

FORM-1**NOMINATION FOR RETIREMENT GRATUITY/DEATH GRATUITY**
(See Rule 53(1) of CSS (Pension) Rules, 1972)

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/her/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)			Alternative nominee(s)		
Name (s) and address (es) of nominee(s)	Relation-ship with 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 Government servant but before receiving payment of gratuity	Amount or share of gratuity payable to each**
(1)	(2)	(3)	(4)	(5)	(6)

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/she 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).

Contd...2/-

N-2

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

Dated this _____ day of _____ 20 _____ at _____.

Signature of Government Servant.

Witnesses to signature:

1. _____

2. _____

(To be filled by the Head of Office)

Nomination by:

Signature of the Head of Office:

Designation:

Date:

Office:

Designation:

**FORM-3
DETAILS OF FAMILY**

{Required vide Rule 54 (12) of CCS (Pension) Rules, 1972}

Name of the Government Servant : _____
 Designation : _____
 Date of birth : _____
 Details of 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)

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

Place:

Signature of Government Servant.

Date:

* Family for this purpose means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rule, 1972.

NOTE: Wife and husband shall include respectively judicially separated wife and husband.

Definition of 'Family' for family pension
(Clause (b) of Rule 54(14) of CCS (pension) Rules, 1972)

1. Wife in the case of a male Government servant, or husband in the case of a female government servant.
2. A judicially separated wife or husband, such separation not being granted on the ground of adultery and the person surviving was not held guilty of committing adultery.
3. Son who has not attained the age of twenty-five years and unmarried daughter who has not attained the age of twenty-five years, including such son and daughter adopted legally before retirement.
