

FORM 3
[See rule 54 (12)]
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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

Signature of Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government. servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government. servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the ‘Remarks’ column. The fact regarding disability or change of marital status of a family member should also be indicated in the ‘Remarks’ column.

Note 4. - Wife and husband shall include judicially separated wife and husband.

Form No. 13

[See Para 6]

CENTRAL GOVERNMENT EMPLOYEES' GROUP INSURANCE SCHEME, 1980

Date of joining Govt. service	Date of admission to the CGEGI Scheme	Group to which admitted	Rate of monthly contribution (Rs.)	Period		Events with exact date affecting Cols. (3) and (4)	Remarks
				From	To		
(1)	(2)	(3)	(4)	(5)		(6)	(7)

FORM 1
[See Rule 53 (1)]
Nomination for Retirement Gratuity/Death Gratuity

When the Govt. servant has a family and wishes to nominate one member and 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/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 update at my death:

Original nominee(s)				Alternate nominee(s)	
Names and address of nominee / nominees (1)	Relationship with the Government Servant (2)	Age (3)	Amount or share of gratuity payable To each (4)	Name, Address, Relationship and age of person or persons, if any, to whom the right conferred on the nominee pre-deceasing the Government servant or the nominee dying after the death of the Government servant but before receiving payment of gratuity (5)	Amount or share of gratuity payable to each (6)

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

Dated this..... day of..... 20 at.....

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.....

NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVERNMENT EMPLOYEES
GROUP INSURANCE SCHEME, 1980

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

I,hereby nominate the person(s) 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 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 of which having become payable on my attaining the age of superannuation may remain unpaid at my death:-

Name and addresses of nominee/nominees	Relationship with the Govt. Servant	Age	*Share of amount to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address, relationship of persons, if any, to whom the right of the nominee shall pass in the event of the nominee predeceasing the Government Servant
1					
2.					
3.					

N.E. The Government servant should draw line across the blank space below his last entry to prevent insertion of any name after he has signed

Dated, this day of.....20 at

Signatures of the witnesses

1.....

2.....

(Signature of Government Servant)

Name in block letter.....

Designation.....

SIGNATURE OF

HEAD OF OFFICE

*This column should be filled in as to cover the whole amount that may be payable under the Insurance Scheme