

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.

Dated of.....2 at.....
this.....d 000

ay

Witnesses to signature :

1.
2.

Signature of Government servant

*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).

(To be filled by the Head of Office)

Nomination by.....
Designation.....
Office.....

Signature of Head of Office
Date.....
Designation.....

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 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 onwhich 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 of 20 at
this 0....
day

Witnesses to signature :

1.
2.

Signature of Government servant

(To be filled by the Head of Office)

Nomination by.....
Designation.....
Office.....

Signature of Head of Office
Date.....
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 should cover the whole amount/share payable to the original nominee(s).

FORM 5
[See Rule 59(1)(c) & 61(1)]

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

1. Name.
2. (a) Date of birth.
(b) Date of retirement.
3. ¹Two specimen signatures (to be furnished in an separate sheet) duly attested by a Gazetted Government servant.
4. ²Three copies of passport size joint ³photograph with wife or husband (To be attested by the Head of Office).
5. Two slips showing the particulars of height and ⁴personal identification marks duly attested by a Gazetted Government servant.
6. Present address.
7. ⁵Address 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. ⁶Details 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.

Place.....	Signature
Dated the.....	Designation
	Ministry/Deptt./Office

Footnote : 1. Two slips 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 a 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 a 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.

²FORM 7

(Superscript 2 means Substituted by G.I., Dept. of Pen. & P.W., Notification No. 38/84/89-P. & P.W. (F), dated the 3rd September, 1993.)

See Rule 58,60,61(1) & (3) and 65(1)]

Form for assessing Pension/Family Pension and Gratuity

[To be sent in duplicate if payment is desired in
a different circle of accounting unit]

PART - I

- | | | | |
|---------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| 1. Name of the retiring Government employee | ... | ... | ... |
| 2. Father's/Husband's name | ... | ... | ... |
| 3. Height | ... | ... | ... |
| 4. Marks of Identification | ... | ... | ... |
| 5. Date of Birth | ... | ... | ... |
| 6. Service to which belongs (indicate name of organized service, if any, otherwise say, General Central Service) | ... | ... | ... |
| 7. Particulars of post held at the time of retirement - | | | |
| (a) Name of the Office | ... | ... | ... |
| (b) Post held | ... | ... | ... |
| (c) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms | ... | ... | ... |
| 8. Whether declared substantive in any post under the Central Government | ... | ... | ... |
| 9. Date of beginning of service | ... | ... | ... |
| 10. Date of ending of service | ... | ... | ... |
| 11. Cause of ending of service - | | | |
| (a) Voluntary retirement on being declared surplus (Rule 29) | ... | ... | ... |
| (b) Permanent absorption in public sector undertaking/autonomous body (Rule 37-A) | ... | ... | ... |
| (c) Due to abolition of post (Rule 59) | ... | ... | ... |
| (d) Superannuation (Rule 35) | ... | ... | ... |
| (e) Invalidment on medical ground (Rule 38) | ... | ... | ... |
| (f) Voluntary/premature retirement at the initiative of the Government servant [| | | |

- under Rules 48, 48-A and FR 56 (k)]
- (g) Premature retirement at the initiative of the Government [Rule 48 or FR 56 (j)]
- (h) Compulsory retirement (Rule 40)
- (i) Removal/dismissal from service (Rules 24 and 41)
- (j) Death
12. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed
13. In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate
14. Particulars relating to military service, if any -
- (a) Period of military service
- (b) Terminal benefits drawn/being drawn for military service
- (c) Whether opted for counting of military service towards civil pension
- (d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded
- (e) In case of ex-servicemen who are eligible for family pension under the Armed Forces Rules, whether opted to retain family pension under the Armed Forces Rules or to draw family pension under the Civil Rules

15. Particulars relating to service in autonomous body, if any -

(a) Particulars of Service :

Name of Organization	Post held	Period	
		From	To

- (b) Whether the above service is to be counted for pension

(c) Whether the autonomous organization has discharged its pensionary liability to the Central Government
16. Whether any departmental or judicial proceedings are pending against the retiring employees
17. Qualifying service -			
(a) Detail of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 59 (1) (b) (ii)]
(b) Period not counting as qualifying service -			
(i) Boy service (2nd proviso to Rule 13)
(ii) Extraordinary leave not counting as qualifying service (Rule 21)
(iii) Periods of suspension not treated as qualifying service (Rule 23)
(iv) Interruptions in service [Rule 27 (1) (b) and Rule 28 (c)]
(v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed
(vi) Any other period not treated as qualifying service (give details)
(c) Additions to qualifying service -			
(i) Military service (Rule 19)
(ii) War service (Rule 20)
(iii) Weightage on voluntary retirement on being declared surplus (Rule 29)
(iv) Weightage under Rule 30
(v) Benefit of service in an autonomous body (Rule 37)
(vi) Weightage under Rule 48-B
(d) Net qualifying service
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & over is to be treated as completed six monthly period.)
18. Emoluments -			
(a) Emoluments drawn during 10 months			

preceding retirement -			
From	To	Rate of Pay	Amount

(b) If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service

... ..

(c) Average emoluments reckoned for pension

... ..

(d) Emoluments reckoned for retirement gratuity/death gratuity

... ..

(e) Emoluments reckoned for family pension

... ..

19. Date on which the retiring employee submitted his application for pension in Form 5

... ..

20. Complete and up-to-date details of the family as given in Form 3 -

... ..

Sl. No.	Name of the Member of the family	Date of Birth	Relation with the Government servant
1	2	3	4

21. Whether nomination made for death gratuity/retirement gratuity

... ..

22. The date on which action initiated to -

(a) obtain the 'No demand certificate' from the Directorate of Estates as provided in Rule 57

... ..

(b) assess the service and emoluments qualifying for pension as provided in Rule 59 and

... ..

(c) assess the Government dues other than the dues relating to the allotment of Government accommodation as provided in Rule 73 (1)

... ..

23. Details of Government dues recoverable out of gratuity -

(a) Licence fee for Government accommodation [see sub-rules (2), (3) and (4) of Rule 72]
(b) Dues referred to in Rule 73
24. (a) Proposed pension/service gratuity
(b) Proposed dearness relief on pension (as on the date of retirement)
(c) Date from which pension is to commence
25. Rate of Family Pension -			
(a) Enhanced rate
(b) Period for which family pension will be payable at enhanced rate
(c) Ordinary rate
(d) Date from which ordinary rate of family pension will be payable
26. Amount of retirement gratuity/death gratuity
27. Commutation of pension -			
(a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)
(b) The portion of pension commuted
(c) Commuted value of pension
(d) Amount of residuary pension after deducting Commuted portion
(e) Date from which reduced pension is payable
28. Name and address of Bank/Pension Accounting Office from where pension is to be drawn
29. Head of Account to which pension and gratuity are debitable
30. Post-retirement address of the retiree

Signature of the
Head of Office

PART II

1. Date of receipt of pension papers by the Accounts Officer from Head of Office
2. Entitlements admitted -			
A. Length of qualifying service
B. Pension -			
(i) Class of pension
(ii) Amount of monthly pension
(iii) Date of commencement
C. Commutation of Pension -			
(i) Commuted value of portion of pension commuted, if any
(ii) Residuary pension after commutation
(iii) Date from which reduced pension is payable
(iv) Date of restoration of commuted portion of pension subject to the pensioner continuing to live
D. Retirement/Death Gratuity -			
(i) Total amount payable
(ii) Amount to be adjusted towards Government dues
(iii) Amount to be withheld for adjustment of unassessed dues
(iv) Net amount to be released immediately
E. Family Pension -			
(i) At enhanced rate
(ii) Period for which Family Pension at enhanced rate is payable
(iii) At normal rate
3. Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited

Accounts Officer

¹PENSION CALCULATION SHEET

(Superscript 1 means substituted by G.I., Dept. of P. & P.W., O.M. No. 38/24/91-P. & P.W. (F), dated the 22nd November, 1991.)

Revised Format

- | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----|-----|
| 1. Name | ... | ... | ... |
| 2. Designation | ... | ... | ... |
| 3. Date of birth | ... | ... | ... |
| 4. Date of entry in the Government service | ... | ... | ... |
| 5. Date of retirement | ... | ... | ... |
| 6. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO) | ... | ... | ... |
| 7. Emoluments drawn during the last 10 months | ... | ... | ... |
| 8. (1) Average emoluments for pension (as indicated in PPO) | ... | ... | ... |
| (2) Pension admissible | ... | ... | ... |
| Calculations to be shown as follows :-
Average Emoluments/2 x ² Qualifying Service/66 (Superscript 2 means In completed 6 monthly period, not exceeding 66.) | | | |
| 9. (1) Emoluments for gratuity (as indicated in PPO) | ... | ... | ... |
| (2) Retirement gratuity admissible | ... | ... | ... |
| Calculation to be shown as follows :-
Emoluments/4 x ² Qualifying Service | | | |
| 10. (1) Emoluments for Family Pension (as indicated in PPO) | ... | ... | ... |
| (2) Family Pension admissible | ... | ... | ... |
| Calculations to be shown as follows :- | | | |
| (a) Ordinary Family Pension : | | | |
| Pay last drawn x | Prescribed % subject to prescribed minimum and maximum | | |
| (b) Enhanced Family Pension : | | | |
| Family Pension at ordinary rate as at (a) above x 2, subject to prescribed minimum and maximum as per Rule 54. | | | |

Countersigned

Head of Office
PAO

FORM 12
[See Rule 77(2)]
Form of application for the grant of death gratuity
on the death of a Government servant

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor, the guardian should claim gratuity in one Form on their behalf)

1. (i) Name of the claimant in case he is not
minor
- (ii) Date of birth of the claimant
2. (i) Name of the guardian in case the claimants are minors
- (ii) Date of birth of the guardian
3. (i) Name of the deceased Government servant in respect of whom gratuity is being claimed
- (ii) Date of death of Government servant
- (iii) Office/Department/Ministry in which the deceased served last
4. Relationship of the claimant/guardian with the deceased Government servant
5. Full Postal Address of the claimant/guardian
6. (i) Where gratuity is claimed by the guardian on behalf of minors, the names of the minors, their ages, relationship with the deceased Government servant, etc. -

Serial No.	Name	Age	Relationship with the deceased Government servant	Postal Address
1.				
2.				
3.				
4.				

- (ii) Relationship of the guardian with minor

7. Place of payment of Pension and Gratuity

(Treasury, Sub-Treasury, Public Sector
Bank branch, or the Pay and Accounts
Office)

... ..

Signature/Thumb-
impression of the
claimant/guardian

8. Two specimen signatures ¹ or left hand
thumb and finger impressions of the
claimant/guardian duly attested
(To be furnished in a separate sheet)

... ..

9. ² Attested by -

	Name	Full Address	Signature
(i)
..
(ii)
)

- 10 Witnesses:

(i)
..
(ii)
)

Footnote : 1. To be furnished in case the applicant is not literate enough to sign his name.

2. Attestation should be done by two Gazetted Government servants or two or more persons of respectability in the town, village or Pargana in which the applicant resides.

FORM 14
[See Rule 77(3) and 81(2)]

**Form of application for the grant of Family Pension, 1964,
on the death of a Government servant/pensioner**

1. Name of the applicant
 (i) Widow/Widower
 (ii) Guardian if the deceased person is
 survived by child or children
2. Name and age of surviving
 widow/widower and children of the
 deceased Government
 servant/pensioner served last

Serial No.	Name	Relationship with the deceased person	Date of birth by Christian era
1.			
2.			
3.			
4.			
5.			
6.			

3. Name and No. of the PPO of the
 deceased pensioner
4. Date of death of the Government
 servant/pensioner
5. Office/Department/Ministry in which
 the deceased Government servant/
 pensioner served last
6. If the applicant is guardian, his date of
 birth and relationship with the
 deceased Government
 servant/pensioner
- 6- If the applicant is a widow/widower
 A the amount of service pension which
 she/he may be in receipt on the date of
 death of the husband/wife
7. Full address of the applicant
8. Place of payment of Pension and
 Gratuity (Treasury, Sub-treasury or
 Public Sector Bank Branch and Pay
 and Accounts Office)
9. Enclosures :

- (i) Two specimen signatures of the applicant, duly attested (To be furnished in two separate sheets).
 - (ii) Two copies of passport size photograph of the applicant, duly attested.
 - (iii) Two slips each bearing left hand thumb and finger impressions* of the applicant, duly attested.
 - (iv) Descriptive Roll of the applicant, duly attested, indicating (a) height and (b) personal marks, if any, on the hand, face, etc. (Specify a few conspicuous marks, not less than two, if possible.)
(To be furnished in duplicate.)
 - (v) Certificate(s) of age (in original with two attested copies) showing the dates of birth of the children. The certificate should be from the Municipal Authorities or from the local panchayat or from the head of a recognised school if the child is studying in such school. (This information should be furnished in respect of such child or children, the particulars of whose date of birth are not available with the Head of Office).
10. Indicate whether family pension is admissible from any other source - Ministry or State Government and/or a public sector undertaking/autonomous body/local fund under the Central or a State Government
11. Signature or left hand thumb-impression* of the applicant
12. Attested by :

	Name	Full Address	Signature
(i)
(ii)
13	Witnesses :		

		Name	Full Address	Signature
	(i)
	(ii)

NOTE. - Attestation should be done by two Gazetted Government servants or two or more persons of respectability in the town, village or Pargana in which the applicant resides.

*To be furnished in case the applicant is not literate enough to sign his name.

FORM 18

[See Rules 78(1), 80(1), 80(3) and 880(5) and 80-B (1) & 80-B (5)]
Form for assessing and authorising the payment of family pension
and death gratuity when a Government servant dies while in service

(To be sent in duplicate if payment is desired in a
different Circle of accounting unit)

PART I

Section I

1. Name of the deceased Government servant
2. Father's name (and also husband's name in the case of
female Government servant)
3. Date of birth (by Christian era)
4. Date of death (by Christian era)
5. Religion
6. Office/Department/Ministry in which last employed
7. Appointment held last
 - (i) Substantive
 - (ii) Officiating
8. Date of beginning of service
9. Date of ending of service
10. (i) Total period of military service for which pension,
gratuity was sanctioned ; and
 - (ii) Amount and nature of any pension, gratuity
received for the military service
11. Amount and nature of any pension received for
previous civil service, if any
12. Government under which service has been rendered in
order of employment
13. The date on which intimation regarding the death of
Government servant was received by the Head of Office
14. The date on which action initiated to -
 - (i) obtain claim or claims from the claimants in the
appropriate form for death gratuity and family
pension as provided in Rule 77 ;
 - (ii) obtain the 'No demand certificate' from the
Directorate of Estates as provided in Rule 80-C (1) ;
 - (iii) assess the Government dues other than the dues
pertaining to occupation of Government
accommodation as provided in Rule 80-C (2) ; and
 - (iv) assess the service and emoluments qualifying for
death gratuity and family pension as provided in

Rules 78 and 79.

15. Whether nomination made for death gratuity	...		
16. Length of service qualifying for death gratuity/pension	...		
17. Periods of non-qualifying service -		From	To
(i) Interruption in service condoned under Rule 28	...		
(ii) Extraordinary leave not qualifying for gratuity	...		
(iii) Period of suspension treated as non-qualifying	...		
(iv) Any other service not treated as qualifying service	...		

Total period of non-qualifying service	...		

18. (a) Emoluments reckoning for death gratuity	...		
(b) Amount of death gratuity	...		
19. Omitted.			
20. Omitted.			
21. (i) If Family Pension, 1964 applies ---			
Proposed Family Pension at -			
(a) enhanced rates [if service rendered at the time of death is more than seven years as in Rule 54 (3)]	...		
(b) ordinary rates - [as in Rule 54 (2)]	...		
(ii) Period of tenability of Family Pension -		From	To
(a) enhanced rates	...		
(b) ordinary rates	...		
22. Persons to whom family pension is payable -			
Name	...		
Relationship with the deceased Government servant	...		
Full postal address	...		
23. Details of Government dues recoverable out of gratuity			
-			
(i) Licence fee for occupation of Government accommodation [See Rule 80-C]	...		
(ii) Amount of death gratuity to be held over pending receipt of information from the Directorate of Estates [See Rule 80-C (i) (v)]	...		
(iii) Dues referred to in Rule 80-C (2)	...		
24. Date on which claims received from the claimants	...		
25. Name of guardian who will receive payment of death gratuity and family pension in the case of minors	...		
26. Place of payment (Treasury, Sub-Treasury or Branch or Public Sector Bank or the Pay and Accounts Office)	...		
27. Head of Account to which death gratuity and family			

pension are debitable

... ..

Place
Dated the

Signature of
Head of Office

Section II

Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with Rule 80A.

Provisional family pension	Rs.....p.m.
Gratuity [the amount mentioned in item 18 (b) of Part I]	Rs.....
Less				
(a) Licence fee recoverable from gratuity for occupation of Government accommodation [as in item 23 (i) of Part I]	Rs.....p.m.
(b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as the item 23 (ii) of Part I]	Rs.....
(c) Other Government dues as mentioned in item 23 (iii) of Part I	Rs.....
(d) Total of (a), (b) and (c)	Rs.....

Place
Dated the

Signature of
Head of Office

PART II Account Enforcement

Section I

1.	Total period of qualifying service which has been accepted for -					
	(i) Death gratuity		
	(ii) Family Pension, 1964		
2.	Net amount of gratuity after adjusting Government dues		
3.	Net amount of gratuity of				Amount	Period of

	tenability of Family Pension, 1964. If death took place -				----- Rs.	tenability ----- From To
	(i) before seven years service		
	(ii) after seven years service		
4.	Date from which Family Pension is admissible		
5.	Head of Account to which death gratuity and family pension are chargeable		
Section II						
1.	Name of the deceased Government servant		
2.	Date of death of the Government servant		
3.	Date on which pension papers received by the Accounts Officer		
4.	Amount of family pension authorised		
5.	Amount of gratuity authorised		
6.	Date of commencement of family pension		
7.	Date on which payment of family pension and gratuity authorised		
8.	Amount recoverable from gratuity		
9.	Amount of gratuity held over pending receipt of 'No demand certificate'		
Place Dated the					Accounts Officer	

FORM 22
[See Rule 81(4)]
Form of application for the grant of Residuary¹ Gratuity
on the death of a pensioner

(To be filled in separately by each applicant)

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| 1. Name of the applicant | ... | ... | ... |
| 2. (i) Name of the guardian in case
the applicant is a minor | ... | ... | ... |
| (ii) Date of birth of guardian | ... | ... | ... |
| 3. Name of the deceased pensioner | ... | ... | ... |
| 4. Office/Department/Ministry in
which the deceased pensioner
served last | ... | ... | ... |
| 5. Date of death of the pensioner | ... | ... | ... |
| 6. Date of retirement of the deceased
pensioner | ... | ... | ... |
| 7. Amount of monthly *pension
(including ad hoc increase, if any)
sanctioned to deceased pensioner | ... | ... | ... |
| 8. Amount of retirement gratuity
received by the deceased pensioner | ... | ... | ... |
| 9. The amount of *pension (including
ad hoc increase, if any) drawn by
the deceased till the date of death | ... | ... | ... |
| 10. If the deceased had commuted a
portion of pension before his death,
the commuted value of the pension | ... | ... | ... |
| 11. Total of items 8,9 and 10 | ... | ... | ... |
| 12. Amount of death gratuity equal to
12 times of the emoluments | ... | ... | ... |
| 13. The amount of residuary gratuity
claimed, i.e., the difference
between the amount shown against
items 12 and 11 | ... | ... | ... |
| 14. Relationship of the applicant with
the deceased pensioner | ... | ... | ... |
| 15. Date of birth of the applicant | ... | ... | ... |
| 16. Name of the Treasury or Sub-
Treasury at which payment is
desired | ... | ... | ... |
| 17. Full address of the applicant | ... | ... | ... |
| 18. Signature or thumb-impression of | | | |

the applicant (To be furnished in a ...
separate sheet duly attested.**)

19. Attested by :

	Name	Full Address	Signature
(i)
(ii)

20. Witnesses

	Name	Full Address	Signature
(i)
(ii)

Footnote : 1. If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad hoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family.

* When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.

** Attestation should be done by two Gazetted Government servants or by two or more persons of respectability in the town, village or pargana in which the applicant resides.

FORM 24
[See Rule 32]
Form of certificate of verification of service for pension

No.....
Government of India
Ministry of
.....
Department
of.....
Dated.....

Certificate

It is certified, in consultation with the Accounts Officer, that Shri
Designation has completed a qualifying service of
..... years months, days as
on.....(date), as per details given below. The service has been verified on
the basis of his service documents and in accordance with the rules regarding qualifying
service in force at present. The verification of service under sub-rules (1) and (2) of Rule
32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall
not be re-opened except when necessitated by a subsequent change in the rules and orders
governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

		From	To
1.			
2.			
3.			

Signature of Head of Office

To

Shri.....
(Name and Designation)

FORM 3
[See Rule 54(12)]

Details of Family : _____

Name of Govt. Servant : _____

Designation : _____

Date of Birth : _____

Date of Appointment : _____

Details of the 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

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

Place :

Date :

Signature of Govt. Servant

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

Rule 54(14)(b) : - "Family" in relation to a Government servants means –

- i) wife in the case of a male Government servant or husband in the case of a female Government servant
- ii) 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,
- iii) 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.