MOST URGENT

OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH DISTRICT, ROHINI, DELHI

No. _____/Acctts. (North)/S.B/2020 Dated_____

CIRCULAR

As it is known that a fire broke out in the premises of Rohini courts complex, Delhi on dated 18.6.2020 wherein a major stake of records of the Accounts Section, North District have been gutted into the fire. However, best efforts are underway to retrieve the records.

It is, therefore, requested to all the Judicial Officers/Officials who are in the payroll of North District to fill and submit their fresh form of nominations with respect to payment of their retirement/death, gratuity, General Provident Fund & UTEGIS along with their family details in the form No. 3 (Copy enclosed) to the office email id ddonorth405@gmail.com within 3 days, hard copy of which to be submitted in this office at earliest, so that any hardship in case the burnt record is not recovered in total, may be avoided. The soft copy in the PDF format may be obtained at https://pensionersportal.gov.in/Forms/Declarationforms/FORM3.pdf (From No. 3 for Family Details) and https://pensionersportal.gov.in/forms/nominationforms/ NominationForm1.pdf (Form 1 Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme)

HEAD OF OFFICE
North District, Rohini Courts,
Delhi

No. 24882-24970 /Acctts. (North)/S.B/2020 Dated 03/07/20

Copy forwarded for information and necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New-Delhi with request to arrange the circulation between the Officers of DHJS/DJS who have been in the Payroll of North District, Rohini Courts, Delhi before proceeding on deputation in the Hon'ble High Court of Delhi.
2. All the District & Sessions Judges, New Delhi, Delhi.
3. PS to District & Sessions Judge, North Distinct, Rohini Courts, Delhi.
4. All the Judicial Officers, North District, Rohini Courts with a request to bring this circular into the notice of staff members posted with them.
5. The Principal Judge, Family Courts, Dwarka, Delhi with the request to circulate the same among the Officers/Officials who were in the Payroll of North District, Rohini Courts, Delhi before proceeding on deputation.
6. All the Branch In-charge, North District, Rohini Courts with the request to circulate the same among the staff.
7. Computer section to upload the circular on the official website for wide circulation.
8. The Dealing Assistant, Service-Book Seat, North District, Rohini Courts, Delhi.

HEAD OF OFFICE
North District, Rohini Courts,
Delhi

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 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 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.