

From: _____
Address: _____

Pension No: _____
MOB. No: _____

Date: _____

To,
The FA&CAO,
Mormugao Port Trust,
Headland Sada,
Goa – 403 804

Sub: Payment of family pension in respect of the
late Shri/Smt. _____

Sir,

I regret to inform you of the death of Shri/Smt. _____
formerly a _____ of the _____
Department and to enclose a formal claim for the grant of family pension in the
prescribed form 'JA' alongwith the following documents.

1. Death Certificate in Original (2 nos)
2. The Pension booklet.
3. Guardianship Certificate(in case of minor)
4. Two copies of a passport size photograph duly attested by a Gazetted Officer/District Magistrate/Registrar.

Yours faithfully,

(_____)