

## Form - 12

See A 77 (2)

### **FORM OF APPLICATION FOR THE GRANT OF DEATH-CUM-RETIREMENT GRATUITY ON THE DEATH OF A GOVERNMENT SERVANT.**

(To be filled in separately by each claimant and in case of the claimant is minor, the Form should be filled in by the guardian 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 minors.  
(ii) Date of birth of the guardian.
3. (i) Name of the deceased Govt. 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.
5. Full Postal Address of the Claimant/guardian.
6. (i) Where gratuity is claimed by the guardian on behalf minors, the names of the minors, their ages, relationship with the deceased Government servant etc :-

Sl. No.	Name	Age	Relationship with the deceased Govt. servant.	Address
1.				
2.				
3.				
4.				

6. (ii) Relationship of the guardian with minor,

Contd.....2/p

7 Place of payment of pensioner and Gratuity....(Treasury, Sub- Treasury, Public Sector Bank Branch or the Pay and Account office)

Signature/ Thumb-impression of the claimant/ Guardian

8 Two specimen signatures or left thumb impression of the claimant/ Guardian duly attested (to be furnished in a separate sheet)

9 Attested by:-

Name	Full address	Signature
(i)_____	(i)_____	(i)_____
(ii)_____	(ii)_____	(ii)_____

10 Witnesses:-

(i)_____	_____	_____
(ii)_____	_____	_____

1. To be furnished in case the applicant is not literate enough to sign his name.
2. Attestation should be done by two gazetted Govt. Servant or two or more persons of respectability in the town, village or Pargana in which the applicant resides.