

FORM – 12
(See Rules 77 (3) and 79 (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 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 minors.

(ii) Date of birth of the 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 minor
their ages relationship with the deceased Government servant, etc.-

Sl.No.	Name	Age	Relation with the deceased Government servant.	Postal Address
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1.

2.

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

(ii) Relationship of the guardian with minors :-

7. Name of the Treasury of Sub-Treasury at which payment is desired.

Signature/Thumb impression
of the claimant/ guardian.

8. Two specimen signature, or left hand thumb and finger impression of the claimant/guardian duly attested.
(to be furnished in separate sheet)

9. Attested by :-

	Name	Full Address	Signature
(i)
(ii)

10. Witnesses:-

(i)
(ii)