PPO No. _____ He/She expired on_____ and after his/her death, my father/mother named_____was receiving Pension/Family pension, who had expired on_____.

1. I declare that I am unmarried and unemployed and was totally dependent on my parents.

Or

I declare that I was married to Shri _____on dt._____. My husband Shri _____ expired on _____and he was working as_____in_____ (Central/State Govt./Pvt Co.)/ he was having his own business of_____ / not working, which does not provide any kind of income after his death from such service/business. I am unemployed and have not re-married.

Or

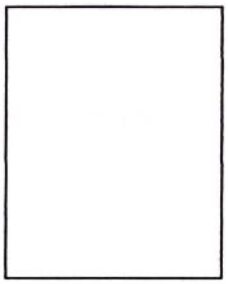
I declare that I was married to Shri _____ on dt. _____and got divorced on dt. _____ . I am enclosing Divorce Decree dt. _____. I declare as per the Divorce Decree I got Alimony of Rs. _____/ Monthly maintenance of Rs. _____ (which does not exceed minimum Family pension plus D.A. applicable) w.e.f. _____/ I have neither received any alimony nor monthly maintenance. I am unemployed and have not re-married.

2. My educational qualification is _____.
3. I declare that I have following siblings & Children, their Income and Marital Status are as under:

Sr. No.	Name of Siblings / Children	Date of birth	Marital status	Income status	Disability Status (Yes/No)	Aadhar / Pan card / Voter ID no. *(Copy to be attached)*

4. I declare that I have / do not have any income from other sources i.e. rental income / Bank FD / Mutual funds / any financial Investment etc (which does not exceed minimum Family pension plus D.A. applicable). I declare that I have / do not have any movable or immovable property in my name.

I do hereby solemnly affirm and declare that all the information and particulars furnished here by me are true and correct to the best of my knowledge. I should be held liable if any of the above facts are found false and will be liable to refund the entire Family pension paid along with interest.



Latest Photograph

Date :

Place :

Signature_____

Name of the Applicant :

(*Strike off whichever is not applicable*)

{This Affidavit will be valid for three (03) months from date of issue till submission of application to Pension Sanctioning Authority.}