

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/then the right to receive, to the extent specified below, any gratuity the payment of which may be authorised 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)	
Name & addresses of nominee/nominees	Relationship with the Government Servant	Age	Amount or share of gratuity payable to each*	Name, address, relationship & age of the person or persons, if any, to whom the right conferred on 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 or share of gratuity payable to each**
(1)	(2)	(3)	(4)	(5)	(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.....

1.

2.

Signature of Government servant

* 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 cover the whole amount/share payment to the original nominee(s).

(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 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.

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 nominations and the related notices & acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.

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FORM 3
[See Rule 54 (12)]
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 Officer	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

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

Place.....

Signature of Government servant

Dated the

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

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

FORM 5

[See Rules 59(1)(c) and 61(1)]

PARTICULARS TO BE OBTAINED BY THE HEAD OF OFFICE FROM THE RETIRING GOVERNMENT SERVANT EIGHT MONTHS BEFORE THE DATE OF HIS RETIREMENT

1. Name
2. (a) Date of birth
(b) Date of retirement
3. ¹Two specimen signatures (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.
4. ²Three copies of passport size joint ³photograph with wife or husband (To be attested by the Head of Office)
5. Two slips showing the particulars of height and ⁴personal identification marks duly attested by a Gazetted Government servant.
6. Present address.
7. ⁵Address after retirement.
8. Name of the Treasury or the Branch of Public Sector Bank or the Pay and Accounts Office through which the pension is to be drawn.
9. ⁶Details of the family in Form 3.
10. Indicate whether family pension is admissible from any other source—Military or State Government and/or a public sector undertaking/autonomous body/ Local Fund under the Central or a State Government.

Place

Signature

Dated the

Designation
Ministry/Deptt./Office

1. Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by Gazetted Government servant.
2. Two copies of the passport size photograph of self only need be furnished.
if the Government servant is governed by Rule 54 of the Central Civil Service (Pension) Rules, 1972 and is unmarried or a widower or widow.
3. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office.
4. Specify a few conspicuous marks not less than two, if possible.
5. Any subsequent change of address should be notified to the Head of Office.
6. Applicable only where rule 54 of the Central Civil Service (Pension) Rules, 1972 applies to the Government servant.