



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)

NAAC ACCREDITED "A" GRADE COLLEGE



संदर्भ सं० / Ref. No. SH/Adm/4089/25

दिनांक/Dated 17/11/2025

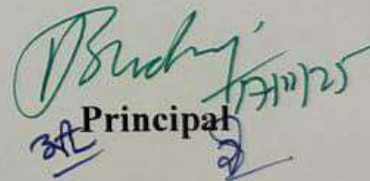
सूचना / NOTICE

सभी शिक्षण एवं गैर-शिक्षण कर्मचारियों से अनुरोध है कि वे सेवा पुस्तिका अभिलेखों के अद्यतनीकरण हेतु निर्धारित प्रपत्र में सामान्य नामांकन प्रपत्र और नवीनतम पासपोर्ट आकार की फ़ोटो जमा करें। उपरोक्त प्रपत्र जमा करने की अंतिम तिथि 28.11.2025 है।

सामान्य नामांकन प्रपत्र कॉलेज की वेबसाइट (www.shivajicollege.ac.in) और कॉलेज कार्यालय के डायरी अनुभाग में उपलब्ध है।

All the Teaching and Non-Teaching employees are requested to submit the Common Nomination Form in the prescribed proforma and recent passport size photograph for updation of Service Book records. The last date for the submission of aforesaid proforma is 28.11.2025 in the college office.

The Common Nomination Form is available on college website (www.shivajicollege.ac.in) and diary section in the college office.


Principal

**SHIVAJI COLLEGE,
(UNIVERSITY OF DELHI)
RAJA GARDEN, RING ROAD, NEW DELHI - 110027**

Common Nomination Form

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 44 and Rule 45 of CCS (Pension) Rules
- ii. amount that may stand to my credit in the General Provident Fund and arrears,
- 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), address of the nominee	Relationship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB 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	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.

Note: Please attach the copy of Aadhar card and PAN card of the nominee declared above.

Place and date:

Signature

Nomination by.....Designation

Department..... Date of Appointment..... Date of Retirement.....

Address

Mobile No..... Phone No.....

Email Address.....

Witness:

1. Signature.....

Name.....

Mobile No.....

2. Signature.....

Name.....

Mobile No.....