

FORM 4D

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

When the employee has no family

I, having no family, hereby nominate the persons mentioned below 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 at my death.

Name and addresses of nominees	Relationship with employee	Age	Amount or share or 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 or 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 Officer should draw lines across blank space below the
last entry to prevent the insertion of any name after he had signed.

Date thisday of20.....at.....

Witness to signature:

1.....

2.....

Signature of employee

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

Nomination bySignature of Head of the
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 dated...../of 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.

Signature of Head of Office/Audit Officer

Dated..... *(Designation)*

Note 1.This column should be filled in so as to cover the whole amount of gratuity. If only one person is nominated the words “full” or “hundred percent “ shall be indicated in the column

Note 2.The amount /share of gratuity shown in this column should cover the whole amount /share payable to the original nominees.