

FORM 1

[See rule 115(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 that may be sanctioned by the Government of Maharashtra 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(s) and address(es) of nominee(s)	Relationship with the Government 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 predeceasing 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 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 of20 at.....

Witnesses to signature

1.....

2.....

Signature of Government servant

(To be filled in by the Head of office/Audit Officer)

Nomination by.....

Designation.....

Office.....

Signature of Head of office/Audit Officer

Date.....

Designation.....

Proforma for acknowledging the receipt of the Nomination Form by the Head of Office/Audit Officer

To

.....
.....

Sir,

In acknowledging the receipt of your nomination, dated thecancellation, dated theof 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/Audit Officer

Place.....

Dated the.....

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.