

**FORM 1**  
**[See Rule 53 (1)]**

**Nomination for Retirement Gratuity/Death Gratuity**

When the Govt. servant has a family and wishes to nominate one number or more than one number thereof:

I \_\_\_\_\_ hereby nominate the person/persons mentioned below who is/are members(s) of my family, and confer on him/then 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)				Alternate Nominee(s)	
Name and addresses of nominee/nominees	Relationship with the Govt. Servant	Age	Amount or share of gratuity payable to each	Name, Address, Relationship and age of 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 or 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 shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 at \_\_\_\_\_

Witnesses to signature:

1.

2.

Signature of the Government servant

(To be filled by the Head of Office)

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

Signature of Head of Office

Designation \_\_\_\_\_

Date \_\_\_\_\_

Office \_\_\_\_\_

Designation \_\_\_\_\_

**FORM 2**  
**[See Rule 53 (1)]**

**Nomination for Retirement Gratuity /Death Gratuity**

When the Govt. 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 extend 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 extend specified blow, any gratuity which having become admissible to me on retirement may remain unpaid at my death:

Original Nominee(s)				Alternate Nominee(s)	
Name and addresses of nominee/nominees	Relationship with the Govt. Servant	Age	Amount or share of gratuity payable to each*	Name, Address, Relationship and age of person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Govt. servant or the nominee dying after the death or 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 shall draw lines across the 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 \_\_\_\_\_

Witnesses to signature:

1.

2.

Signature of the Government servant

(To be filled by the Head of Office)

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

Signature of Head of Office

Designation \_\_\_\_\_

Date \_\_\_\_\_

Office \_\_\_\_\_

Designation \_\_\_\_\_

\* 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 payable to the original nominee(s)

## FORM 5

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

Particulars to be obtained by the Head of Office from the retiring Government servant eight month before the date of his retirement

1.	Name	:	
2.	(a) Date of Birth	:	
	(b) Date of Retirement	:	
3.	Two specimen signatures (to be furnished in an separate sheet) duly attested by the Gazetted Government servant	:	
4.	Three copies of passport size joint photograph with wife or husband (To be attested by the Head of Office	:	
5.	Two slip showing the particulars of height and personal identification marks duly attested by the Gazetted Government servant	:	
6.	Present Address	:	
7.	Address 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.	Details 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	:	
			Signature
	Designation	:	
	Ministry/Department/Office	:	
	Place	:	
	Date	:	

1. Two slip each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger 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 the Gazetted Government servant.
2. Two copies of passport size photograph of self only need be furnished if the Government servant is governed by Rule 54 of the Central Civil Services (Pension) Rules, 1972 and is unmarried or a widower or widow.
3. Where it is not possible for the 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 Services (Pension) Rules, 1972, applies to the Government servant.

