OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE:
(NEW DELHI DISTRICT), PATIALA HOUSE COURTS, NEW DELHI

No. 786-861 /SB/Acctts/PHC/N.D.D./2021 Dated : 13/01/21

Copy of circular bearing 23670-23900/SB/Accounts/114/2020 dated 09.12.2020 alongwith its enclosures are forwarded for information and necessary action to **(if not done earlier)**:

1. All the Ld. Judicial Officers posted at New Delhi District, Patiala House Courts **with the request to kindly bring the said circular to the notice of staff under their control.**
2. The P.S. to the Ld. Principal District & Sessions Judge, New Delhi Distt., PHC, N.D.
3. All the Sr. AO (J)/ AO (J)/AO/PRO/APRO/ Branch Incharges, Patiala House Courts, New Delhi **with the request to circulate the said circular among the staff under their control.**
4. The Incharge, Computer Branch, NDD with the request to upload the said circular on the official website of **New Delhi District.**

Rawat

(PRAMOD SINGH RAWAT)
DDO/AO
Accounts Branch
Office of the Principal District & Sessions Judge,
New Delhi District
Patiala House Court
New Delhi.

13.01.2021

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQ) : DELHI

CIRCULAR

Subject :-Issuance of Circular regarding up-dation of Family Details & Nomination Form in Service Book record in respect of Officers / Staff posted in Central District.

In recent occasions, it has been noticed that few of deceased officials had not submitted or updated their Nomination forms & family details in their Service Book records during their service tenure, thereby causing delay in finalization of family pension and gratuity and moreover hardship faced by the family of the deceased Governement Servant.

All the Judicial Officers and staff of this office, who are drawing salary from the Central District, are required to keep their Service Book record upto date in respect of :-

1. Nomination Form (Form-I) as Annexure.
2. The Names & respective Date of Births of the family members i.e. spouse and children.

(MAN MOHAN SHARMA)
District Judge (Commercial Court)-06 (Central)
Head of Office (HQ)
O/o Principal District & Sessions Judge (HQ) : Delhi

No. 23670 – 23909 S.B./Accounts/114/2020 Dated : 9 DEC 2020

Copy forwarded to :-

1. PS to Ld. Principal District & Sessions Judge (HQs), Delhi, Room No. 302- A.
2. The Registrar General, Delhi High Court, with the request that these instructions may kindly brought to the notice of the staff posted in Delhi High Court on diverted capacity.
3. The Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi, with the request to circulate the same among the staff under their control.
4. The Principal Judge, Family Courts, Dwarka with the request that these instructions may kindly brought to the notice of the staff posted in Family Courts on diverted capacity.
5. The Director, Delhi Judicial Academy, Dwarka, Delhi with the request to circulate the same among the trainee Judicial Officers and staff posted in Judicial Academy on diverted capacity.
6. Delhi Legal Service Authority, West (THC), New Delhi (PHC), East, North East & Shahadra (KKD), South and South East, (Saket), North & North-West & Outer (Rohini) and South-West (Dwarka) with the request that these instructions may kindly be brought to the notice of the staff posted in their office on diverted capacity.
7. All Ld. Drawing & Disbursing Officers, West (THC), New Delhi (PHC), East, North-East & Shahadra (KKD), South and South East, (Saket), North & North-West & Outer (Rohini) and South-West (Dwarka).
8. All the Judicial Officers **(Central District),** Tis Hazari Court, with the request to circulate the same among the staff under their control.
9. All the Judicial Officers **(Rouse Avenue Court Complex),** with the request to circulate the same among the staff under their control.

10. Railway Magistrate, Old Delhi Railway Station, Delhi.
11. Sr.Administrative Officer(Judicial)/Administrative Officer (Judicial)/Sr. AO / AAO / PRO / APRO / Branch In-charge at Tis Hazari Court and Rouse Avenue Court with the direction to circulate the same among the staff under their control.
12. Website committee with request to put the same on website of the District Courts.
13. Website committee for uploading on LAYERS.

District Judge (Commercial Court)-06 (Central)
Head of Office (HQ)
O/o Principal District & Sessions Judge (HQ) : Delhi

Form I

(Common Nomination Form for Gratuity, General Provident Fund and Central Govt. 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 Govt. 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 Govt. under the Central Govt. Employees Group Insurance Scheme. 1980.

Name, date of Birth and address of the nominee	Relationship with the 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 and address of alternate nominee in case the nominee under Col. (1) predeceases the employee/pensioner	Relationship with employee/ pensioner	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.

Signature of Government servant/Pensioner

Place_____
Date_____

Address:_____

Note 1: Completely strike out the benefit 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) and (ii) 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.