

Name :
(Name of heir / applicant -----)
Address :

Cont. No. :
e-Mail ID :

Date : . 202

To,
Chief Accountant (Treasury)
(P.F. & Pension)
Municipal Corpn. Of Gr. Mumbai
3rd Floor, E Ward Building
10, Shaikh Haffizudin Marg,
Byculla (West), Mumbai – 400 008.

Subject : Stoppage of monthly Family pension
payable to Shri / Smt. -----

Ref : Empl. Code No. –

Sir / Madam,

This is to inform you that Family Pensioners , Shri / Smt., ----
-----Ex. (Designation), having Employee Code
No. is expired on -----

Death certificate of Family Pensioner 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
family pensioners , Late Shri / Smt. -----
----- are also submitted
herewith for ready reference.

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

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You are also requested to instruct (Name of Bank -----
-----) to pay amount held in pension account No. till
(Date of death) to the nominee / legal heirs, at the earliest.

Sincere co-operation from your end in settling this issue will be highly appreciated.

Regards,

Your sincerely

()

Name :
(Name of heir / applicant)
Address :

Cont. No. :

e-Mail ID :

Date :

To,

(Respective officer of the Department where original pensioner was working at time of superannuation)

Mumbai - .

Sub. : Family Pension payable to Smt./ Shri -----,

Ref : Employee Code No. –

Sir,

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

Death certificate of Family pensioner, 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.

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

