

**FORM 5**

**(Pension)**

**Form of intimation for death-cum-retirement gratuity/  
residuary gratuity in cases where valid nomination exists.**

Office of the \_\_\_\_\_ Department

No: \_\_\_\_\_ Dated, \_\_\_\_\_, the \_\_\_\_\_

To,

The Accountant General (A/Cs & Esstt.), Assam  
Maidam Gaon,  
Beltola,  
Guwahati - 781 028

**Sub :** Payment of death-cum-retirement Gratuity/Residuary Gratuity in respect of  
**Late** \_\_\_\_\_

Sir / Madam,

I am directed to state that in terms of the nomination made by

(Name) : **Late** \_\_\_\_\_

(Designation) : \_\_\_\_\_

in the Office / Department of \_\_\_\_\_

a death-cum-retirement gratuity/residuary gratuity is payable to his/her nominee/nominees.

A copy of the said nomination is enclosed herewith.

2. I am to request that a formal claim for the grant of death-cum-retirement gratuity/  
residuary gratuity may be submitted by you in the enclosed Form No.3 (Pension) as soon as possible.

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,

Place :- \_\_\_\_\_

Date :- \_\_\_\_\_

\_\_\_\_\_  
Signature of Head of Office  
(Office Seal)