



इलाहाबाद विश्वविद्यालय  
प्रयागराज — 211002, उ०प्र० (भारत)  
**UNIVERSITY OF ALLAHABAD**  
Prayagraj – 211002, U.P. (INDIA)



No.: 982

Date: 30-06-2025

**NOTIFICATION**

All the Non-Teaching employees are hereby informed that they must fill the common nomination form No. 1, 3, 5 for Gratuity, GPF, CGEGIS respectively and family details under Chapter FORMS of CCS (Pension) Rules, 1972 in the attached formats and also **upload/update your nominee details on Samarth Portal** and submit the same to Establishment Section A/B/C after being forwarded by concerned Head/Controlling Officer for pasting in Service Book.

This is issued with the approval of Competent Authority.

**Encl:** Form 1, 3, 5

  
Registrar

**Copy to:**

1. All Deans/Directors/Heads/Coordinators/, UoA
2. CoE/Proctor/Librarian, UoA
3. All Wardens/Superintendent of Hostels, UoA
4. All Principals of the Constituent Colleges
5. All Joint Registrars/Deputy Registrars/Assistant Registrars, UoA
6. Finance Officer, UoA
7. Deputy Registrar (Accounts), UoA.
8. Pension Cell
9. University Engineer/PRO/SMO/Estate Officer/Security Officer/CPIO, UoA
10. **ICT Cell to upload these three form on the University website.**
11. PA to the Registrar for the information to the Registrar, UoA.
12. SVC for the kind information to Hon'ble Vice Chancellor, UoA.
13. Establishment Section A/B/C (Admin./Payment), UoA.
14. Committee Section, UoA.
15. UIS Unit, UoA.
16. Record Section

  
Registrar



No. 70/40/1809/2017

Date: 27/06/2017

## University of Allahabad


### circular

In pursuanat to the approval of Hon'ble Vice-Chancellor dated 21/04/2017, a Common Nomination Form no. 1,3 and 5 for Gratuity, GPF ,CGEGIS respectively and family Details under Chapter FORMS of CCS(Pension) Rules, 1972 has been introduced to Faculty Members and Non-Teaching officials.

A copy of the form 1,3 and 5 are enclosed for information to all the employees to facilitate the early payments of retiring benefits to the employees/ward at the time of retirement .


Employees are requested to fill these three forms and forward the same to the concerned Teaching and Non-Teaching Establishment after endorsement by concerned Head/controlling officer for pasting in their Service Book.

Enclose : Form 1,3 and 5

  
Finance Officer

Copy to the following for information and necessary action:-

1. All Deans of the faculties ( Science/Arts/Commerce/Law).
2. All Directors /Head of the Departments.
3. The Proctor.
4. ✓ In charge ICT Cell to upload these three form on the university Website.
5. All Wardens/Superintendent of Hostels.
6. All Pricipals of the Constituent Colleges.
7. The Controller of Examination.
8. The Registrar.
9. The Finance Officer.
10. The Librarian.
11. All Joint Registrars / Deputy Registrar / Assistant Registrar.
12. University Engineer/P.R.O./S.M.O/Estate Officer/Security Officer/C.P.I.O.
13. SVC for kind information to the V.C.
14. U.IS. Unit Computer Center.
15. Record Keeper.

  
Finance Officer



**Form 1****Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme**

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I, ....., hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i. any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules
- ii. amount that may stand to my credit in the General Provident Fund
- iii. any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant

Telephone No.

**Note 1 :** Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

**Note 2 :** The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

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

Received the nominations, dated ....., under the following Rules :—

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page ..... Volume..... of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death. ..

The receiving officer shall put his/her dated signature on both pages of this Form.

FORM 3  
[See rule 54 (12)]  
Details of Family

Annexure - 3

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government. servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government. servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.



FORM 5

[See rules 59 (1) (c) & 61(1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981]

Particulars to be obtained by the Head of Office from the retiring Government servant six months before the date of his retirement

1. Name
2. (a) Permanent Account Number for Income Tax (PAN)  
(b) Aadhaar No., if available
3. Specify a few marks of identification, not less than two, if possible
  - (i)
  - (ii)
4. Height
5. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:  
(Joint account, either or survivor, with the spouse)  
(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).
7. Name of the Branch of Bank through which pension is to be drawn
  - (a) BSR code of the branch
  - (b) IFSC code of the branch
8. Indicate whether family pension is also admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government -
9. I desire to commute ..... % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature:

Place :

Designation:

Ministry/Department/Office:

Date :

Mobile No.:

Email ID:

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.