

FORM-1

(See Rule-43)

Nomination for Death-cum-Retirement 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 that may be sanctioned by the Government in the event of my death while in service or after retirement.

Original nominee (s)				Alternate nominee (s)	
Name and Address of nominee / nominee (s)	Relation ship with the Govt Servant.	Age	Amount of share of gratuity payable to each	Name, address, relationship & age of the person or right conferred on the nominee shall pass in the event of the nominee predeceasing the Govt. servant of the nominee dying after the death of the Govt. servant but before receiving payment of gratuity.	Amount of share of gratuity payable to each.
(1)	(2)	(3)	(4)	(5)	(6)

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

- Note - (1) The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any named he has signed.  
(2) Strike out if not applicable.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

Witnesses to signature:

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

\_\_\_\_\_  
Signature of Government Servant.

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

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

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

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

Signature of the Head of Office/Audit Officer. \_\_\_\_\_

Designation \_\_\_\_\_  
Office \_\_\_\_\_

Date \_\_\_\_\_  
Designation \_\_\_\_\_

PRO FORMA FOR ACKNOWLEDGING THE RECEIPT OF THE NOMINATION FORM BY THE HEAD OF OFFICE /AUDIT OFFICER

To,

\_\_\_\_\_  
\_\_\_\_\_

I acknowledge the receipt of your nomination, dated the \_\_\_\_\_/cancellation dated the \_\_\_\_\_ of the nomination made earlier in respect of gratuity in Form \_\_\_\_\_ and state that it has been duly placed on record.

Place \_\_\_\_\_

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

Signature of Head of Office/Audit Officer  
(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.

Signature of Government  
Servant.