

Proforma to be filled up by the Retired/ nominee(s) of the Expired teaching and Non Teaching Staff of DU who had retired/ expired on or after 01.04.2013

1. Name of the Employee :
(as recorded on service book and certificate of Matriculation/ HSLC)
2. Date of Birth (as per record of service book) :
3. Son/daughter of :
4. Name of the Spouse :
5. If spouse expired please mention the date and enclose the death certificate :

6. List of the Nominee(s) mentioning the Date of Birth and relationship with the employee:
 - a)
 - b)
 - c)
 - d)
7. Date of Retirement :
8. Last post held on regular basis :
9. If expired please mention the date and enclose the death Certificate issued by the competent authority:

10. Details of Bank Account (*to transfer monthly gratuity*)
 - e) Name of the Account Holder :
 - f) Name of the Bank :
 - g) Branch of the Bank :
 - h) Account No. :
 - i) Nature of Account (*Savings/ Current*) :
 - j) IFSC Code :

Declaration

I hereby declare that the above mentioned information provided by me is true to the best of my knowledge and shall be responsible if any information is found to be false.

Date:

Place:

Name of the Applicant.....

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Address.....

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Mobile No.....

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Email.....