

**FORM 11****[See rule 72(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 does not exit**

No. ....  
 Government of India  
 Ministry of .....  
 Department / Office.....  
 Dated the.....

To

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

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

Sir / Madam,

I am directed to state that in terms of rules 50 of the Central Civil Services (Pension) Rules, 1972, a death gratuity is payable to the following members of the family of late Shri / Shrimati ..... (Designation), in the Office / Department / Ministry of ..... in equal shares :-

- (i) Wife / husband including judicially separated wife / husband.
- (ii) Sons including step children and adopted children.
- (iii) Unmarried daughters including step children and adopted children.

2. In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares :-

- (i) widowed daughter including step daughters and adopted daughters;
- (ii) Father including adoptive parents in case of individuals whose personal law permits adoption;
- (iii) Mother including adoptive parents in case of individuals whose personal law permits adoption;
- (iv) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (v) Married daughters; and
- (vi) Children of a pre-deceased son.

3. It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,  
 Head of Office