



Tezpur University

FORM-1

[See Rule 53(1) of CCS (Pension) Rules 1972]

Nomination for Retirement Gratuity/Death Gratuity

[When the employee has a family and wishes to nominate one member or more than one member, thereof]

I,hereby nominate the person/persons mentioned below who is/are member(s) of my family, and confer on him/them the right to receive, to the extent specified below, any gratuity, the payment of which may be authorized by Tezpur University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement, may remain unpaid at my death :

Original Nominee(s)				Alternate Nominee(s)	
Name(s) and address(es) of nominee(s)	Relationship with the employee	Age	Amount or share of gratuity payable to each*	Name, address, relationship and age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of gratuity	Amount and share of gratuity payable to each**
(1)	(2)	(3)	(4)	(5)	(6)

This nomination supersedes the nomination made by me earlier on _____ which stands cancelled.

NOTE :

- The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed.
- Strike out which is not applicable.

Dated this _____ day of _____ 20 _____ at _____

Signature of the employee

Signature, name and addresses of two witnesses to signature:

1.

2.

(To be filled by the Head of Office)

Nomination by

Signature of the Registrar

Designation

Date :

Office /Section/Dept.

* This column should be filled in so as to cover the whole amount of the gratuity.

** This **amount/share** of the gratuity shown in this column should cover the whole **amount/share** payable to the original nominee(s)