

(Draft – Application for stoppage of Pension.)

Name :

Address :

Cont. No. :

e-Mail ID :

Date : - 2025

To,

Chief Accountant (Treasury)

(P.F. & Pension)

Municipal Corpn. Of Gr. Mumbai,

Municipal Head Office

1st Floor, Annexe Building,

Mahapalika Marg, Fort , Mumbai – 400 001.

Sub : Stoppage of monthly pension payable
to Shri / Smt.

Ref : Employee Code No. –

Sir / Madam,

This is to inform you that Shri / Smt. -----
-----, Ex. -----, having Employee Code No----- is
expired on -----.

Death certificate of late Shri / Smt. -----
is submitted herewith for your information and for doing further
needful please.

Copy of first two pages of pension book and bank passbook of Late Shri / Smt.----- are also submitted herewith for ready reference.

Shri /Smt. ----- husband / wife of Late Shri ----- and claimant for family pension, is alive. Therefore application is being submitted separately to concerned Head of Department in order to start family pension immediately.

You are hereby requested to stop monthly pension, henceforth , payable to Late Shri / Smt. ----- immediately.

Regards,

Your sincerely

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(Draft Application for starting Family Pension)

Name :

Address :

Cont. No. :

e-Mail ID :

Date : 202

To,

(Head of Deptt.)

Municipal Corpn. Of Gr. Mumbai

Sub. : Family Pension Claim in favour of –

Smt.-- -----

-w/o late Shri ----- , Ex. -----

Ref : Employee Code No. –

Sir,

This is to inform you that Shri -----,
Ex-----, having Employee Code No. ----- is
expired on -----

Death certificate of late Shri ----- is
submitted herewith for your information and for doing further
needful please.

Smt. ----- w / o
Late Shri ----- and nominee /
claimant for family pension, is alive. You are therefore requested
to direct concerned staff to process family pension claim of Smt.
----- , at the earliest.

Copy of Aadhar Card and PAN card of Smt. -----
----- is also submitted herewith
for your information and for doing further needful please.

Chief Accountant (Treasury) is already requested
separately to stop monthly pension, henceforth , payable to
Late Shri ----- Copy of
the said letter is furnished herewith for information please.

Smt-----, W/O
late Shri ----- is ready to
submit any more information if required so. Sincere co-
operation from your end in settling family pension claim will be
highly appreciated.

Regards,

Your sincerely,

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Encl :

- 1) Application for Family Pension.
- 2) Original Pension Book of Ex. Pensioner
- 3) Original Death Certificate of Ex. Pensioner
- 4) Copy of Aadhar Card, PAN Card of Applicant.
- 5) Passport Size Photo – 6 Copies.
- 6) Copy of Application to C.A. (Tr.) for stoppage of Pension.
- 7) Copy of Bank Passbook.
- 8) Form No. E-5 duly signed by Bank Authority
- 9) Death & Heirship Certificate