

Office of the Principal Controller of Defence Accounts (CC) Lucknow Cantt

No. AN/III/337/Gen Corr.

Date:- 08/11/2016

To,

All sections of Main Office
All Sul/offices under PCDA(CC) Lucknow

Sub:- Submission of Nomination form & Family Details: DAD Estt.

As it has already been intimated vide this office letter even no. Dt. 03/03/2016 that HQrs office decided to DAD Personnel management System (including DAD Pay bill) in all Controller Offices developed under Project 'Tulip' IT&SDC Secunderabad.

During updation of various data under project Tulip & general review of Service Books, it has been noticed that some individuals working in this command have still not submitted their Nominations for DCRG, GPF, CGEIS and Family details (Form 3).

In view of the above, it is impressed upon those all officers and employees under PCDA(CC) Lucknow who have still not submitted, to forward the Common Nomination Form (blank format enclosed) duly witnessed by two Government servants & family details (Form-3) (Blank Form enclosed) both duly countersigned by Officer-in-charge immediately.

While forwarding Nomination forms/Family details the following points must be adhered to:-

- 1) Family Detail in Form-3 and nomination form is required to be forwarded in respect of all officers/employee under your section/office. It must be ensured by the officer-in-charge that revised form has been submitted by all officers/staff.
- 2) In case of Children, the date of Birth must be supported with the Birth Certificate.
- 3) Date of Birth in respect of all other family members must be supported with the supportive documents in which date of birth has been clearly mentioned e.g. Birth certificate/High School Certificate/PAN/Aadhaar.
- 4) If the concerned officer/Staff is married, date of marriage may also be declared under remark column while giving spouse details in form-3.
- 5) Copy of Aadhaar Card in respect of all family members may also be forwarded

The contents of this circular may also be got noted from all officer/staff of your section/office and their signatures may be kept in token thereof.

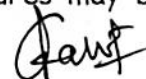
GO (AN) has seen.

Copy to:-

The officer-in-charge

OA Cell

(Local)


Sr. AO (AN-III)

for uploading on PCDA (CC) Websites immediately

Sd -
Sr. AO (AN-III)

FORM - 3
SEE RULE 54 (12)
DETAILS OF FAMILY

1. Name of the Government Servant
2. Designation
3. Date of Birth
4. Details of the member of family as on _____

Sl No.	Names of the members of family	Date of birth	Relationship with the Officer	Marital Status	Remarks	Initials of the 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 office any addition or alteration
 Place: _____
 Date: _____

Signature of the Government Servant
 Designation: -
 A/c No: -

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)

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 (brother 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.