

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 minor : _____
- (ii) Date of Birth of 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.				

(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 or left hand thumb
and finger impressions of the claimant/ guardian duly _____
attested :

(To be furnished in a separate sheet)

9. Attested by (With rubber seal)

10.	Witness:- Name	Full Address	Signature
(i)
(ii)

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

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

COUNTERSIGNED