

	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST &amp; CENTRAL EXCISE केन्द्रीय माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क अंचल : तमिलनाडु एवं पुदुच्चेरी CENTRAL GST &amp; CENTRAL EXCISE ZONE : TAMILNADU &amp; PUDUCHERRY जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034 GST BHAWAN, No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034 ई - मेल / Email: <a href="mailto:budget-prcco@gov.in">budget-prcco@gov.in</a>, <a href="mailto:zonalbudgetprcco@gmail.com">zonalbudgetprcco@gmail.com</a> दूरभाष / Phone no: 044-28335007 / 044-28335053 फैक्स / Fax: 044-28331015 / 1050</p>	
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Date: .10.2022

CIRCULAR

Sub: Filing of Revised / Amended Common Nomination Forms (Form-I) and issue of second copy of Service Book to officers – reg.

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During the inspection undertaken by the Principal Chief Commissioner in some formations, on random verification of Service books it is noticed that the revised Common Nomination Forms (Form-I) issued by the Department of Pension And Pensioners Welfare vide OM F. No. 1/7/2020-P&PW (F) dated 30.09.2021 (Copy enclosed) has so far not been obtained from officers. Also, a second copy of Service Book to be handed over to officers as per Rule 288 of the General Financial Rules (GFR) 2017 has not been issued so far.

2. The Common Nomination Form (Form I) appended to the CCS (Pension) Rules, 1972 has been amended to include the nomination in respect of the Ex-gratia lump sum compensation to the families of Central Government servants vide the above referred OM dated 30.09.2021. The DoPPW had directed to bring this amendment to the attention of all officers & obtain fresh nomination from all officers in the revised form. However, on scrutiny of Service Books the aforesaid Revised / Amended Common Nomination Forms were not available in the Service Books.

3. In view of the above, all the formations of this Zone are hereby directed to:

- Obtain updated Common Nomination Forms (Form-I) from all the officers under their jurisdiction and file the nominations in Service Books.
- Issue a second copy of Service Book to all the officers under their jurisdiction.

**Signed by R Gopalsamy**

**Date: 31-10-2022 16:18:27**

**Reason: Approved**

(R GOPALSAMY)  
ADDITIONAL COMMISSIONER

**To**

1. All the Principal Commissioners / Commissioners, Chennai GST & C Ex. Zone.
2. The Superintendent (Computers), Chennai North – For uploading in the departmental website.

**F.No. 1/7/2020 -P&PW (F)**  
**Government of India**  
**Ministry of Personnel Public Grievances and Pensions**  
**Department of Pension and Pensioners Welfare**

**3rd Floor, Lok Nayak Bhawan,**  
**Khan Market, New Delhi-110003**  
**Dated 30<sup>th</sup> September, 2021**

**Office Memorandum**

**Subject: Payment of amount of Ex-Gratia lump sum compensation to the families of Central Government servants who die in the performance of bona fide official duty- Provision for nominations regarding.**

The undersigned is directed to say that the families of Central Civil Government servants, who die in harness in the performance of their bona fide official duties under various circumstances, are entitled to payment of ex-gratia lump sum compensation in accordance with this Department's OM No. 45/55/97-P&PW(C) dated 11<sup>th</sup> September, 1998. The amount of ex-gratia lump sum compensation has been revised from time to time. The existing rates of ex-gratia lump sum payment are specified in this Department's OM No. 38/37/2016-P&PW (A) dated 04.08.2016.

2. The existing instruction, however, do not specify the member of the family to whom such ex-gratia lump sum compensation is payable in the event of death of the Government servant in the performance of bona fide duty. Therefore, in terms of para 13 of the guiding principles mentioned in the Annexure to the OM No. 45/55/97-P&PW(C) dated 11<sup>th</sup> September 1998, payment of ex-Gratia lump sum compensation is presently being made to the member of the family who is eligible for extraordinary family pension under the CCS (Extraordinary Pension) Rules, 1939.

3. The matter has been examined in consultation with Ministry of Finance (Department of Expenditure). On death of a Government servant, payment of other lump sum amounts, such as death gratuity, GPF balance and CGEGIS amount, is made in accordance with the nominations made by the Government servant during service. Accordingly, it has been decided that, on death of a Government servant in the performance of bona fide duty also, payment of ex-gratia lump sum compensation may be made to a member or members of the family in whose favour a nomination is made by the Government servant during service. Family for this purpose shall have the same meaning as in the case of gratuity and it shall include the members of family as mentioned in sub-rule (6) of Rule 50 of the CCS (Pension) Rules, 1972.

4. The Common Nomination Form in Form 1 appended to the CCS (Pension) Rules, 1972 has been amended to include the nomination in respect of the ex-gratia lump sum payment and the same is enclosed. Accordingly, nomination in respect of ex-gratia lump sum payment shall also be made in this Common Nomination Form. The nomination for ex-gratia lump sum payment shall be subject to the provisions as applicable in the case of gratuity under Rule 53 of the CCS (Pension) Rules, 1972. Since the ex-gratia lump sum payment is payable to the family only, no nomination shall be made in favour of a person who is not a member of the family, even where the Government servant has no family. If no nomination has been made or the nomination made by the Government servant does not subsist, the ex-gratia lump sum compensation will be shared equally by all eligible family members, as in the case of Gratuity, in accordance with Rule 51 of the CCS (Pension) Rules.

**Contd...**

5. These instructions shall be applicable in the case of death of a Government servant on or after the date of issue of this OM. Cases of payment of ex-gratia lump sum compensation on death of Government servants before the date of issue of this OM shall continue to be dealt with in accordance with the instructions applicable before the issue of this OM

6. This OM is issued with the concurrence of Ministry of Finance, Department of Expenditure vide their ID Note No. 27(1)/E-V/2020, dated 22.07.2021.

7. In its application to persons belonging to Indian Audit and Accounts Department, these orders are issued under Article 148(5) of the Constitution and after consultation with the Comptroller and Auditor General of India vide their U.O. No. 211-Staff -Hak (Rule)-A.R/09-2019 dated 13.09.2021.

8. The Administrative Divisions of all Ministries/Departments and attached/subordinate offices are requested to bring the contents of these instructions to the notice of all concerned for compliance.

9. Formal amendment to CCS (Pension) Rules, 1972 for amending Form 1 appended to those rules shall be notified separately.

10. Hindi version will follow.



**(Sanjoy Shankar)**

**Deputy Secretary to the Govt. of India**

To

1. All Ministries/Departments of the Government of India
2. President's Secretariat
3. Vice President's Secretariat
4. Prime Minister's Office
5. Comptroller & Auditor General of India
6. Cabinet Secretariat
7. Union Public Service Commission
8. NIC for uploading in the Website

**FORM 1**

**Common Nomination Form for Gratuity, General Provident Fund, Central Government Employees' Group Insurance Scheme and Ex-gratia Lump Sum Compensation.**

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960, Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980 and OM No. 38/37/2016-P&PW (A) dated 04.08.2016]

I, ....., hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i. any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules
- ii. amount that may stand to my credit in the General Provident Fund
- iii. any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980
- iv. Ex-gratia Lump sum compensation that may be authorised under OM No. 45/55/97-P&PW(C) dated 11<sup>th</sup> September, 1998 as amended from time to time.

<b>Name, date of birth (DOB) and address of the nominee</b>	<b>Relation-ship with employee/pensioner</b>	<b>Share to be paid to each</b>	<b>If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor</b>	<b>Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner</b>	<b>Share to be paid to each</b>	<b>Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor</b>	<b>Contingency on happening of which nomination shall become invalid</b>
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

**Signature of Government servant**  
**Telephone No.....**

**Note 1:** Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii), (iii) and (iv) above

**Note 2:** The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of office/authorised Gazetted Officer)

Received the nominations, dated..... under the following Rules/ Instructions:—

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980
4. OM No. 45/55/97-P&PW(C) dated 11<sup>th</sup> September, 1998

Made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page .....Volume..... of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.