

FORM OF NOMINATION

Account No. :

I, hereby nominate the person (s) mentioned below who is/are member(s)/non-members of my family defined in rule 2 of the General Provident Fund (Central Service) Rules, 1960, to received the amount that may stand any credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the nominee (s)	Relationship with the subscriber	Age of the nominee (s)	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid	Name, address and relationship of the persons(s) if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber	If the nominee is not a member of the family as provided in rule 2, indicate the reason
1	2	3	4	5	6	7

P.T.O

Dated this day of 20 at

Signature of the subscriber :

Name in BLOCK letters :

Designation

Two witnesses to signature

Name and Address

Signature

1.

2.

Space for use by the Head of Office/Pay and Accounts Office (reverse of the form)

Nomination by Shir/Smt./Kumari :

Designation :

Date of receipt of nomination :

Signature of Head of Office/Pay and Accounts Officer

Designation :

Date :

**STATEMENT OF PARTICULARS FOR ALLOTMENT OF PROVIDENT FUND ACCOUNT NUMBERS TO
COMPULSORY SUBSCRIBERS FOR THE MONTH OF**

Office of the (See Decision No.(3) below Rule 4)

Head of Account to which pay and allowances are debited Please read carefully the instructions printed on the reverse before filling in the form

Sl. No.	Name of Govt. Servant (subscriber)	Name of Subscriber's father/husband	Date of Birth of subscriber	Date of joining service	Designation	Emolu-ments	Monthly rate of subscription (in whole rupees)	Month from which subscription to commence	Remarks to be filled in by Accountant General's Office	
									Remarks	Account No. allotted
1	2	3	4	5	6	7	8	9	10	11

No. _____ Dated _____
Forwarded in duplicate to the Accountant General for necessary action. The Government Servants those names are included in their statements are required to join the Fund under the rules of Government of Their names have not been included in the previous statements and they are not already members of any Provident fund (nominations are enclosed as mentioned in the remarks column)

Certified that all the employees whose names are shown above are eligible to subscribed to the Provident Fund in accordance with the relevant Rules.

Head of Office

No. _____ Dated _____
Returned to Account Nos. allotted may be intimated to the subscribers and also noted in the Service Books, nominations and other official records. In all correspondence connected with Provident Fund of any subscriber, the account Number should be quoted. Receipt of nominations at Sl.Nos. thereby acknowledged.

Accounts Officer :
Office of the Accountant General

(Reverse of the form)

Instructions for filling the statement :-

- (a) This form should be used only in cases where subscription to the Fund is compulsory.
- (b) Separate forms should be used for different provident fund e.g. General Provident Fund, Contributory Provident Fund, etc.
- (c) Separate form should be used for persons whose pay and allowances are debited to different major and sub-major heads of account.
- (d) Name of the Fund may be filled in by suitable words (e.g) General Provident Fund (Central), Contributory Provident Fund (India), etc.
- (e) The statements should be sent in duplicate. It should include permanent Government Servants who joined service in the previous month and are required to join the fund compulsorily on entry into Government Service and temporary Government Servants who will complete one year's continuous service or otherwise become eligible to subscribe to the Provident Fund, three months hence.
- (f) COLUMN - 3 :- Husband's name (instead of father's name) may be given in respect of married female subscribers indicating the position.
- (g) COLUMN - 7 :- Dearness pay, if any, may be distinctly shown.
- (h) COLUMN - 8 :- Please see Rule of G.P. Fund (Central Services) Rules, 1960/ Contributory Provident Fund (India) Rules.
- (i) COLUMN - 9 :- Under the G.P.Fund (Central Services) Rules, 1960, a temporary Government servant who complete one year's continuous service during the middle of among shall commence subscribing to the G.P. Fund from his/her salary for the month following that in which he/she completes one year's service.
- (j) The nomination should be obtained in the prescribed form from the subscriber and forward to the Accountant General along with this statement making a suitable note in the remarks column.

FORM - 3
(See Rule 54 (12))

DETAILS OF FAMILY

1. Name of the Government Servant :
2. Designation :
3. Date of Birth :
4. Date of appointment :
5. Details of the members of my family* as on :

Sl. No.	Name of the Members of family*	Date of birth	Relationship with the officer	Initials of the Head of Office	Remarks

I hereby undertake to keep the above particulars upto date by notifying to the Head of Office any addition or alteration.

Place :

Dated :

Signature of the Employee.

* Family for this purpose means :-

1. Wife, in the case of a male Government Servant
2. Husband, in the case of a female Government Servant
3. Sons below 18 years of age and unmarried daughters below 21 years of age, including such son or daughter adopted legally before retirement.

NOTE : Wife and Husband shall include respectively judicially separated wife and husband.

FORM - 8

Nomination for benefits under the Union Territory Government Employees Group Insurance Scheme, 1984

* * * * *

When the Government Servant has a family and wishes to nominate one number of or more than one member thereof.

I, hereby nominate the person(s) mentioned below, who is/are members of my family, and confer on, him/them the right to receive to the extent specified below any amount that may be sanctioned by the Union Territory Government/Administration under the Union Territory Government Employees Group Insurance Scheme, 1984 in the event of my death while in the service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Name and addresses of nominee/nominees	Relation-ship with Govt. Servant.	Age	Share to be paid *	Contingencies on the happening of which the nomination shall become invalid	Name, address and relation-ship of the person, if any to who, the right of the nomination shall pass in the event of predeceasing the Govt. Servant
1.	2.	3.	4.	5.	6.

N.B. The Government servant draw line across the blank space below, his last entry to prevent insertion of any name after he has assigned.

Dated this day of 20 at

Signature of two witnesses

1.

2.

Signature of Govt. Servant

* This column should be filled in as to cover the whole amount that may be payable under the insurance scheme.

NOMINATION FOR RETIREMENT GRATUITY/DEATH GRATUITY

(See Rule 53 (1))

When the Govt. Servant has a family and wishes to nominate one member, or more than one member, thereof.

I, _____ hereby nominate the person/persons mentioned below who is/are members of my family, and confer on him/her/them the right to receive to the extent specified below, any gratuity the payment of which may be authorised by the Central Govt. 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 on become admissible to me on retirement may remain unpaid at my death.

Original nominee(s)			Alternate nominee(s)		
Name and address of nominee/ nominees	Relation-ship with the Govt. Servant	Age	Amount of share of gratuity payable to each	Name, address, relationship & Age 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 Govt. Servant but before the receiving payment of gratuity.	Amount of 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.

NOTE: 1. The Govt. Servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has assigned.

2. Strike out which is not applicable.

Dated this _____ day of _____ 20 _____ at _____

Signature of two witnesses

1.

2.

Signature of Govt. Servant

(TO BE FILLED IN BY HEAD OF OFFICE)

Nomination by :

Designation :

Office :

Signature of Head of Office

Designation :

Date :

ANNEXURE - II

Thiru /Tmt./Selvi

- i) That I am a bachelor/widower
- ii) That I am married and have only one spouse living that I am married to a persons who has no other spouse living.
- iii) That I am married and have more than one spouse living that I am married to a person who has more than one spouse living.

I request that in view of the reasons stated below : -

I may be granted exemption from the operation of restriction on the recruitment to service of persons having more than one spouse living or having married to a persons having more than one spouse living.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Reasons :

Place :

Date :

Signature of Govt. Servant

NOTE : Please delete clauses not applicable.