

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										
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Government of India

Ministry of

Department/Office

To

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Dated (DD/MM/YYYY)										
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Subject: - Payment of gratuity in respect of Shri/Smt./Kumari

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Sir/Madam,

I am directed to state that:

* (I) In terms of the nomination made by Shri/Smt./Km
.....

..... (Name & Designation) in the Office/Department/Ministry of
.....,
a gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

I am to request that a claim for the payment of gratuity may be submitted in the enclosed Form 9 as soon as possible.

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

* (II) No valid nomination for grant of gratuity exists in this Office. In terms of Rule 47 and Rule 51 (in the case of missing **Government servant** only) of the Central Civil Services (Pension) Rules, 2021, a gratuity is payable to the following members of the family of Shri/Smt./Km.

.....
(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 and divorced daughters
- } including step children and adopted children.

Or

(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.

Yours faithfully,



Signature of Head of the Office

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.