

**FORM 11**

[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/Office.....

Dated the.....

To

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

Sir/Madam,

I am directed to say that in terms of rules 50 and 51 of the Central Civil Services (Pension) Rules, 1972, 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 daughters } including step children and adopted children.
- (iv) widowed daughters }

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) Father }
- (ii) Mother } including adoptive parents in case of individuals whose personal law permits adoption;
- (iii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iv) Married daughters; and
- (v) 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