

**FORM 3**  
**FORM OF APPLICATION FOR THE GRANT OF THE**  
**DEATH-CUM-RETIREMENT-GRATUITY**  
**ON THE DEATH OF A GOVERNMENT SERVANT**  
(TO BE FILLED IN SEPERATELY BY EACH APPLICANT)

1. Name of the applicant \_\_\_\_\_
2. (i) Name of the guardian in case the applicant is a minor : \_\_\_\_\_  
(ii) Date of birth of guardian : \_\_\_\_\_
3. Name of the deceased Government servant \_\_\_\_\_
4. Date of Death of the Government servant \_\_\_\_\_
5. Office/Department in which the deceased served last \_\_\_\_\_
6. Relationship with the deceased Government servant \_\_\_\_\_
7. Date of birth of the applicant \_\_\_\_\_
8. Name of the Treasury or Sub-Treasury at which payment is desired \_\_\_\_\_
9. Full address of the applicant  
Village/Town : \_\_\_\_\_  
Street/Lane : \_\_\_\_\_  
Poice Station : \_\_\_\_\_  
District : \_\_\_\_\_  
State : \_\_\_\_\_ PIN Code : \_\_\_\_\_

\_\_\_\_\_  
Signature or left-hand thumb impression of the applicant

Left-hand thumb impression to be furnished in case the applicant is not literate enough to sign his name

10. Attested by :

Sl. No.	Name	Full address	Signature
<b>1.</b>			
<b>2.</b>			

11. Witness :

Sl. No.	Name	Full address	Signature
<b>1.</b>			
<b>2.</b>			

**NOTE :** Attestation should be done by two Gazetted Government servants or two or more persons of responsibility in the town, village or Pargana in which the applicant resides.

**Enclosures to Form No. 3**

Three copies of passport size photographs of the applicant duly attested by a Gazetted Officer.

**Enclose photographs as mentioned above inside an envelope  
- staple the closed envelope with Form No. 3.**

Two \* slips containing two specimen signatures each duly attested by a Gazetted Officer

----- Do not detach before submission -----

Slip No. 1 containing specimen signatures of :-

Name of the applicant : \_\_\_\_\_

Specimen Signatures :

1.

2.

Attested by :-

Sl. No.	Name	Full address	Signature
1.			
2.			

----- Do not detach before submission -----

Slip No. 2 containing specimen signatures of :-

Name of the applicant : \_\_\_\_\_

Specimen Signatures :

1.

2.

Attested by :-

Sl. No.	Name	Full address	Signature
1.			
2.			

**Enclosures to Form No. 3**

**DESCRIPTIVE ROLL**

Two \*\* slips each showing particulars of height and personal identification mark  
duly attested by a Gazetted Government servant

Slip No. 1 showing particulars of height and personal identification of :-

Name of the applicant : \_\_\_\_\_

Height ( in cms ) :

Personal Identification : 


Specify a few conspicuous marks, not less than two if possible

Attested by :-

Sl. No.	Name	Full address	Signature
1.			
2.			

----- Do not detach before submission -----

Slip No. 2 showing particulars of height and personal identification of :-

Name of the applicant : \_\_\_\_\_

Height ( in cms ) :

Personal Identification : 


Specify a few conspicuous marks, not less than two if possible

Attested by :-

Sl. No.	Name	Full address	Signature
1.			
2.			

**Enclosures to Form No. 3**

**Note :**

\* Two slips each bearing the left hand thumb and fingers impressions duly attested may be furnished by a person who is not literate enough to sign his name. If the applicant on account of physical disability is unable to give left hand thumb and finger impression he/she may give thumb and finger impression of the right hand and where the applicant has lost both the hands he/she may give his/her toe impression. Impression should be duly attested by a Gazetted Government Officer.

Slip No. 1 containing the left hand thumb and fingers impressions of :-

Name of the applicant : \_\_\_\_\_

* Fingers impression	* Left Hand Thumb Impression

Attested by :-

Sl. No.	Name	Full address	Signature
1.			
2.			

----- Do not detach before submission -----

Slip No. 2 containing the left hand thumb and fingers impressions of :-

Name of the applicant : \_\_\_\_\_

* Fingers impression	* Left Hand Thumb Impression

Attested by :-

Sl. No.	Name	Full address	Signature
1.			
2.			