

No.A.38011/1/2014-Admn  
Government of India  
Ministry of Water Resources  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 25<sup>th</sup> June, 2014

**Subject: Instructions regarding common notification form for Gratuity, GPF & CGEIS**

The undersigned is directed to say that Department of Pension and Pensioner's Welfare have amended the following :-

- a) Central Civil Services (Pension) Rules, 1972
- b) General Provident Fund (Central Services) Rules, 1980
- c) Payment of Arrears of Pension (Nomination) Rules, 1983

2. Accordingly, these forms have been revised and the same are available under the Application Form part of this Section of the Ministry's intranet :-

S.No.	Name of the form	Remarks
1.	Form 1 – Common Nomination Form for Gratuity, GPF and CGEIS	Separate forms have to be filled in triplicate for Gratuity, GPF and CGEIS, of which one form after being duly signed by the Head of Office will be returned to the officer concerned for keeping in safe custody. Officials who joined Govt. service on or after 1.1.2014 need not fill the form in relation to GPF.
2.	Form 3 – Details of family.	To be filled in triplicate. This should include the details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) are to be given. The names of judicially separated spouses are also to be included.
3.	Form A – Common Nomination Form for Arrears of Pensions and Commutation of Pension	The form should be filled in triplicate. This form is not applicable for officials who joined Govt. service on or after 1.1.2014.

Contd.../-

3. All officials are therefore, requested to kindly furnish the requisite forms to the Administration Section within one month so that their personal records are updated. It is also requested that all officials with more than 10 years of service may submit one latest passport size photograph to be affixed in the Service Book as the same has to be replaced every 10 years.

  
(L.P. Sharma)

Under Secretary to the Govt. of India  
Tel. No. 23738126

To,

1. All Officers/ Sections/ Units in the Ministry of Water Resources
- ✓ 2. NIC Cell – for uploading on the circular page of the intranet and KMS.
3. Notice Board of the Ministry