

FORM 10

[See rule 77(2)]

**Form of letter to the nominee of a deceased Government servant
where valid nomination for the grant of the death gratuity exists.**

No.

Government of India

Ministry of

Department / Office

Dated the

To

.....
.....
.....

Subject:- **Payment of death gratuity in respect of the late Shri / Smt. / Kumari**

Sir / Madam,

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

2. I am to request 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