

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.