

FORM 10
[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.....
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 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 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.