



FORM-12
(See Rules 77 (2))

FORM OF APPLICATION FOR THE GRANT OF DEATH GRATUITY ON THE DEATH OF A GOVERNMENT SERVANT

(To be filled in separately by each claimant 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 Claimant are minor :
- (ii) Date of birth of the guardian :
3. (i) Name of the deceased Govt. servant in respect of whom gratuity is being claimed :
- (ii) Date of death of Govt. servant in respect of whom gratuity is being claimed :
- (iii) Office/Department/Ministry in which the deceased served last. :
4. Relationship of the claimant/ guardian with the deceased Govt. 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 minors, their ages, relationship with the deceased Govt. servant etc.

Sr. No.	Name	Age	Relationship with the deceased Govt. Servant	Postal Address
1.				
2.				
3.				
4.				
5.				
6.				

- (ii) Relationship of the guardian with Minor :
7. Place of payment of pension and Gratuity (Treasury, Sub-Treasury, Public Sector Bank Branch, or the Pay and Accounts Office) :

8. Two specimen signatures* or left hand thumb and finger impressions of the claimant/guardian duly attested. :
 (To be furnished in a separate sheet)

9. **Attested by :-

Name	Full Address	Signature
(i)
.....
(ii)
.....

Witnesses :-

(i)
.....
(ii)
.....

* To be furnished in case the applicant is not literate enough to sign his name.

** Attestation should be done by two Gazetted Government Servants or two or more persons of respectability in the town, Village or Pargana in which the applicant resides.
