

FORM 12
[See Rule 77 (2)]

**Form of application for the grant of death gratuity on the death of a
Government servant.**

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf.)

1. (i) Name of the claimant in case he is not minor
(ii) Date of birth of the claimant
2. (i) Name of the guardian in case the claimants
are minors
(ii) Date of birth of the guardian
3. (i) Name of the deceased Government servant
in respect of whom gratuity is being claimed
(ii) Date of death of Government servant
(iii) Office/Department/Ministry in which the
deceased served last
4. Relationship of the claimant/guardian with the
deceased Government servant
5. Full postal address of the claimant/guardian
6. (i) Where the gratuity is claimed by the guardian
on behalf of minors, the names of the minors,
their ages, relationship with the deceased
Government servant, etc. -

Sr. No	Name	Age	Relationship with the deceased Government servant	Postal address
1.				
2.				
3.				

- (ii) Relationship of guardian with minor.
7. Places of payment of Pension and gratuity

Signature / Thumb
impression of the
claimant/guardian

9. Two specimen signatures or ¹left hand thumb and
finger impressions of the claimant/guardian duly
attested (To be furnished in a separate sheet) duly

signed by 2 witnesses.

9. ²Attested by –

Name	Full Address	Signature
(i)
(ii)

10. Witnesses:

Name	Full Address	Signature
(i)
(ii)

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1. To be furnished in case the applicant is not literate enough to sign his name.
 2. Attestation should be done by two Gazetted Government Servants or two or more persons of respectability in the town, village or Pargana in which the applicant resides.