



This nomination supersedes the nomination made by me earlier on \_\_\_\_\_ which stands cancelled.

Name :- (i) The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.  
(ii) Strike out if not applicable.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_

Witnesses to signature:

1.

2.

\_\_\_\_\_  
Signature of Government Servant

This column should be filled in so as to cover the whole amount of gratuity.

The amount/share of the gratuity shown in this column should cover the whole amount/share payable to the original nominee(s).

(To be filled in by the Head of Office/Audit Officer)

Nomination by \_\_\_\_\_

\_\_\_\_\_  
Signature of Head of Office/  
Audit Officer.

Designation \_\_\_\_\_ Date: \_\_\_\_\_

Office: \_\_\_\_\_ Designation \_\_\_\_\_

**PART-II  
SECTION – I**

Emoluments drawn during the last 6 months of service

| <b>Sl. No.</b> | <b>Post held</b> | <b>From</b> | <b>To</b>  | <b>Pay</b> | <b>Personal/</b> | <b>Special Pay</b> |
|----------------|------------------|-------------|------------|------------|------------------|--------------------|
| <b>(1)</b>     | <b>(2)</b>       | <b>(3)</b>  | <b>(4)</b> | <b>(5)</b> | <b>(6)</b>       | <b>(7)</b>         |
|                |                  |             |            |            |                  |                    |
|                |                  |             |            |            |                  |                    |
|                |                  |             |            |            |                  |                    |
|                |                  |             |            |            |                  |                    |
|                |                  |             |            |            |                  |                    |
|                |                  |             |            |            |                  |                    |

Average emoluments

In a case where the last 6 months include same period not to be reckoned for calculating average emoluments of a equal period backwards has to be taken for calculating the average emoluments.

**Section-II**

Details of non-qualifying service

- |    |   |      |    |
|----|---|------|----|
|    | Y.M.D.                                      | From | To |
| 1. | Interruption (S)                            |      |    |
| 2. | Any other service not treated as qualifying | :    |    |

**Section-III**

- Period of service not verified with reference to acquittance Rolls. :
- Whether the above period has been verified in accordance with the provisions of Rule 61 of the Meghalaya Civil Services (Pension) Rules, 1983. :

**PART-III  
Section- I**

Audit enforcement

- Total period of qualifying service which has been accepted for the grant of superannuation/ retiring/invalid/compensation/compulsory retirement pension/gratuity with reasons for disallowances, if any. :

Note :- **Service for the period commencing from .....** and upto the date of retirement has not yet been verified: this would be done before the pension payment order is issued.

- Amount of superannuation/retiring/invalid Compensation/compulsory/retirement pension/ Gratuity: that has been admitted. :
- Amount of superannuation/retiring Invalid/compensation/compulsory Retirement pension/gratuity, admissible After taking into account made by the pension sanctioning authority. :
- The date from which superannuation/ retiring/invalid/compensation/compulsory retirement pension/gratuity is admissible. :
- Head of account to which superannuation/ retiring/invalid/compensation/compulsory/ retirement pension/gratuity is chargeable. :

6. The amount of family pension becoming payable to the entitled members of the family in the event of death of the Government servant after retirement. :

|                     |      |      |    |
|---------------------|------|------|----|
| At enhanced rate of | p.m. | From | To |
| At normal rate of   | p.m. | From | To |

Accounts officer/  
Assistant Accountant General

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## SECTION – II

1. Name of the Government servant :
2. Class of pension or gratuity :
3. Amount of pension sanctioned :
4. Amount of gratuity sanctioned
5. Date of commencement of pension
6. Amount of family pension or admissible in the event of the death of the Government servant after retirement. :  
At enhance rate :  
At normal rate :
7. Amount recoverable from gratuity under sub-rule 2(b) of Rule 73 of the Meghalaya Civil Service (Pension) rules, 1983. :
8. The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed Govt. dues. :

### Instructions:

1. Average emoluments – The calculation of average emolument mentioned in item 17 of Part-I should be based on the actual number of days contained in each month.
2. Compensation pension or gratuity –
  - (a) If the case is of a compensation pension or gratuity the particulars of the savings affected should be fully stated against item 15 of part I of this Form.
  - (b) State why employment was not found elsewhere.
3. Details of Service – All periods not reckoned as service should be distinguished.
4. Identification marks-Specify a few conspicuous marks not less than two, if possible.
5. Name- What initials or name of the Government servant are or is incorrectly given in the various record consulted, mention this fact in the letter forwarding the pension papers.
6. Date of Retirement- Date of retirement to be indicated in the service book and the Last Pay Certificate, if any.
7. Reinstatement – In the case of a Government servant who has been reinstated after having been suspended, compulsory retired, removed or dismissed from service, brief statement leading to his reinstatement should be appended.
8. Alteration – Alterations to be made in red ink under dated initials of a Gazetted Government servant.

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