

FORM -12
FORM OF APPLICATION FOR THE GRANT OF DEATH GRATUITY ON THE
DEATH OF A GOVERNMENT SERVANT

KENDRIYA VIDYALAYA: _____

1	(i)	Name of the claimant in case he is not minor			
	(ii)	Date of Birth the Claimant			
2	(i)	Name of the guardian in case the claimants are minors			
	(ii)	Date of Birth of the guardian			
3	(i)	Name of the deceased Govt. Servant in respect of whom gratuity is being claimed			
	(ii)	Date of death of Government Servant			
	(iii)	Office/Department/Ministry in which the deceased served last			
4	Relationship of the claimant/guardian with the deceased Government servant				
5	Full Postal Address of the claimant / guardian				
6	(i)	Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their ages, relationship with the deceased Government servant, etc.			
Sl. No.	Name		Age	Relationship with the deceased Government Servant	Postal Address
1					
2					
3					
4					
	(ii)	Relationship of the guardian with minor			
7	Place of payment of Pension and Gratuity (Treasury, Sub-Treasury, Public Sector Bank Branch or the Pay and Accounts Office)				

Signature/Thumb impression
of the claimant/guardian
Contd...2....

8. Two specimen signatures or left hand thumb and finger impressions of the claimant/guardian duly attested:-

1. _____
2. _____
3. _____

9. ATTESTED BY

	Name	Full Address	Signature
1.	_____	_____	_____
2.	_____	_____	_____

10. WITNESSES:

1.	_____	_____	_____
2.	_____	_____	_____

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1. To be furnished in case the applicant is not literate enough to sign his name.
 2. Attestation should be done by two Gazetted Government servants or two or more persons of respectability in the town, village or Pargana in which the applicant resides.