

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 nominee/nominees.

If a nominee who was entitled to receive the amount of death-cum-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.

CANCELLATION OF
NOMINATION

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, takes effect on the date on which it is received by the Chief Accountant.

DATE FROM WHICH
A NOMINATION
BECOMES VALID

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.

RIGHT TO MAKE
NOMINATION
AFTER RETIREMENT

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 acknowledgment to the employee 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 employees should also in the interest of their nominees, preserve copies of the nominations made by them and 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.

BOMBAY PORT TRUST
FORM 'E' (Pension)

Formal application for pension

From

To

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 quoting 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.)

BOMBAY PORT TRUST
FORM 'F' (Pension)

PART - I

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. : Y. ___ M. ___ D. ___
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.)

PART - II

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 super-
annuation pension under
Regulation 53(7) of the Pension
Regulations
- (vii) Total qualifying service for
superannuation pension in
respect of employee to whom
Regulation 53(7) 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 de-gradation
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.)

PART - III

Orders of the Chairman :

The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari ----- 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.

or

The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari ----- 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 amounts 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 - IIIA

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 Bombay Port Trust Pension Regulations.

Chief Accountant.

PART - IV

No. -----

The Board at its meeting held on ----- vide
Resolution No. ----- has sanctioned the pension/
gratuity/death-cum-retirement gratuity subject to the conditions
specified in the said Resolution.

Secretary.

BOMBAY PORT TRUST

FORM 'G' (Pension)

Sir,

I have the honour to forward herewith pension papers of Shri ----- Date ----- of this Department as per list enclosed for favour of report on 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 certificates (if the claim is for invalid pension).
3. Service sheet duly completed.
4. Memoranda of average emoluments.
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. Formal application for pension in Form 'E'.
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.