

FORM 4B

[Referred to in Rule 76(a), Part III, K.S.R.]
NOMINATION FOR D.C.R. GRATUITY

When the Officer has a family

I hereby nominate the persons mentioned below who are members of my family and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by Government 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 become admissible to me on my retirement may remain unpaid on my death.

Name and addresses of nominees	Relationship with employees	Age	Amount or share of gratuity payable to each	Contingencies on the happening of which the nominations shall become invalid.	Name, address and relationship 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 employee or the nominee dying after the death of the employee but before receiving payment of the gratuity.	Amount or share of gratuity payable to each
1	2	3	4	5	6	7

This nomination supersedes the nomination made by me earlier on.
.....which stands cancelled.

N.B. – The employee should draw lines across the blank space below the
last entry to prevent insertion of any name after he has signed.

Dated this.....day of.....20.....at.....

Witness to signature:

1

2

Signature of employee

(To be filled in by the Head of Office in the case of non-gazetted employee)

Nominated by.....

Signature of Head of
Office.....

Designation.....

Date.....

Office.....

Designation.....

**Pro forma for acknowledging the receipt of the nomination form by
the Head of Office/Audit Officer**

To,

.....
.....
.....
.....

Sir,

In acknowledging the receipt of your nomination dated/cancellation datedof the nomination made earlier in respect of Death-cum-Retirement Gratuity in Form.....I am to state that they have been duly placed on record.

Dated..... Signature of Head of Office/Audit Officer
(Designation)

*Note 1. – This column should be filled in so as to cover the whole amount of gratuity.

*Note 2. – The amount / share of gratuity shown in this column should cover the whole amount / share payable to the original nominees.If only one person is nominated the words “full” or “hundred percent” shall be indicated in the column

If only one person is nominated the words “full” or hundred per cent” shall be indicated in the column.