

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	Relationship with the Government Servant	Age	Amount or share of gratuity payable To each	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	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.

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.....

Form 1

Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I,, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i. any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules
- ii. amount that may stand to my credit in the General Provident Fund
- iii. any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant

Telephone No.

Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

Note 2 : 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. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated, under the following Rules :—

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in pageVolume.....of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

RAMJAS COLLEGE: GENERAL DECLARATION FORM

1. Name of the Employee :
2. Department :
3. Designation :
4. Aadhar Card Number
(Unique Identification) :
5. Qualification :
6. Marital Status :
7. Hometown Declaration :
8. Declaration of Family Dependents:

S. No.	Name	Relation with Employee	Age	Gender Male/Female
1				
2				
3				
4				
5				
6				
7				

9. Self Attested Family Photograph :

(Paste Here)

10. Signature of the Employee :

RAMJAS COLLEGE

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

1. Name of the Employee
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 Employee

Place :

Date :

Note 1. – The original Form submitted by the Employee 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 Employee 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.

RAMJAS COLLEGE

FORM

HOME TOWN DECLARATION

[OM No. 43/15/57-Estts. (A) dated 24-6-1958]

I, _____ hereby declare that my home town is at the place as shown below for the purpose of availing my self of the Travel Concession as notified in the Govt. of India, Ministry of Home Affairs, New Delhi O.M. No. 43/1/55/Estts - (A) Part-II dated 11-1-1956 conveyed vide Secretary (Finance) to the Delhi Administration endorsement No. F 13(3) / 54 / Finance dated 22-12-1956.

Name of State	Name of the District	Name of the Village	Name of the Railway station	Remarks
1.	2.	3.	4.	5

Signature of the Employee

RAMJAS COLLEGE

FORM OF NOMINATION

FORM II

When the Subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in Clause 1(c) (i) of Statute 28-A to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:

Name and addresses of the nominees.	Relationship with subscriber.	Age	*Amount of share of accumulation to be paid to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address & relationship, if any, to whom the right of nominee shall pass in the event of the nominees predeceasing the subscriber.
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Dated this day of20.....
at

Two Witnesses to Signature:

.....
(Signature of the Subscriber)

1.

Designation

2.

Department

*Note : column should be filled in so as to cover in the whole amount that may stand to the credit of the Subscriber in the Fund at any time.

RAMJAS COLLEGE
FORM OF FAMILY PENSION
FORM IX

Subject:- Payment of Family Pension in respect of Late Shri/Smt.

The undersigned has learnt with regret the death of Shri/Smt
Designation in this University and is directed to inform you that
under Clause 24 of Appendix 'A' of Statute 28-A, you are entitled to Family Pension for life/till attaining the
date of majority*.

I am accordingly to suggest that formal claim for the grant of family pension may be submitted by you
in the enclosed form along with the following documents:

1. Death Certificate.
2. Two copies of a passport size photograph duly attested by a gazetted officer.
3. Guardianship certificate where pension is admissible to the minor.

(Designation)

To

*Where family pension is admissible to the minor children.

RAMJAS COLLEGE

FORM OF NOMINATION

FORM VI

Nomination for Gratuity

When the member of staff has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the University 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:

Name and addresses of the nominees.	Relationship with the Employee.	Age	Amount of share of Gratuity payable to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address & relationship 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 employee or the nominee dying after the death of the Employee but before receiving payment of the Gratuity.	Amount of share of Gratuity payable to each

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

Note : The member of the staff shall draw lines across the blank space below the entry to prevent the insertion of any name after he has signed.

Dated this day of20.....
at

Two Witnesses to Signature:

.....
(Signature of the Subscriber)

1.

2.

Note : (1) Fourth column should be filled in so as to cover the whole amount of gratuity.

(2) The amount/share of gratuity shown in last column should be the whole amount/share payable to the original nominees.

Designation

Department

.....

(Signature of Registrar)

Department

Dated

FIRST SCHEDULE

I, when the Subscriber has a family and wishes to nominate the member thereof, I hereby nominate the person mentioned below, who is a member of family as defined in Rule 2 of the Provident Fund Rule of the Ramjas College, Delhi University, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, for having become payable, has not been paid:

Name & address of the nominee	Relationship with Subscriber	Age	Contingencies 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 predeceasing the subscriber

Dated, this _____ day of _____ 20 _____ at _____

Two witnesses to Signature

1. _____

2. _____

Signature of subscriber

II. When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in Rule 2 of the Provident Fund Rules of Ramjas College, Delhi University, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against names.

Name & address of the nominee	Relationship with Subscriber	Age	*Amount or share of accumulation to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

Dated, this _____ day of _____ 20 _____ at _____

Two witnesses to Signature

1. _____

2. _____

Signature of subscriber

* Note: this Column should be filled in so as to cover the whole amount that may stand to the subscriber in the Fund at any time.

I when the Subscriber has no family and wishes to nominate one person.

I having no family as defined in Rule 2 of the Provident Fund Rule of the Ramjas College, Delhi University, hereby nominate the person mentioned below, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:

Name & address of the nominee	Relationship with Subscriber	Age	Contingencies 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 predeceasing the subscriber

Dated, this _____ day of _____ 20 _____ at _____

Two witnesses to Signature

1. _____

2. _____

Signature of subscriber

II. When the subscriber has a family and wishes to nominate more than one person.

I, having no family as defined in Rule 2 of the Provident Fund Rule of the Ramjas College, Delhi University, hereby nominate the person mentioned below, to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable has not been and direct that the said amount shall be distributed among the said persons in the manner shown below against names:

Name & address of the nominee	Relationship with Subscriber	Age	*Amount or share of accumulation to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

Dated, this _____ day of _____ 20 _____ at _____

Two witnesses to Signature

1. _____

2. _____

* Note: this Column should be filled in so as to cover the whole amount that may stand to the subscriber in the Fund at any time.

** Note: Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.