BOMBAY PORT TRUST

FORM 'A'

NOMINATION FOR DEATH-OUT-RELIEMENT 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:

<table>
<thead>
<tr>
<th>Name and address of nominee</th>
<th>Relationship with employee</th>
<th>Age</th>
<th>Contingencies on the happening of which the nomination shall become invalid</th>
<th>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</th>
<th>Amount of sum of gratuity payable to each</th>
</tr>
</thead>
</table>

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PF Nomination Form: EMP - 35829
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. ________________________________

______________________________

Signature of employee.

2. ________________________________

______________________________

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 ___________ pay sheet.

(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.
PONDICHERRY PORT TRUST

FORM 'B'

NOMINATION FOR DEATH-CUM-REirement gratuity

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

Name of employee

(To be 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 been admissible to me on retirement may remain unpaid at my death:

<table>
<thead>
<tr>
<th>Name and address of nominees</th>
<th>Relationship with employee</th>
<th>Age</th>
<th>Amount or share of gratuity payable to each</th>
<th>Continuance of gratuity on the happening of the event of the death of the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity</th>
</tr>
</thead>
</table>

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

NB. 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 ______ 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
BOBBAY PORT TRUST
FORM 'C'

Nomination for Death-Cum-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:

<table>
<thead>
<tr>
<th>Name and address with employee</th>
<th>Relationship</th>
<th>Age</th>
<th>Continuance on the happening of which the nomination shall become invalid</th>
<th>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</th>
<th>Amount or share of gratuity payable to each</th>
</tr>
</thead>
</table>

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


Signature of employee


(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)

(Fax used in the Chief Accountant's Office)

Duly acknowledged vide this Office No. __________ dated __________

No. __________


Sir,

In acknowledging the receipt of your nomination dated __________ in respect of Death-in-Service 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 Dearness-Retirement Gratuity

When the employee has no family and wishes to nominate more than one person:

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 in 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 | Relationship with employee of gratuity payable to each | Continuing or share of gratuity payable to each
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</tbody>
</table>

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.

(Contd.)
Dated this ________ day of ________ 19____

Witnesses (with full name and address) 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 nominee.

(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 ________ in ________ and his pay is drawn at Serial No. ________ of the ________ paybook.

(Head of the Department)

(For use in the Chief Accountant's Office)

Only acknowledged vide this Office No. ________ dated ________

To

   ____________

Gentlemen,

In acknowledging the receipt of your nomination inted ________ in respect of Death-or-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
Nomination for death-am-retirement gratuity

It is compulsory for every employee born 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.

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.

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

(i) wife, in the case of a male employee,
(ii) husband, in the case of a female employee,
(iii) sons,
(iv) unmarried and 
    widowed 
    daughters, including step-children and adopted children if under the personal law of the employee 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.

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
employee having no family the nomination in favour of one person shall be made in Form 'D' and that in favour of more than one person in Form 'O'.

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.

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 employees who belong to categories (v) to (ix), the gratuity shall be paid to all such persons in equal shares.

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 shall be distributed in equal shares among the surviving eligible members of the family of 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 specific 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 incorporated.