

**5.9 Death Gratuity:** When a government servant dies while in service, the amount of gratuity payable shall be as indicated below:-

Sl. No.	Length of qualifying Service	Rate of Death Gratuity
(i)	Less than one year	2 times of monthly emoluments
(ii)	One year or more but less than 5 years	6 times of monthly emoluments
(iii)	5 years or more but less than 11 years	12 times of monthly emoluments
(iv)	11 years or more but less than 20 years	20 times of monthly emoluments
(v)	20 years or more	Half month's emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments.

The maximum amount of gratuity - Rs.20 lakh. The ceiling on gratuity will increase by 25% whenever the dearness allowance rises by 50% of the basic pay.

Emoluments for gratuity - Pay drawn in the prescribed level in the Pay Matrix w.e.f. 01.01.2016 but does not include any other type of pay like special pay etc.

**FORM 12**  
[See rule 77(2)]

**Form of application for the grant of death gratuity on the death of a Government servant**

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. (i) Name of the deceased Government servant in respect of whom gratuity is being claimed
- (ii) Date of death of Government servant
- (iii) Office/Department/Ministry in which the deceased served last

2. Name and other details of claimant(s)-

Serial No.	Name	Date of birth	Relationship with the deceased Government servant	Postal Address

3. In case the claimant(s) is/are minor, details of guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address

4. Details of Bank with Account No.,  
IFS Code for e-Payment/ECS

Signature/Thumb-  
impression of the  
claimant/guardian

Enclosures:

- (i) Death Certificate,
- (ii) Date of Birth Certificate, (in case of minors)
- (iii) Specimen signature/left hand thumb and finger impressions of the claimant/guardian.