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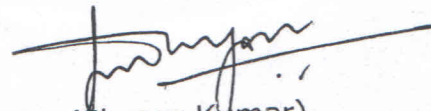
A/93589/Pen Corres/DGQA/Adm-7B

18 Jul 16

**MINISTRY OF DEFENCE**  
**DGQA/ADM-7B**

**VERIFICATION OF ALL NOMINATION FORMS IN SERVICE RECORDS**

1. It has been noticed during examination of a case that nomination forms in service records are not being maintained properly. Recently a case for payment of DGRG was turned down by PCDA due to invalid DCRG nomination. The case was further processed with DoP&PW, Deptt of Legal Affairs and orders were finally issued by MoD for release of payment of DCRG to the wife of deceased govt. servant.
2. MoD while examining the case has pointed out that it is a sorry state of affairs that valid nominations are not available in spite of repeated instructions by DoP&PW and have also advised to verify whether nominations are complete in respect of officials/officers working in their units.
3. In view of the above, all Establishments under your control be instructed to review the service records of all their employees and ensure that nominations kept in the service record are complete in all respects, valid and countersigned by competent authority to avoid delay in payment to nominee(s).

  
(Shyam Kumar)  
Dy Dir/Adm-7B

**DGQA/Veh-1**  
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Copy to:-  
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- with a request to upload the same on DGQA website.