Provided further that such alternative nomination becomes invalid in the event of the employee subsequently acquiring an additional member in the family.

It is open to an employee to nominate more than one alternate nominee against any of the original nominees.

If a nominee who was entitled to receive the amount of death-sum-retirement gratuity on the date of death of the employee dies before getting the payment, the right to the amount or share of the gratuity shall pass on to the alternate nominee or nominees. In case there is no alternate nominee, the amount or share of gratuity will be paid in equal shares to the co-nominees of the person concerned, if any, and failing that it will be distributed in equal shares among the surviving members of the family of the deceased employee as in the cases of no nomination.

7. An employee may at any time send a fresh nomination to the appropriate authority indicating therein that it supersedes the earlier nomination made by him as provided for in relevant forms.

The employee shall immediately on the death of a nominee in respect of whom no alternate nominee exists or on the occurrence of any event by reason of which the nomination becomes invalid, send to the appropriate authority a fresh nomination made as in the preceding sub-para.

Every nomination made by an employee, shall be sent by him to the Chief Accountant through the Head of the Department in which he is employed. All the nominations are kept under the custody of the Chief Accountant.

8. Every nomination made by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the Chief Accountant.

9. While a nomination as also any change therein will normally be made by an employee during service, he can if he so desires make a fresh nomination after retirement but before getting payment.
10. The nomination shall become invalid in the event of happening of a contingency specified therein.

Death should not be specified as one of the contingencies on the happening of which the nomination shall become invalid.

11. An acknowledgement to the employer concerned confirming that the nominations made by him and the related notices have been duly received and placed on record should invariably be sent to every employee making a nomination, by the Chief Accountant through the head of the Department in which the employee is employed. The employer should also in the interest of their nominees, preserve copies of the nominations made by them end of the related acknowledgement, either in their personal custody or in the safe deposit along with their other important personal documents, etc., where they may be expected to come into possession of the beneficiaries in the event of their death.
FORM 'B' (Pension)

Dear Sir,

Sub: Application for sanction of pension.

I beg to say that I am due to retire from service with effect from the ---, my date of birth being ---.

I, therefore, request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension at the office of the Chief Accountant, Bombay Port Trust to have my pension remitted to me at the following address by Postal Money Order:

---

2. I hereby declare that I have neither applied for, nor received, any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/or gratuity is claimed herein nor shall I submit an application hereafter without giving a reference to this application and the orders which may be passed thereon.

3. I enclose:

(i) two specimen signatures of mine, duly attested;
(ii) two copies of a passport size photograph of mine, also duly attested;
(iii) two slips each bearing my left-hand thumb and finger impressions;
(iv) two slips each showing particulars of my height and identification marks.

* This is required only in the case of persons who are illiterate and cannot sign their names.

(contd.)
4. My present address is ___________________________ and my address after retirement will be ___________________________.

Yours faithfully,

(Signature)

Designation

Date: ____________

† Any subsequent change of address should be duly notified.
Application for Pension or Gratuity and Death-cum-Retirement Gratuity

1. Name of applicant
2. Father's name (and also husband's name in the case of a woman employee)
3. Religion and Nationality
4. Permanent residential address showing village/town, district and State
5. Present or last appointment, including name of establishment
6. Present or last substantive appointment
7. Date of beginning of service
8. Date of ending of service
9. Length of service with details of interruptions and non-qualifying periods
10. Class of pension or gratuity applied for, and cause of application
11. Average emoluments
12. Proposed pension
13. Proposed gratuity
14. Proposed death-cum-retirement gratuity
15. Date from which pension is to commence
16. Place of payment of pension
17. Whether nomination made for death-cum-retirement gratuity

(contd.)
23. Length of qualifying service:
   (i) Date of beginning of service qualifying for pension
   (ii) Date of ending of service
   (iii) Total service
   (iv) Less service not counting for pension
         (a) Extraordinary leave without allowance
         (b) Period of suspension
   Total:
   (v) Service qualifying for pension
       [Column (iii) - Column (iv)]
   (vi) Additional service for superannuation pension under Regulation 53(1) of the Pension Regulations
   (vii) Total qualifying service for superannuation pension in respect of employee to which Regulation 53(1) is applicable
       [Column (v) + Column (vi)]

24. Remarks by the Head of the Department (or the Chairman in the case of Head of the Department)
   1. As to character and past conduct of applicant
   2. Explanation of any suspension or degradations
   3. Any other remarks
   4. Specific opinion whether the service claimed is established and should be admitted or not

Signature of Head of the Department/the Chairman.
(contd.)
PART II
Certificate of admissibility by the Chief Accountant

1. Total period of qualifying service which has been accepted for the grant of superannuation/retiring/invalid/compensation/pension/gratuity/death-cum-retirement gratuity, with reasons for disallowances, if any.

2. Amount of superannuation/retiring/invalid/compensation/pension/gratuity/death-cum-retirement gratuity that has been admitted.

3. Date from which pension is admissible.

4. Date from which death-cum-retirement gratuity is admissible.

Chief Accountant.

(contd.)
Orders of the Chairman:

The undersigned having satisfied himself that the service of Shri/Chirnati/Kumar -- -- -- -- -- -- -- -- -- -- -- -- has been thoroughly satisfactory, hereby orders the grant of the full pension/gratuity/death-cum-retirement gratuity which has been certified by the Chief Accountant as admissible under the Regulations. The grant of this pension/gratuity and death-cum-retirement gratuity shall commence from -- -- -- -- -- -- -- -- -- -- --.

A sum of Rs. -- -- -- -- -- -- on account -- -- -- -- -- -- is to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted. Death-cum-retirement gratuity should not be paid unless the employee vacates the Port Trust Quarters in his occupation.

The undersigned having satisfied himself that the service of Shri/Chirnati/Kumar -- -- -- -- -- -- -- -- -- -- -- -- has not been thoroughly satisfactory, hereby orders that the full pension/gratuity and death-cum-retirement gratuity which has been certified by the Chief Accountant as admissible under the Regulations, shall be reduced by the specified amount or percentage indicated below:

Amount or percentage reduction in Pension -- -- -- -- --

Gratuity -- -- -- -- --

Death-cum-retirement Gratuity -- -- -- -- --

A sum of Rs. -- -- -- -- -- -- on account -- -- -- -- -- -- is to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted.

Death-cum-retirement gratuity should not be paid unless the employee vacates the Port Trust Quarters which are in his occupation.

This order is subject to the condition that should the amount of pension/gratuity and death-cum-retirement gratuity as certified by the Chief Accountant be afterwards found to be in excess of amounts to which the pension is entitled under the Regulations, he/she will be called upon to refund such excess.

Chairman,

BOMBAY PORT TRUST.

(contd.)
PART III

No. ----------------

Forwarded to the Secretary for obtaining the sanction of the Trustees to the grant of pension/gratuity and death-cum-retirement gratuity as certified in Part II which is due and admissible under the Portray Port Trust Pension Regulations.

Chief Accountant.

PART IV

No. ----------------

The Board at its meeting held on - - - - - - - - - - - - - - - - - - has sanctioned the pension/ gratuity/death-cum-retirement gratuity subject to the conditions specified in the said Resolution.

Secretary.
Sir,

I have the honour to forward herewith pension papers of Shri .......................... rank R .................... of this Department as per list enclosed for favour of payment of his title to pension and obtaining thereafter the requisite sanction.

Yours faithfully,

(Head of the Department).

List of enclosures

1. Application for pension in Form 'F' with details duly filled in.
2. Invalid certificate (if the claim is for invalid pension).
3. Service sheet duly completed.
4. Memorandum of average earnings.
5. A copy of Part I of application for pension (Form 'F') duly attested.
6. (a) Two specimen signatures duly attested, or in the case of persons not literate enough to sign their names in English or Hindi or Marathi two slips bearing the left hand thumb and finger impressions, duly attested;
   (b) Two copies of passport size photograph duly attested.
7. Final application for pension in Form 'B'.
8. Address of the employee after retirement.
9. Where the benefit of higher rates of pay is claimed under Note 1 below Rule 43 of the Pension Rules in respect of a spell or spells of leave during the last three years of an employee's service, a certificate to the effect that he would have continued to hold the higher post for the entire period if he had not proceeded on such leave.