

FORM – 1
See Rule 46(1)
Nomination for Death-Cum Retirement Gratuity

[When the Government servant has a family and wishes to nominate one member or more than one member there of].

I hereby nominate the person mentioned below who is / are member (s) of my family and confer on him 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/ Nominees	Relationship with the Govt. servant	Age	Amount of 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 of share of Gratuity payable to each*
1	2	3	4	5	6

Dated _____ day of _____ 20 ____ at _____

Witnesses to signature

1. _____
2. _____

Signature of Government Servant

Nomination by -----

Signature of head of Office

Date

Designation -----

Office -----

Designation

- *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).
- +This nomination supersedes the nomination made by me earlier 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 name after he has signed.

(2) Strike out if not applicable.

Proforma For Acknowledging The Receipt Of The Nomination Form By The Head Of Office

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 _____.

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