

FORM 10

[See Rule 77 (2)]

**Form of letter to the member or members of the family of a deceased Government servant
where valid nomination for the grant of the death gratuity exists**

No.....

Government of India Ministry of

Department/Office.....

Date.....

To,

.....

.....

Subject: - Payment of death gratuity, in respect of late Shri /Shrimati.....

Sir /Madam,

I am directed to state that in terms of the nomination made by the late Shri/Shrimati..... (Designation) in the Office /Department/Ministry of..... a death gratuity is payable to his/her nominee(s). A copy of said nomination is enclosed herewith.

2. You are advised that a claim for the grant of the gratuity may be submitted by you in the enclosed Form 12.

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully

Head of Office.