

## **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 diseased Govt Servant;	Postal Address
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1.

2.

3.

4.

5.

6.

(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 handthumb 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) .....