

(See Rule 53(1))

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

Where the Govt. Servant has a family and wishes to nominate one member, or more than one member, thereof

I, _____ hereby nominate the person / persons mentioned below who is / are member(s) of my family, and confer on him / them the right to receive, to the extent specified below, any gratuity that may be authorised by the Central Govt., in the event of my death while in service and the right to receive on my death to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Original nominee (s)				Alternate nominee(s)	
Name & Address of nominee / nominees	Relationship with the Govt. Servant	Age	Amount or share of gratuity payable to each*	Name, address, relationship and age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Govt. Servant or the nominee dying after the death of the Govt. Servant but before receiving payment of gratuity	Amount or share of gratuity payable to each **
1	2	3	4	5	6

* This column should be filled in so as to cover the whole of the gratuity.

** The amount / share of the gratuity shown in this column should cover the whole amount / share payable to the original nominee(s)

-----Cut Here-----

Proforma for acknowledging the receipt of the nomination form by the Head of Office/Accounts Officer.

To, _____

Sir,

In acknowledging the receipt of your nomination dated the _____ /

cancellation dated the _____ of the nomination made earlier in respect

of gratuity in form _____ I am to state that it has been duly placed on record.

Place _____

Signature of Head of Office / Accounts Officer

Dated the _____

Note : The Govt. Servant is advised that it would be in the interest of his nominees if copies of the nominees and the related members and acknowledgments are kept in safe custody so that they may come into the possession of the event of his death.

This nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

Note : (i) The Government Servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

Dated this _____ day of _____ 20 _____ at _____

Witnesses to Signature :

1. _____

2. _____

Signature of Government Servant

(To be filled in by the Head of Office / Accounts Officer)

Nomination by _____

Signature of Head of Office/Accounts Officer

Designation _____

Date _____

Office _____

Designation _____
