



Proforma for acknowledging the receipt of the Nomination form by the Head of Office

Employee's Personal Details:

1	Name		3	Designation	
2	PF No.		4	Department	

Annexure with Check-list

S.No.	Nomination Forms	
1	Proforma for acknowledging the receipt of the nomination form by the Head of Office	
2	Declaration of details of the family members under Central Services (Medical Attendance) Rules, 1944.	
3	Declaration of details of the family members under Leave Travel Concession Rules 1988.	
4	Declaration of details of the family members under Family Pension Rules 1964.	
5	Nomination for Retirement Gratuity/Death Gratuity.	
6	Nomination for Leave Encashment.	
7	Nomination for payment of other terminal benefits.	
8	Nomination for New Pension Scheme.	
9	Group Savings-Linked Insurance Scheme of LIC of India.	
10	Declaration of Assets and Liabilities.	

Declaration:

I hereby undertake to keep all the particulars mentioned in the declaration/nomination forms submitted by me up-to-date by notifying to the Head of office any addition or alteration.

Date:

Signature of the employee

For the use of controlling unit/office of the HoD

In acknowledging the receipt of your nomination, dated the/cancellation, dated the of the nomination made earlier in respect of declaration form. I am to state that it has been duly placed on record.

Place

Signature of Head of Office

Dated the

Designation.....

NOTE - *The Institute employee is advised that it would be in the interest of his nominees if copies of the nominations and the related notices and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.*