

FORM-1**NOMINATION FOR RETIREMENT GRATUITY/DEATH GRATUITY**
(See Rule 53(1) of CSS (Pension) Rules, 1972)

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/her/them 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)			Alternative nominee(s)		
Name (s) and address (es) of nominee(s)	Relationship with Govt. 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 Govt. 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)

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/she 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).

Contd...2/-

N- 2

-2-

This nomination supersedes the nomination made by me earlier on _____, which stands cancelled.

Dated this _____ day of _____ 20 _____ at _____.

Signature of Government Servant.

Witnesses to signature:

1. _____

2. _____

(To be filled by the Head of Office)

Nomination by:

Signature of the Head of Office:

Designation:

Date:

Office:

Designation:

FORM-3
DETAILS OF FAMILY

{Required vide Rule 54 (12) of CCS (Pension) Rules, 1972}

Name of the Government Servant : _____

Designation : _____

Date of birth : _____

Details of members of my family* as on : _____

Sl. 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)

I hereby undertake to keep the above particulars up-to-date by notifying the Head of Office any addition of alteration.

Place:

Signature of Government Servant.

Date:

* Family for this purpose means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rule, 1972.

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

Definition of 'Family' for family pension
(Clause (b) of Rule 54(14) of CCS (pension) Rules, 1972)

1. Wife in the case of a male Government servant, or husband in the case of a female government servant.
2. A judicially separated wife or husband, such separation not being granted on the ground of adultery and the person surviving was not held guilty of committing adultery.
3. Son who has not attained the age of twenty-five years and unmarried daughter who has not attained the age of twenty-five years, including such son and daughter adopted legally before retirement.

N-4

FORM-8**NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVERNMENT
EMPLOYEES' GROUP INSURANCE SCHEME, 1980**

(Required vide paras 19.1 to 19.9 of the scheme)

When the Government servant **has a family**, and wishes to nominate one member, or more than one member, thereof.

I, _____, hereby nominate the persons(s) mentioned below, who is/are member(s) of my family, and confer on him/her/them the right to receive, to the extent specified below any amount that may be sanctioned by the Central Government under the Central Government Employees' Group Insurance Scheme, 1980, in the event of my death while in service, or which having become payable on my attaining the age of superannuation, may remain unpaid at my death.

Name (s) and address (es) of nominee(s)	Relation-ship with Govt. servant	Age	Share of amount to be paid to each*	Contingen-cies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his/her/their predeceasing the Government servant.
(1)	(2)	(3)	(4)	(5)	(6)

Note:- The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed.

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

Contd...2/-

N-5

-2-

Dated this _____ day of _____ 20____ at _____.

Signature of Government servant.

Witnesses to signature:

1. _____

2. _____

(Countersigned by the Head of Office as per para 19.9 of the Scheme)

Nomination by:

Signature of Head of Office:

Designation:

Date:

Office:

Designation:

N-6

DETAILS OF FAMILY FOR LTC/TA**(For definition of "FAMILY", see overleaf)**

Sl. No.	Name	Relationship	If NOT living with Govt. servant, residential address

Certified that the above information is true and correct to the best of my knowledge. I hereby undertake to keep the above details updated and also to inform the office whenever any of the members of my family mentioned above cease to be covered under the provisions of the relevant rules for purposes of LTC/TA.

Place: New Delhi

Signature _____

Date:

Name _____

Designation _____

FOR OFFICIAL USE ONLY**ACCEPTED**

Received on:

Signature of Controlling Officer:

Diary No:

Name:

(Office Seal)

Designation:

Contd...2/-

DEFINITION OF FAMILY AND LTC/TA**(UNDER RULE 4 (D) OF CCS (LTC) RULES, 1988 AND SR 2(8)**

For LTC/TA purpose, 'Family' of the Govt. servant includes the following:

1. Wife or Husband, as the case may be, residing with the Government servant.

The following members of the family are also covered **IF** they are residing with **AND** are wholly dependent on the Govt. servant.

('Wholly Dependent' means whose income from all sources, including pension (inclusive of temporary increase in pension and pension equivalent of DCRG benefits) and stipend and scholarships, if any does not exceed Rs. 3,500/- p.m.)

(The condition "Residing with" has been waived for purpose of LTC for spouse and members of family.)

2. Legitimate children, and stepchildren;

An adopted child shall be considered to be a legitimate child, if, under the personal law of the Government servant, adoption is legally recognized as conferring on it the status of a natural child (TA Rules).

'Children' include children taken as wards by the Government servant under the "Guardians and Wards Act, 1980, provided such a ward is treated as a member of the family, and the Govt. servant, through a special will, has given such a ward the same status as a natural child (LTC Rules).

'Children' include major sons, married daughters including widowed daughters, so long as they are residing with and wholly dependent upon the Government Servant.

Married daughters are covered only in exceptional circumstance, such as where she has been divorced, abandoned or separated from the husband, and is financially wholly dependent on parents.

3. Parents, Step-mother;
4. Minor brothers:
5. Unmarried or Widowed sisters, provided their father is either not alive or is himself wholly dependent on the Government Servant.

DEFINITION OF FAMILY FOR GPF/CGEGIS

{Rule 2 (1) of GPF (CS) Rules, 1960}

{Para 19.3 of CGEGI Scheme, 1980}

1. In the case of a male subscriber, the wife or wives, parents, children, minor brother, unmarried sisters. Deceased son's widow and children and where no parents of the subscriber is alive, a paternal grandparent.

If a subscriber proves that his wife has been judicially separated from him or has ceased, under the customary law of the community to which she belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family unless the subscriber subsequently intimates in writing that she shall continue to be so regarded.

2. In the case of a female subscriber, the husband, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grandparent.

If a subscriber by notice in writing expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family unless the subscriber subsequently cancels such notice in writing.

NOTE: 'Child' means a legitimate child and includes an adopted child, where adoption is recognized by the personal law governing the subscriber. Such a child will be excluded from the family of the natural father. A ward under the Guardian and Wards Act, 1890, who lives with the Government servant and is treated as a member of the family and to whom the Govt. servant has, through a special will, given the same status as that of a natural born child will also be treated as 'Child' for the purpose of GPF/CGEGIS.

N-9

FIRST SCHEDULE
FORM NOMINATION
UNDER RULE 5 OF GENERAL PROVIDENT FUND RULES, 1960

Account No. _____

I, _____ hereby, nominate the person(s) mentioned below, who is /are member (s) non-members of my family as defined in Rule 2 of the General Provident Fund (Central Services) Rules, 1960, to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable, or having become has not been paid.

Name(s) and full address (es) of nominee(s)	Relation-ship with the subscriber	Age	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid	Name, address and relationship of the person(s), if any, to whom the right of the nominee shall pass in the event of his/her/their pre-deceasing the subscriber	if the nominee is not a member of the family as provided in Rule 2, indicate the reasons

Dated this _____ day of _____ 20 _____ at _____.

Signature of the Subscriber:

Name in Block letters:

Designation:

Witnesses to signature:

1. _____

2. _____

(Countersigned by the Head of office as per para 19.9 of the Scheme.)

Nomination by :

Designation:

Office:

Date:

Signature of Head of Office:

Designation:

(Seal)