

FORMS 1

[See Rule 53(1)]

Nomination for Retirement Gratuity/Death Gratuity

When the Government 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 the payment of which may be authorized by the Central Government 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)	
Names and Addresses of nominee/nominees (1)	Relationship With the Government servant (2)	Age (3)	Amount or share of gratuity payable to each1 (4)	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 Government servant or the nominee dying after the death of the Government servant but before receiving payment of gratuity (5)	Amount or share of gratuity payable to each 2 (6)

This nomination supersedes the nomination made by me earlier onwhich 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.

Countersigned

Chief Executive Officer
Cantt Board Lansdowne

Dated this.....day of.....20 at.....

Witnesses to signature:

1-.....

2-.....

Signature of Government servant

(To be filled by the Head of Office)

Nomination by.....

Signature of Head of Office

Designation

Date

Office

Designation.....

**Pro forma for acknowledging the receipt of the
Nomination form by the Head of Office**

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.

Signature of Head of Office

Place

Dated the.....

Designation.....

NOTE.- The Government servant is advised that it would be in the interest of his nominees if copies of the nominations and the related notices and acknowledgement are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.

FORM 3
[See Rule 54 (12) of C.C.S (Pension) Rules]
DETAILS OF FAMILY

Name of the Government Servant:

Designation:

Date of birth:

Date of appointment :

Details of the members of my family as on:

Sl. No.	Name of the Members of family*	Date of Birth	Relationship with the officer	Initials of the Head of Office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office any addition or alteration.

Place.....

Signature of Government Servant

Dated the.....

* Family for this to purpose mean family as detailed in clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972.

Note. - Wife and husband shall include respectively judicially separated wife & husband.

COUNTERSIGNED

Chief Executive Officer
 Cantt Board Lansdowne