

**:FORM NO.-3:  
{See Rules 54 (12)}**

**:DETAILS OF FAMILY:**

1. Name of the Govt. Servant :
2. Designation :
3. Date of Birth :
4. Date of appointment :
5. Details of the member of my family\* :  
as On \_\_\_\_\_ Date \_\_\_\_\_

Sl.No.	Name of members of "Family"	Date of Birth	Relationship with official	Initial of the Head of Office	Remarks

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

Place: \_\_\_\_\_

Dated : \_\_\_\_\_ SIGNATURE OF THE GOVT. SERVANT

\* Family for this purpose means:-

- (a) Wife, in the case of male government servant.
- (b) Husband, in the case of a female government servant.
- (c) Son's below 25 years of age and unmarried daughters below 25 years of age:

Including such on or daughter adopted legally before retirement.

**NOTE:** Wife and husband shall include receptively judicially separated wife and husband.

**FORM -I**

**NOMINATION FOR DEATH CUM RETIREMENT GRATUITY**

When the Government servant has a family and wished to nominate one member or more than one member, thereof.

I \_\_\_\_\_ hereby nominate the person/persons mentioned below who is/are members(s) of my family, and confer on him/them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the Central Government in the event of my death to the extent specified below, any gratuity which having become admissible terms 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 of share of gratuity payable to each*	Name address, relationship and age of the person, if any , to whom the right conferred on the nominee 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 of share of gratuity payable to each**	of

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

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

This nomination supersedes the nomination made by me earlier on \_\_\_\_\_ which stand cancelled.

(ii) Strike out which is not applicable.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_

Witness to Signature.

1 \_\_\_\_\_

2 \_\_\_\_\_

Signature of Government Servant.

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

Signature of Head of Office/ Audit Officer

Nomination by \_\_\_\_\_

Dated \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_

## NOMINATION FOR FAMILY PENSION

I hereby nominate the who are members of my family to receive in the order shown below the family pension which may be granted y Government in the event of may death after completion of 10 years qualifying service:-

Name & Address of nominee	Relationship with official	Age	Whether married or unmarried

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

Date this \_\_\_\_\_ day of \_\_\_\_\_ 200

Witness of Signature

1. \_\_\_\_\_

2. \_\_\_\_\_

Date \_\_\_\_\_

**Signature of Government Servant**

**(To be filled in by the Head of Office in the case of Non-Gazetted Officer)**

Nomination by \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

**Signature of Head Of Office**

**(Acknowledging the receipt of the Nomination Form by the Head of Office)**

To,

Shri/Smt. \_\_\_\_\_

\_\_\_\_\_

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 state that is has been duly placed on record.

Place \_\_\_\_\_

**Signature of Head of Office**

Dated the \_\_\_\_\_

Designation \_\_\_\_\_