

BOMBAY PORT TRUST

FORM 'A'

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

When the employee has a family and wishes to nominate one member thereof.

Name of Employee
(in block letters)

Designation.
Section, Branch and Department

I, hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the Trustees in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :-

Name and address of nominee	Relationship with employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount or share of gratuity payable to each

contd.

PF Nomination FMR- 35139-
- mother -

This nomination supersedes the nomination made by me earlier
on - - - - - which stands cancelled.

Dated this - - - - - day of - - - - - 19 - -
at - - - - -.

Witnesses (full names and
addresses) to signature.

1. _____

2. _____

Signature of employee.

Note :- The last column should be filled in to cover the
whole amount of gratuity.

(To be filled in by the Head of the Department)

No. - - - - -

Forwarded to the Chief Accountant for safe custody. The present
nomination supersedes the nomination made by the employee earlier
on - - - - - vide this Office No. - - - - - dated - - - - -.
The employee is working as a - - - - - in - - - - - and his
pay is drawn at Serial No. - - - - - of the - - - - - paysheet.

(Head of the Department).

(For use in the Chief Accountant's Office)

Duly acknowledged vide this Office No. - - - - - dated - - - - -.

No. - - - - -

To

(Through - - - - -)

Sir,

In acknowledging the receipt of your nomination dated - - - - -
in respect of Death-on-Retirement Gratuity in Form - - - - -
which supersedes the nomination made by you earlier on - - - - -
I am to state that the same has been duly placed on record.

Yours faithfully,

Chief Accountant.

POMERAY PORT TRUST

F O R M 'B'

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

When the employee has a family and wishes to nominate more than one member thereof.

Name of employee
(in block letters)

Designation,
Section, Branch and Department

I, hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the Trustees in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death :-

Names and addresses of nominees	Relation with employee	Age	Amount or share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount or share of gratuity payable to each

This nomination supersedes the nomination made by me earlier on ----- which stands cancelled.

N.B. - The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(contd.)

Dated this _____ day of _____ 19 ____
at _____.

Witnesses (with full names and
addresses) to signature

1. _____

Signature of employee

2. _____

Note 1. Fourth column should be filled in so as to cover
the whole amount of gratuity.

Note 2. The amount/share of gratuity shown in last column should
cover the whole amount/share payable to the original
nominees.

(To be filled in by the Head of the Department)

No. _____

Forwarded to the Chief Accountant for safe custody. The
present nomination supersedes the nomination made by the employee
earlier on _____ vide this Office No. _____ dated _____.
The employee is working as a _____ in _____
and his pay is drawn at Serial No. _____ of the _____
paysheet.

(Head of the Department).

(For use in the Chief Accountant's Office)

Duly acknowledged vide this Office No. _____ dated _____

No. _____

To _____

(Through _____)

Sir,

In acknowledging the receipt of your nomination dated
_____ in respect of Death-cum-Retirement Gratuity in
Form _____ which supersedes the nomination made by you
earlier on _____ I am to state that the same has been duly
placed on record.

Yours faithfully,

Chief Accountant.

BOMBAY PORT TRUST

FORM 'C'

NOMINATION FOR DEATH-GRIEF-RETIREMENT GRATUITY

When the employee has no family and wishes to nominate one person.

Name of the employee }
(in block letters) }

Designation. }
Section, Branch and Department }

I, having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by the Trustees in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :-

Name and address of nominee	Relationship with employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount or share of gratuity payable to each

This nomination supersedes the nomination made by me earlier on - - - - - which stands cancelled.

(contd.)

Dated this _____ day of _____ 19 ____
at _____,

Witness (with full names
and addresses) to signature

1. _____

Signature of employee

2. _____

(To be filled in by the Head of the Department)

No. _____

Forwarded to the Chief Accountant for safe custody. The present nomination supersedes the nomination made by the employee earlier on _____ vide this Office No. _____ dated _____. The employee is working as a _____ in _____ and his pay is drawn at Serial No. _____ of the _____ payment.

(Head of the Department)

(For use in the Chief Accountant's Office)

Duly acknowledged vide this Office No. _____ dated _____

No. _____

To

(Through _____)

Sir,

In acknowledging the receipt of your nomination dated _____ in respect of Death-cum-Retirement Gratuity in Form _____ which supersedes the nomination made by you earlier on _____ I am to state that the same has been duly placed on record.

Yours faithfully,

Chief Accountant.

FORM 'D'

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

Name of employee
(in block letters)

Designation
Section, Branch and Department

I, having no family, hereby nominate the persons mentioned below and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by the Trustees in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name and address of nominee	Relationship with employee	Age	Amount or share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount or share of gratuity payable to each

This nomination supersedes the nomination made by me earlier
on - - - - - which stands cancelled.

N.B. - The employee should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

(continued)

Dated this ----- day of ----- 19 --
at -----

Witnesses (with full names and
addresses) to signature.

1. -----

2. -----

Signature of employee.

Note 1 - 4th column should be filled in so as to cover
the whole amount of gratuity.

Note 2 - The amount/share of gratuity shown in last
column should cover the whole amount/share
payable to the original nominees.

(To be filled in by the Head of the Department)

No. -----

Forwarded to the Chief Accountant for safe custody. The present
nomination supersedes the nomination made by the employee earlier
on ----- vide this Office No. ----- dated -----
The employee is working as a ----- in ----- and
his pay is drawn at Serial No. ----- of the ----- paysheet.

(Head of the Department)

(For use in the Chief Accountant's Office)

Duly acknowledged vide this Office No. ----- dated -----

To

No. -----

Sir,

(Through -----)

In acknowledging the receipt of your nomination dated -----
in respect of Death-cum-Retirement Gratuity in Form ----- which
supersedes the nomination made by you earlier on ----- I am to
state that the same has been duly placed on record.

Yours faithfully,

Chief Accountant.

Annexure to Forms 'A', 'B', 'C' & 'D'

Instructions regarding
Nominations for death-cum-retirement gratuity

It is compulsory for every employee borne on the pensionable establishment and governed by the Pension Regulations to make immediately on his confirmation a nomination in one of the Forms 'A', 'B', 'C' or 'D', as the case may be.

ELIGIBILITY

If at the time of making the nomination, the employee has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Where the employee has no family, the nomination can be made in favour of a person or persons, or a body of persons, corporate or incorporate.

2. The family of an employee for the purpose of making nominations in respect of death-cum-retirement gratuity includes the following relatives :-

DEFINITION OF FAMILY

- (i) wife, in the case of a male employee,
- (ii) husband, in the case of a female employee,
- (iii) sons, { including step-children and adopted children if under the personal law of the employee
- (iv) unmarried and widowed daughters, } adoption is legally recognised as conferring the status of a natural child.
- (v) brothers below the age of 18 years and unmarried and widowed sisters (including step-brothers and step-sisters),
- (vi) father,
- (vii) mother,
- (viii) married daughters and
- (ix) children of a pre-deceased son.

3. An employee can make nomination in favour of one or more members of his family. In the case of an employee having a family the nomination in favour of one member should be made in Form 'A', and that in favour of more than one member in Form 'B'. In the case of an

FORM FOR NOMINATION

employee having no family the nomination in favour of one member should be made in Form 'C' and that in favour of more than one member in Form 'D'.

Note. - The nomination made by an employee who has no family shall become invalid on his subsequently acquiring a family.

4. If an employee nominates more than one person he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole amount of gratuity.
- NOMINEE'S
SHARE

The eligibility of a person to receive the amount or share of death-cum-retirement gratuity will be determined with reference to the facts as they stand on the date of death of an employee and any subsequent event (e.g. re-marriage of a widow, marriage of an unmarried daughter, sister, etc.) will not affect that entitlement.

5. If, however, an employee dies without making a nomination conferring on one or more persons, the right to receive the amount of death-cum-retirement gratuity, it shall be paid in equal shares to those surviving members of the family who belong to those categories (i) to (iv) of the definition except widowed daughters. If there is no such surviving member, but there are one or more surviving widowed daughters and/or one or more members of the family of the employee who belong to categories (v) to (ix), the gratuity shall be paid to all such persons in equal shares.
- CASE OF NO
NOMINATION

If, however, a person who was entitled to receive D.C.R. gratuity on the date of death of an employee dies before getting the payment, the amount or share of gratuity admissible to him should be distributed in equal shares among the surviving eligible members of the family or the deceased employee.

In case there is no family member and also the nomination has not been made in favour of any other person or persons, the amount of gratuity will lapse to the Trustees.

6. An employee may provide in the nomination that in respect of any specified nominee who pre-deceases the employee, or who dies after the death of the employee but before receiving payment of gratuity, the right conferred upon that nominee shall pass on to such other members of the employee's family as may be specified in the nomination.

Provided that where an employee has only one member in his family, in whose favour the nomination should be made, the alternative nomination can be made in favour of any person who is not a member of his family or in favour of a body of persons, corporate or incorporate.

ALTERNATE
NOMINATION