

FORM 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 may remain unpaid at my death –

Original Nominee(s)				Alternate Nominee(s)	
Names and addresses of nominee/nominees	Relationship with the Government 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 Government servant or the nominee dying after the death of the Government servant but before receiving payment of gratuity	Amount or share of gratuity payable to each**
1	2	3	4	5	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.~~

* 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(s).

Forms as last amended by G.I., Dept. of P.& P.W.F., Notification No. 2/18/86-P. & P.W.(PIC), dated the 20th July, 1988. Published as S.O. No. 2388, in the Gazette of India, dated the 6th August, 1988.

Dated thisday of20..... at

Witness to signature:

1.
2.

Signature of Government servant

(To be filled by the Head of Office)

Nomination by
 Designation
 Office

Signature of Head of Office
 Date
 Designation

Proforma for acknowledging the receipt of nomination form by the Head of Office

To

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 the

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

FORM 2

[See Rule 53 (1)]

Nomination for Retirement Gratuity/Death Gratuity

When the Government servant has no family and wishes to nominate one person or more than one person

I, having no family, hereby nominate the person/persons mentioned below 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 each* (4)	Name, address, relationship and age of the person or persons, if any, to whom the right conferred on 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 of share of gratuity payable to each** (6)

This nomination supersedes the nomination made by me earlier on which stands cancelled.
NOTE- (i) The Government servant should draw lines across 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

Witness 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

* 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(s)

Pro forma for acknowledging the receipt of the nomination form by the Head of Office

To

.....

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
Dated the (Designation)

NOTE- The Government servant is advised that it would be in the interest of his nominees if copies of the nomination 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.