



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16-C, DWARKA, NEW DELHI – 110 075

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

Witnesses to signature :

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



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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)

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

Witnesses to signature :

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(To be filled by the Head of Office)

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