

FORM 10 [See Rule 77(2)]

**Form of letter to the member or members of the family of a Deceased Government
Servant where valid nomination for the grant of the death gratuity does not exist**

No.....
Government of India
Ministry of
Department of
Dated the

To

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.....

**Subject – Payment of death gratuity in respect of the late Shri/
Shrimati.....**

Sir/Madam,

I am directed to say that in terms of Rule 50 of the Central Civil
Services(Pension) Rules, 1972, a death gratuity is payable to the following
members of the family of late Shri/Shrimathi

.....(Designation), in the
Office/Department/Ministry of in equal shares:-

- (i) Wife/Husband including judicially separated
wife/husband
- (ii) Sons (including step children and adopted children)
- (iii) Unmarried daughters (including step children and
adopted children)

2. In the event of there being no surviving member of the family as
indicated above, the gratuity will be payable to the following members of
the family in equal shares:-

- (i) widowed daughters including step daughters and adopted daughters;
- (ii) father
- (iii) mother - including adoptive parents in case of individuals whose personal law permits adoption;
- (iv) brother below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (v) married daughters; and
- (vi) children of a pre-deceased son.

3. It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,

Head of Office