

FORM 1**Certificate of verification of Service for Gratuity**

[See rule 21]

No.

Government of India

Ministry of

Department/Office

Dated	D	D	M	M	Y	Y	Y	Y
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CertificateIt is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. (Name and 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 21 of the Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021, 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 gratuity.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department /Office	From	To	Length of qualifying service
1.				
2.				
3.				

Signature and stamp of Head of Office

To

Shri

(Name and Designation)

FORM 2**Common Nomination Form for Gratuity and Central Government Employees' Group Insurance Scheme****(See rule 23)**

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:

- any gratuity the payment of which may be authorised under rule 22 of Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021,
- 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	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

Mobile 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) and (ii) 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.

Note 3 : 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 :—

- Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021 for Gratuity.
- Central Government Employees Group Insurance Scheme, 1980.

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

Designation.....

Office.....

(Strike out which nomination is not received)

Verified that the nomination(s) made by the Government servant is/are in accordance with the provisions of the relevant rules. 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.

FORM 3

Relieving order on joining a State Government or Corporation or Company or Body on immediate absorption basis

[See rule 32]

No.....

Government of India

Ministry/Department of.....

Dated the.....

ORDER

Shri/Smt./Km.(i)..... is hereby relieved to join.....(ii)..... as.....(iii).....on permanent absorption basis. He/she should join.....(ii).....by(iv)..... His/her resignation from Government service will be effective from the day he/she actually joins(ii)..... and it will be notified on the receipt of intimation about the date of his/her joining(ii)..... In case for some reason he/she does not join(ii).....by.....(iv)....., he/she should report back to his/her office forthwith.

2. The period between the date of relief and the date of joining in(ii).....will be regularised by grant of any type of leave due and if no leave is at credit, by extraordinary leave.

- (i) Name, designation and office of the Government servant to be relieved.
- (ii) Name of the State Government or corporation or company or body.
- (iii) Post against which the officer is to be appointed in the State Government or corporation or company or body.
- (iv) The Ministry/Department/Office should indicate the date by which the officer should join the State Government or corporation or company or body. This date will be determined by giving him/her a maximum of 15 days' time from the date of relief. The Competent Authority in the Administrative

Ministry/Department/Office may allow any further extension beyond this date in case of reason beyond the control of officer like natural calamity, civil commotion, etc.

(Name and designation of the Relieving Officer)

Copy to :

4.(Officer concerned)
5., (State Government or corporation or company or body).
6. Pay and Accounts Office

FORM 4

Application for the Grant of retirement Gratuity in the case of missing Government servant

[See sub-rule (2) of rule 33]

(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 and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. Details of missing Government servant:

Name and designation		Date of report	DD/MM/YYYY
Office/Department/Ministry in which the deceased served last			

2. Details of claimant(s):

Sl. No.	Name	Date of birth (DD/MM/YYYY)	Relationship with the missing Govt. servant	Postal address
1.				
2.				
3.				

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

Name	Date of birth (DD/MM/YYYY)	Relationship with the minor/mentally disabled	Relationship with the missing Govt. Servant	Postal address

4. Details of bank:

Bank's Name		A/c No.		IFS Code	
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Place:

Date:

Mobile no.:

(Signature of the claimant/guardian)

Enclosure:

- a. Copy of report of missing in Police Station.
- b. Guardianship Certificate/ Indemnity Bond and Date of Birth Certificate in case the claimant is a minor.
- c. Guardianship Certificate/ nomination and Medical Certificate in case the claimant is mentally disabled.

FORM 5

**Assessment and Authorisation of Payment of Retirement Gratuity when a
Government Servant is missing while in Service**

[See sub-rule (4) of rule 33]

Part I
Section I

1. Details of employee:

(a) Name												
(b) Mother's /Father's name		(c) Date of birth		D	D	M	M	Y	Y	Y	Y	
(d) Date of missing	D	D	M	M	Y	Y	Y	Y	(e) Religion			

2. Post held at the time of missing:

(a) Name of the office											
(b) Post held substantively		(c) Officiating post									
(d) Level of pay in the pay matrix		(e) Basic Pay									
(f) In case the last post was held outside the Government on foreign service terms-											
(i) Level of pay of the post held in the parent department						(ii) Basic pay					
3. Date of beginning of service				4. Date of ending of service							

5. Service in Autonomous Body/State Government, if any particulars of service:

(a) Name of organisation	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government				<input type="radio"/> Yes <input type="radio"/> No
(e) Whether the Autonomous Organisation has discharged its gratuity liability to the Central Government				<input type="radio"/> Yes <input type="radio"/> No
(f) Amount of any gratuity received for the previous civil service, if any		(g) Nature of any pension received for the previous civil service, if any		

6. Service qualifying for retirement gratuity:

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored [under rule 36 (1) (b) (ii)]			
(b) Periods of non-qualifying service:	From	To	No. of Days
Interruption in service condoned under rules 18 and 19			
Extraordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Periods of foreign service with United Nations bodies for which no contribution for gratuity received to the Government rule 20)			
Any other service not treated as qualifying service			
Total Period of non-qualifying service			
(c) Additions to qualifying service:	From	To	No. of Days
Benefit of service in an Autonomous Body			
(d) Net qualifying service			
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22)			
7. Emoluments reckoned for retirement gratuity		8. Amount of retirement gratuity	

Amount of gratuity authorised		Amount recoverable from gratuity	
Amount of gratuity withheld pending receipt of 'No Demand Certificate'			
Place:	<input type="text"/>		<input type="text"/>
Date:	<input type="text" value="DD-MM-YYYY"/>		
(Signature of Account Officer)			

FORM 6**Form for Assessing Gratuity**

[To be sent four months before the date of retirement to the PAO]

[See rules 34, 37, 38 and 42]

PART-I (To be filed by Head of Office)

1. Name of the retiring Government employee																
Name of <input type="checkbox"/> Mother <input type="checkbox"/> Father																
		PAN no.		Date of Birth												
2. Post held at the time of retirement: -																
(a) Name of the office							(b) Post held									
(c) Level of pay in the pay matrix							(d) Basic pay									
(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms																
(f) Level of pay/basic pay in the pay matrix of the post in the parent department																
Whether declared substantive in any post under the Central Government																
3. Date of beginning of service	D	D	M	m	y	Y	y	Y	4. Date of ending of service	d	d	m	m	y	y	Y
5. Cause of ending of service (please tick one)																
(a) Superannuation		(b) Voluntary retirement on being declared surplus (rule 29)														
(c) Voluntary/premature retirement at the initiative of the Government servant [under rules 12 of CCS(Implementation of NPS) Rules, 2021 and FR 56 (k)]																
(d) Premature retirement at the initiative of the Government [FR 56 (j)]																
(e) Permanent absorption in public sector undertaking/Autonomous Body (rule 32)																
(f) Invalidment on medical ground (Rule 16 of CCS(Implementation of NPS) Rules							(g) Due to abolition of post (rule 29)									
(h) Compulsory retirement (rule 30)					(i) Removal/dismissal from service (rules 31)											
5.A. In the case of compulsory retirement, the orders of the competent authority whether gratuity 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 (Please see Rule 30)																
5.B. In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of gratuity and if so, at what rate (Please see rule 31)																

6. Service in Autonomous body/State Government, if any :-																			
(a) Details of service :		Name of organisation						Post held											
Period of service	From	D	d	m	m	y	y	Y	y	To	Period	d	d	m	m	y	y	y	
(b) Whether the above service is to be counted for gratuity in the Government																			
(c) Whether the Autonomous Organisation has discharged its gratuity liability to the Central Government																			
7. Whether any departmental or judicial proceedings in terms of rule 5 are pending against the retiring employee. (If yes, gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)																			
8. Details of Service																			
(a) Period of service		From To						Total duration of service											
(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 36 (1) (b)(iii)]																			
(c) Period not counting as qualifying service :-																			
(ii) Extraordinary leave not counting as qualifying service (rule 13)																			
(ii) Periods of suspension not treated as qualifying service (rule 14)																			
(iii) Interruptions in service [rule 18 and rule 19]																			
(iv) Periods of foreign service with United Nation Bodies for which no contribution for gratuity was received (rule 20)																			
(v) Any other period not treated as qualifying service (give details)																			
(d) Additions to qualifying service :-																			
(i) Benefit of service in an Autonomous Body																			
(e) Net qualifying service(a – b – c + d)																			
(f) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22)																			
9. Emoluments :-																			
(a) Emoluments in terms of rule 6																			
(b) Emoluments drawn during ten months preceding retirement-		From	D	D	m	m	y	Y	y	Y	To	Period	d	d	m	m	y	y	y
Note: 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 may be mentioned in items (a) and (b) above (sub rule 7 of rule 6)																			
(c) Average emoluments (rule 7)																			
(d) Emoluments reckoned for retirement gratuity/death gratuity (rule 22)																			
10. Amount of retirement gratuity/death gratuity (rule 22)																			
11. Details of gratuity on finalisation of Department /judicial proceedings																			
(a) Percentage of gratuity to be withheld under rule 5																			
(b) Amount of gratuity after deduction of amount withheld																			
12. Details of Government dues recoverable out of gratuity																			
(a) Licence fee for Government accommodation [rule 45 and rule 46]																			
(b) Dues referred to in rule 47																			
(c) Amount indicated by Directorate of Estates to be withheld under rule 46																			

Post-retirement address of the retiree			
e-mail ID, if any		Mobile number, if any	

FORM 6 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1. Whether retiring employee is an allottee of Government accommodation								
2. The date on which action initiated to obtain the 'No demand certificate from the Directorate of Estates as provided in rule 22 of CCS(Implementation of NPS) Rules, 2021.								
3. Date of receipt of 'No Demand Certificate' from Directorate of Estates								
4. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates								
5. If retiring employee is not an allottee of Government accommodation, date on which 'No Demand Certificate' issued by the office	d	d	m	m	y	y	y	y
6. Date on which action initiated to assess the service and emoluments qualifying for gratuity as provided in rule 36	d	d	m	m	y	y	y	y
7. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 47 (1)	D	d	m	m	y	y	y	y
8. Date on which the retiring Government servant was furnished with a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity.	D	d	m	m	y	y	y	y
9. Whether any objection received from the employee on the above certificate								
10. Whether nominations made in Form 2 for								
(i) Death gratuity/retirement gratuity								
11. Whether Details of family in Form 2 of CCS(Implementation of NPS) Rules, 2021 attached	Yes <input type="checkbox"/> No <input type="checkbox"/>							
12. Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for gratuity).								
13. Whether the orders of the competent authority regarding grant of gratuity in the cases of compulsory retirement/dismissal/removal placed on record.								
14. Whether order for withholding gratuity on finalisation of departmental/judicial proceedings attached, if applicable on finalisation of proceedings.								
15. Whether a statement indicating the reasons for delay (in case the papers for payment of gratuity are not forwarded before four months of the retirement of Government Servant) attached.								
16. Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)								

PART-II**[Account Enforcement (by Accounts Officer)]**

Date of receipt of papers for payment of gratuity by the Accounts Officer from Head of Office	d	d	m	m	y	y	y	y
Entitlements admitted -								
A. Length of qualifying service								
B. Retirement/Death Gratuity -								
(i) Total amount of gratuity								
(ii) Percentage of gratuity to be withheld under rule 5								
(iii) Amount of gratuity after deduction of amount withheld								
(iv) Amount to be adjusted towards arrears of licence fee for Government accommodation								

and licence fee for retention of Govt. accommodation beyond retirement (rule 46)	
(v) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (rule 46)	
(vi) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (rule 47)	
(v) Net amount to be released immediately	
C. Head of account to which the amount of retirement/death gratuity is to be debited	
D. Whether any order affecting gratuity issued under rule 5.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, details thereof	



Signature of Accounts Officer

GRATUITY CALCULATION SHEET

1. Name		2. Designation															
3. Date of birth		4. Level of pay in the pay matrix	5. Basic pay														
6 Date of entry in the Government service	d	D	M	M	Y	y	y	Y	7.Date of retirement	d	d	m	m	y	y	y	Y
8. Length of qualifying service reckoned for gratuity																	
9. Emoluments drawn during the last ten months																	
10. Emoluments or average emoluments, whichever is more beneficial for gratuity																	
11. Emoluments for gratuity																	
12. Retirement gratuity admissible: calculation to be shown as follows :- Emoluments/4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)																	



Signature of the Head of Office



Countersigned by PAO

Copy to:- Shri/Smt.Kumari

Retired/retiring Govt. servant

FORM 7

Letter to the Accounts Officer forwarding the papers for payment of gratuity of a Government Servant
[See rules 38, 40 and 51]

No.

Government of India

Ministry of

Department/Office

To,

Date	D	D	M	M	Y	Y	Y	Y
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The Pay and Accounts Officer/Accountant General,

Subject: Authorisation of gratuity in respect of Shri/Smt./Km.

Sir/Madam,

I am directed to forward herewith the papers for payment of gratuity in respect of Shri/Smt./Km. of this Ministry/ Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of death/retirement of the Govt. servant and which need to be recovered/withheld are indicated in item No. 12 of Form 6 / item no 9 of Form-10.
3. The receipt of this letter may be acknowledged.
4. The retirement/ death gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you.

Yours faithfully,

(Head of Office)

Enclosures:

1. Form 6 or Form 10 duly completed, along with enclosures and checklists.
2. Service Book (date of death/ retirement to be indicated in the service book).

Notes:

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

FORM 8**Letter to the nominee/ member of family of a deceased Government Servant for grant of death gratuity
[See rule 48]**

No.

Government of India

Ministry of

Department/Office

Dated

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

Subject: - Payment of death gratuity in respect of late Shri/Smt./Kumari

Sir/Madam,

I am directed to state that in terms of the nomination made by late Shri/Smt.

 (Name and Designation) in the Office/Department/Ministry of ,
a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

Should any contingency have happened since the date of making the nomination, so as to render the enclosed nomination invalid, in whole or in part, kindly state precise details of the contingency.

ORNo valid nomination for grant of gratuity exists in this Office in terms of rule 22 and rule 24 of the Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021, a death gratuity is payable to the following members of the family of late Shri/Smt. (Name and Designation), in the Office/Department/Ministry of
in equal shares: -

- (i) Wife/husband including judicially separated wife/husband
 - (ii) Sons
 - (iii) Unmarried daughter
 - (iv) widowed daughters
- } including step children and adopted children.

OR

(In the absence of above surviving members)

- (i) Father and / or Mother, including adoptive parents in case of individuals whose personal law permits adoption;
- (ii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iii) Married daughters; and
- (iv) Children of a pre-deceased son.

2. In case your enclosed nomination is valid or you are entitled to receive part or whole amount of gratuity in terms of rule 22 and rule 24, it is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 9.

Yours faithfully,



Signature of Head of the Office

FORM 9
Application for the Grant of Death Gratuity
[See rule 48]

(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 and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. Details of deceased Government servant:

Name and designation		Date of death	DD/MM/YYYY
Office/Department/Ministry in which the deceased served last			

2. Details of claimant(s):

Sl. No.	Name	Date of birth (DD/MM/YYYY)	Share	Relationship with the deceased Govt. servant	Postal address
1.					
2.					
3.					

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

Name	Date of birth (DD/MM/YYYY)	Share	Relationship with the minor/mentally disabled	Relationship with the deceased Govt. Servant	Postal address

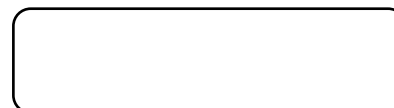
4. Details of bank:

Bank's Name		A/c No.		IFS Code	
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Place:

Date:

Mobile no.:



(Signature of the claimant/guardian)

Enclosure:

- a. Death certificate.
- b. Guardianship Certificate/ Indemnity Bond and Date of Birth Certificate in case the claimant is a minor.
- c. Guardianship Certificate/ nomination and Medical Certificate in case the claimant is mentally disabled.

FORM 10

**Assessment and Authorisation of Payment of Death Gratuity when a
Government Servant dies while in Service**

[See rules 49, 51 and 53]

Part I

Section I

1. Details of deceased:

(a) Name												
(b) Mother's /Father's name		(c) Date of birth		D	D	M	M	Y	Y	Y	Y	
(d) Date of death	D	D	M	M	Y	Y	Y	Y	(e) Religion			

2. Post held at the time of death:

(a) Name of the office											
(b) Post held substantively		(c) Officiating post									
(d) Level of pay in the pay matrix		(e) Basic Pay									
(f) In case the last post was held outside the Government on foreign service terms-											
(i) Level of pay of the post held in the parent department						(ii) Basic pay					
3. Date of beginning of service			DD-MM-Y			4. Date of ending of service			DD-MM-Y		

5. Service in Autonomous Body/State Government, if any

particulars of service:

(a) Name of organisation	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government		<input type="radio"/> Yes <input type="radio"/> No		
(e) Whether the Autonomous Organisation has discharged its gratuity liability to the Central Government		<input type="radio"/> Yes <input type="radio"/> No		
(f) Amount of any gratuity received for the previous civil service, if any		(g) Nature of any pension received for the previous civil service, if any		

6. Service qualifying for death gratuity:

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored [under rule 36 (1)]			
(b) Periods of non-qualifying service:	From	To	No. of Days
Interruption in service condoned under rules 18 and 19			
Extraordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Periods of foreign service with United Nations bodies for which no contribution for gratuity received to the Government rule 20)			
Any other service not treated as qualifying service			
Total Period of non-qualifying service			
(c) Additions to qualifying service:	From	To	No. of Days
Benefit of service in an Autonomous Body			

(d) Net qualifying service			
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22))			
7. Emoluments reckoned for death gratuity		8. Amount of death gratuity	
9. Details of Government dues recoverable out of death gratuity:			
(a) Licence fee for occupation of Government accommodation [See rule 54]			
(b) Amount to be withheld as indicated by the Directorate of Estates [See rule 54 (i)].			
(c) Dues referred to in rule 54 (2)			
(d) Net amount payable as death gratuity			

10. Details of the nominee(s) to whom death gratuity is payable:

S.No.	(a) Name	(b) Date of birth (DD/MM/YY YY)	(d) Share in death gratuity	(e) Relationship with deceased Govt. servant	(f) Address
1.					
2.					
3.					

11. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S.N.	(a) Name of minor/mentally disabled child	(b) Name of guardian	(d) Relationship with deceased Govt. servant	(e) Address of guardian
1.				
2.				
3.				

12. Head of Account to which death gratuity is debitible.

Place: <input type="text"/>		<input type="text"/> (Signature of Head of Office)
Date: <input type="text" value="DD-MM-YYYY"/>		

Section II
Details of provisional gratuity drawn and disbursed by the
Head of Office in accordance with rule 50 of Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021.

Death gratuity	Rs.....
Place: <input style="width: 150px; height: 20px;" type="text"/> Date: <input style="width: 150px; height: 20px;" type="text" value="DD-MM-YYYY"/>	<input style="width: 100px; height: 30px;" type="text"/> (Signature of Head of Office)

PART II
Account Enforcement
Section I

Total period of qualifying service accepted for Death gratuity	
Net amount of death gratuity after adjusting Government dues	
Head of account to which death gratuity is debitible	

Section II

Details of deceased Government servant									
Name		Date of death	D	D	M	M	Y	Y	Y
Amount of gratuity authorised		Amount recoverable from gratuity							
Amount of gratuity withheld pending receipt of 'No Demand Certificate'									
Amount of provisional gratuity paid, if any									
Net amount of gratuity after deducting recoveries, withheld gratuity and provisional gratuity, if any									
Place: <input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/> (Signature of Account Officer)								
Date: <input style="width: 150px; height: 20px;" type="text" value="DD-MM-YYYY"/>									

PROFORMA- A

INDEMNITY BOND**[For claim of gratuity when nominee is minor]**

[See rule 24]

KNOW ALL MEN by these presents that we (a)
 (b) the window/son/brother, etc., of (c)
 deceased, resident of
 (hereinafter called “the Obligor”) and (d)
 son/wife/daughter of.....resident of
and son/wife/daughter of
 resident of
 the sureties for and
 on behalf of the Obligor (hereinafter called “the Sureties”) are held firmly bound to the President of India (hereinafter called “the Government”) on the sum of Rs. (Rupees only) well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed thisday oftwo thousand and

WHEREAS (c) was at the time of his death in the employment of the Government.
AND WHEREAS the said (c) died on theday
 of 20 and there was due to him at the time of his death the sum of Rs(Rupees
 only) for and towards share of his minor son/daughter in the
 death/retirement gratuity.

AND WHEREAS the Obligor claims to be entitled to the said sum as de facto guardian of the minor son/daughter of the said (c) but has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minor(s).

AND WHEREAS the Obligor has satisfied the (e) that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of the said sum of Rs.

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor but under Government rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c) before the said sum can be paid to the Obligor.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person against the Government with respect to the aforesaid sum of Rs.refund to the Government the said sum of Rs.and shall otherwise indemnify and keep the Government harmless and all costs incurred in consequence of the claim thereto THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1.

2.

Signed by the above named 'Surety' / 'Sureties'

1.

2.

Accepted for and on behalf of the President of India by

.....

[Name and designation of the Officer directed or authorised, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

.....

(Name and designation of witness)

NOTE I.

(a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the Obligor to the deceased.

(c) Name of the deceased Government Officer.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

(e) Designation of the officer responsible for payment.

NOTE II. The Obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.

PROFORMA -B

INDEMNITY BOND

[In the case of missing employee]

[See rule 33]

KNOW ALL MEN by these presents that we (a).....(b)....., the wife/son /brother/nominee, etc., of (c)who was holding the post ofin the Ministry/Department /Office of is reported to have been missing since(hereinafter referred to as 'missing Government servant') resident of (hereinafter called "the Obligor") and (d)son/wife/daughter of Shri resident ofand son/wife/daughter of resident of the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in the sum of Rs..... (Rupees) equivalent of the amount on account of payment of salary, leave encashment, Retirement/Death Gratuity and each and every sum being the monthly family pension well and truly to be paid to the Government, on demand and without a demur together with simple interest @..... % p.a. from the date of payment thereof until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed thisday oftwo thousand and

WHEREAS (c) was at the time of his disappearance in the employment of the Government receiving a pay at the rate of Rs. (Rupees.....) only per month from the Government.

AND WHEREAS the said (c) disappeared on theday of20and there was due to him at the time of his disappearance the sum equivalent of (i) salary due (ii) leave encashment, (iii) Retirement/Death Gratuity.

AND WHEREAS the Obligor is entitled to family pension at Rs. (Rupees..... only) plus admissible dearness relief thereon.

AND WHEREAS the obligator has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs.....(Rupees.....) and monthly family pension @ Rs.....(Rupees.....) only and relief thereon to the obligator upon the obligor and the Sureties entering into a Bond in the above mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government servant.

AND WHEREAS the Obligor and at his/her request the Surety / Sureties have agreed to execute the Bond in terms and manner herein contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/ Sureties shall in the event of a claim being made , by any other person or the missing employee on appearance, against the Government with respect to the aforesaid sum of Rs.....(Rupees.....)and the sum paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs.....(Rupees.....) and each and every sum paid by Government as monthly pension and relief together with simple interest @.....% per annum and shall, otherwise, indemnify keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named ‘Obligor’ in the presence of

- 1.
- 2.

Signed by the above named ‘Surety’/ ‘Sureties’

- 1.
- 2.

Accepted for and on behalf of the President of India by

[Name and designation of the Officer directed or authorised, in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

.....

..... (Name and designation of witness)

NOTE I. (a) Full name of the claimant referred to as the 'Obligor'. (b) State relationship of the 'Obligor' to the 'missing Government servant'. (c) Name of the 'missing Government servant'. (d) Full name or names of the Sureties with name or names of the father (s)/husband(s) and place of residence.

NOTE II. The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

NOTE III. The rate of simple interest will be as prescribed by the Government from time to time on Public Provident Fund rates.

[F. No. 59 /03 /2019 – P&PW(B)]

SANJIV NARAIN MATHUR, Jt. Secy.