

**FORM 22****[See rule 81(4)]****Form of application for the grant of Residuary Gratuity on the death of a pensioner**

(To be filled in separately by each claimant)

1. (i) Name of the pensioner in respect of whom residuary gratuity is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of pensioner
- (iv) Date of death of pensioner
- (v) PPO No. of pensioner, if applicable

2. Name and other details of claimant(s)—

S. No.	Name	Date of birth	Relationship with the deceased pensioner	Postal Address

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian—

Name	Date of birth	Relationship with the minor	Relationship with the deceased pensioner	Postal Address

4. Account No., name and BSR code of the Branch of Bank to which amount is to be credited:
5. Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to deceased pensioner:
6. Amount of retirement gratuity received by the deceased pensioner:
7. The amount of pension (including ad hoc increase, if any)/service gratuity drawn by the deceased till the date of death:
8. If the deceased had commuted a portion of pension before his death, the commuted value of the pension:
9. Total of items 6, 7 and 8:
10. Amount of death gratuity equal to 12 times of the emoluments:
11. The amount of residuary gratuity claimed, i.e., the difference between the amount shown against items 10 and 9:

Encl: Specimen signatures/thumb impression  
duly attested by a Gazetted Government servant

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No.....

Permanent Account Number for Income Tax (PAN).....

Aadhar No., if available - .....

Signatures of two Witnesses with names and full addresses:

(i)

(ii)

**Note 1.-** If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad-hoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.

**Note 2.-** Two specimen signatures duly attested by a Gazetted Government servant (to be furnished in a separate sheet). Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such a person on account of physical disability is unable to give left hand thumb and finger impressions, he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.

### FORM 23

[See rule 38(3)]

#### Form of Medical Certificate

Certified that I/(We) have carefully examined AB son of CD, a.....in the..... His age by his own statement is .....years, and by appearance about .....years. I/(We) consider AB to be completely and permanently incapacitated for further service of any kind in the Department to which he belongs in consequence of .....(here state disease or cause).

(if the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.)

“I am/We are of opinion that AB is fit for further service of a less laborious character than that which he had been doing/may, after resting for .....months, be fit for further service of less laborious character than that which he had been doing.”

Place

Dated the

Medical Authority