

FORM 8

Letter to the nominee/ member of family of a deceased Government Servant for grant of death gratuity
[See rule 48]

No.

Government of India

Ministry of

Department/Office

Dated

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To

Subject: - Payment of death gratuity in respect of late Shri/Smt./Kumari

Sir/Madam,

I am directed to state that in terms of the nomination made by late Shri/Smt.

(Name and Designation) in the Office/Department/Ministry of

a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

Should any contingency have happened since the date of making the nomination, so as to render the enclosed nomination invalid, in whole or in part, kindly state precise details of the contingency.

OR

No valid nomination for grant of gratuity exists in this Office in terms of rule 22 and rule 24 of the Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021, a death gratuity is payable to the following members of the family of late Shri/Smt.

(Name and Designation), in the Office/Department/Ministry of

in equal shares: -

- (i) Wife/husband including judicially separated wife/husband
 - (ii) Sons
 - (iii) Unmarried daughter
 - (iv) widowed daughters
- } including step children and adopted children.

OR

(In the absence of above surviving members)

- (i) Father and / or Mother, including adoptive parents in case of individuals whose personal law permits adoption;
- (ii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iii) Married daughters; and
- (iv) Children of a pre-deceased son.

2. In case your enclosed nomination is valid or you are entitled to receive part or whole amount of gratuity in terms of rule 22 and rule 24, it is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 9.

Yours faithfully,

Signature of Head of the Office