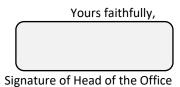
FORMAT 11 [See rules 71(2)(b) and 71(6)]

Letter to the nominee/ member of family of a deceased/missing Government Servant for grant of gratuity

		Number					
			Gove	rnment of India			
			١	Ministry of			
			Depa	artment/Office			
То							
					Dated (DD/MM/YYY)	Y	
Subject: - Pa	yment of gr	atuity in respe	ect of Shri/S	imt./Kumari			
Sir/Madam,							
l am	directed to	state that:					
* (I) In	terms	of	the	nomination	made	by	Shri/Smt./Km
					••		
possible. Should any c	ontingency	have happene	d since the o	date of making t		so as to rer	orm 9 as soon as
				OR			
* (II) No	valid nomir	nation for gran	nt of gratuity	exists in this O	ffice. In terms of	Rule 47 an	d Rule 51 (in the
case of miss	ing Govern ı	ment servant	only) of the	e Central Civil S	Services (Pension) Rules, 20	021, a gratuity is
payable t	o the	following	members	of the	family of		Shri/Smt./Km.
	Designation)	, in the Offic	e/Departme				
(Name and I shares: -							

(In the absence of above members)

- (v) Father and Mother, including adoptive parents in case of individuals whose personal law permits adoption;
- (vi) Brothers including stepbrothers who are suffering from any disorder or disability of mind including the mentally retarded or physically crippled or disabled without any limit of age and brothers, including stepbrothers, below the age of eighteen years, in other cases.
- (vii) Unmarried, widowed and divorced sisters including step sisters;
- (viii) Married daughters; and
- (ix) Children of a pre-deceased son.
- 2. I am to request that a claim for the payment of gratuity may be submitted in the **enclosed** Form 9 along with an indemnity Bond in **enclosed** Format 8 (in the case of missing **Government servant** only) as soon as possible.



Encl: 1. Form 9

- 2. Format 8 (In case of missing **Government servant** /pensioner only)
- * Strike out if not applicable.

Note: If there are more than one beneficiary eligible to receive a share from the amount of gratuity, separate letter will be addressed to all the beneficiaries.