

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

I.....herby, nominate the person/persons mentioned below who is/are members of family, and confer on his/them the right to receive, to the extent specified below, any gratuity 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 my remain unpaid at death:-

.....			Nominee(s)
Original			
.....			
Name & Address of nominee	Relationship with the Govt. Servant	Age	Amount or share of gratuity payable to each.*
1	2	3	4
.....			

.....	
Alternate Nominee(s)	
.....	
5	6

.....	
Name, address, relationship and age of the person Or persons, if any, to which the right conferred on The nominee shall pass in the event of the nominee Predeceasing the Govt. Servant or the nominee dying After the death of the Govt. Servant by before Receiving payment of gratuity.	Amount or share of gratuity payable to each***
.....	

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

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

This nomination supercedes the nomination made by me earlier onwhich stands cancelled.

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

(b) Strike out which is not applicable.

Dated this.....day of2003at.....

Witness to Signature

- 1.
- 2.

Signature of Govt. Servant

Emp. Code.....

Designation.....

Email Address.....

TelIntercom.....

(To be filled by Head of Office)

Nomination by.....

Designation.....

Office.....

Signature of Head of Office

Date.....

Designation.....

Acknowledgement receipt of this nomination

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:

Dated:

Signature of Head of Office

(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 acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.