**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:

1. any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules
2. amount that may stand to my credit in the General Provident Fund
3. 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 ofthe nominee | Relation-shipwithemployee/pensioner | Shareto bepaidtoeach | If nominee isminor, name,DOB andaddress ofperson whomay receivethe amount onbehalf ofminor | Name, DOB,relationship andaddress of alternatenominee in case thenominee underColumn (1)predeceases theemployee/pensioner | Shareto bepaidtoeach | Name, DOBand address ofperson whomay receivethe amount ifalternatenominee inCol. (5) is aminor | Contingencyon happeningof whichnominationshall becomeinvalid |
| 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 copiesof 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 theinsertion 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 page …………Volume……….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.