

OLD PENSION

LAKSHMIBAI COLLEGE, DELHI 330

Form of Nomination

I hereby direct that amount at my credit in the Provident Fund at the time of my death shall be distributed among the members of my family mentioned below in the manner shown against their names.

Name and address of the nominee or nominees 1	Relationship with the subscriber 2	Age of the nominee 3	Amount or share of the accumulation 4

Witness No. 1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness No. 2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delhi, Dated \_\_\_\_\_

Signature of the Subscriber

**LAKSHMIBAI COLLEGE**  
**(University of Delhi)**  
**ASHOK VIHAR - III**  
**DELHI - 110052**

**FORM -3**

Details of Family : .....

Name of the Government Servant : .....

Designation : .....

Date of Birth : .....

Date of appointment : .....

Details of family of my family as on : .....

Serial No.	Name of the members of family	Date of birth	Relationship with the officer	Initials of the Head of Office	Remarks
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					

Hereby undertake to keep the above particulars up to date by notifying to the Head of Office any addition or alteration.

Place .....  
Dated the .....

Signature of government servant

\*Family for this purpose means family as defined in Clause (b) of sub rule(14) of Rule 51 of the CCS (Pension) Rules, 1972.

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

**LAKSHMIBAI COLLEGE**  
**(UNIVERSITY OF DELHI)**

Spouse Information of the Staff as per:

Columns given below: on basis of (01/04/2004) :

- Sl. No. 2 Name of the Official \_\_\_\_\_
3. Designation: \_\_\_\_\_
4. Basic Pay: \_\_\_\_\_
5. H.R.A.: \_\_\_\_\_
6. Medical Allowance: \_\_\_\_\_
7. Whether Govt. / Rent / Own Accommodation \_\_\_\_\_
8. Complete Address \_\_\_\_\_
9. Whether Spouse employee, if yes give the complete address \_\_\_\_\_
- i) Name of the Spouse \_\_\_\_\_
- ii) Deptt./ Office in where working \_\_\_\_\_  
\_\_\_\_\_
10. His / Her Basic Pay \_\_\_\_\_ H.R. A. \_\_\_\_\_
11. Medical allowance of the spouse \_\_\_\_\_
12. Whether Govt. Accommodation  
allotted to the Spouse (Yes / No) \_\_\_\_\_

Signature of the employees

Department \_\_\_\_\_

# FORMS

## FORM 1

[See Rule 53 (1)]

### Nomination for Retirement Gratuity/Death 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 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)	
Names and addresses of nominee/nominees	Relationship with the Government servant	Age	Amount or 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 Government servant or the nominee dying after the death of the Government 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.

\*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 should cover the whole amount/share payable to the original nominee(s).

Forms as last amended by G.I., Dept. of P. & P.W.F., Notification No. 2/18/87-P. & P.W. (PIC), dated the 20th July, 1988. Published as S.O. No. 2388, in the Gazette of India, dated the 6th August, 1988.

Dated this.....day of.....19 at.....

Witnesses to signature:

- 1. ....
- 2. .... *Signature of Government servant*  
(To be filled by the Head of Office)

Nomination by..... *Signature of Head of Office*  
 Designation..... Date.....  
 Office..... Designation.....

**Pro forma 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.

*Signature of Head of Office*

Place.....  
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.

**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/them 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