MINISTRY OF CIVIL AVIA HON

(Airports Authority of India)

NOTIFICATION

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New Delhi, the 29th August, 2003

No. AAI/Pers./EDPA/REG/2002.—In exercise of the powers conferred by clause (b) of Subsection (2) of Section 42 of the Airports Authority of India Act, 1994 (No. 55 of 1994) and in supersession of the International Airports Authority of India (Gratuity) Regulations 1984 and the National Airports Authority of India (Gratuity) Regulations, 1992, except as respect things done or omitted to be done before such supersessions, the Airports Authority of India, with the previous approval of the Central Government, hereby makes the following regulations, namely:-

1. Short title and commencement. — (1) These regulations may be called the Airports ਬਾਡ Authority of India [Gratuity] Regulations, 2003.

- They shall come into force on the date of their publication in the Official Gazette. **(2)**
- 2. Definitions. - (1) In these regulations, unless the context otherwise requires: -(a) "Act" means the Airports Authority of India Act, 1994 (55 of 1994);

(b) "Apprentice" or "Trainee" means a person engaged for training in the business of the Authority with or without payment of remuneration during the period of training;

(c) Authority means the Airports Authority of India constituted under section 3 of the

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not අතර අද (d) "Casual employee" means an employee who is engaged for a work of casual or me bne sepe occasional nature:

(e) "Chairperson" means the Chairman of the Authority appointed under clause (a)

of sub-section (3) of section 3 of the Act.

TAR SOT HELD. (f) "Commissioner" has the same meaning as assigned to it in clause (16) of subsection (1) of section 2 of the Income Tax Act, 1961 (43 of 1961);

Competent Authority" means the Chairman or any other Member or any Officer a new control of the Authority authorized by the Chairperson for the purpose of these regulations;

(h) "Completed year of service" means continuous service of one year.

(I) "Continuous service" means uninterrupted service under the Authority and includes service which is interrupted by sickness, accident, leave, lay off, strike or a lock-out or cessation of work not due to the fault of the employee concerned.

EXPLANATION: For the purposes of this clause, the number of days on which an employee has actually worked under the Authority shall include the days on which :-

(i) he has been laid off under an agreement or as permitted by the standing orders to smoitua en it under the Industrial Employment (Standing Orders) Act, 1946, or under the inemyse and it Industrial Disputes Act, 1947, or under any other law; अव्यक्ति के लो : (ii) he has been on leave with full wages, earned in the previous year;

प्राक्तिक sett , (iii) he has been absent due to temporary disablement caused by an accident arising diuterp parties out of and in the course of his employment; and CA SA SAPAR Public Sector

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- (iv) in the case of a female, she has been on maternity leave, so, however, that the total period of such maternity leave does not exceed 12 weeks.
- (j) "Employee" means a whole time employee of the Authority but does not include
 - casual and non-regular employees; government servants and other persons employed on deputation terms; (i)
 - (ii)
 - employee on contract basis; apprentices and trainees; and (iii)
 - (iv) re-employed persons,
- 1 (v) (k) "Family" means :man diam

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- wife, in the case of a male employee;
- husband, in the case of a female employee; **(i)** (ii)
- unmarried and widowed daughters including step children and adopted (iii) (iv)
- brothers below the age of 18 years and unmarried and widowed sisters including step brother and step sisters; (v)
- father; (vi)
- mother; (vii)
- married daughters; (viii)
- children of pre-deceased son; and (ix)
 - wife of pre-deceased son.
- to be seen that the fix) ್ಯಾ ಸಹಿತ ಭ (I)*Form" means Forms appended to these regulations;
- 9 (m) Fund means the Airports Authority of India Employees Gratuity Fund;
 - (n) "Pay" means all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are THE PARTY paid or are payable to him in cash and includes dearness allowance but does not include any bonus, commission, house rent allowance, overtime wages and any which the other allowance;
- (2) Words and expressions used and not defined in these regulations but defined in the Act shall have the same meaning respectively assigned to them in the Act.
- 3. Eligibility and Scale of Gratuity. (1) Gratuity shall be payable to an employee on the cessation of his employment after he has rendered continuous service for not less than 5 years:to a mandara est. (i)
- on his resignation, retirement including voluntary retirement or on his superannuation, or (ii) By Off, Stake of a termination of service or
 - on his death or disablement due to accident or disease: . Leanwaine 1.5

Provided that the completion of continuous service of 5 years shall not be necessary where the termination of the employment of any employee is due to death or disablement.

- Where an employee is transferred from one Public Sector Enterprise to the Authority or a station of a where an employee moves on to one Public Sector Enterprise from Authority, then the payment of Gratuity shall be paid as per the Schedule. Whenever such transfer takes place from another Public Sector Enterprise to Authority or from Authority to a Public Sector Enterprise, the Authority shall execute an agreement with the Public Sector Enterprise concerned before receiving gratuity from that Public Sector Enterprise or before transferring gratuity to another Public Sector Enterprise.
 - (3) Notwithstanding anything contained in these regulations, The gratuity of an employee, whose services have been terminated for any proven act of willful omission or negligence causing any damage or loss to, or destruction of property belonging to the Authority, shall be forfeited to the extent of the damage or loss so caused.

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- The gratuity payable to an employee shall be wholly or partly forfeited: ;o (4)
- (A) GUSA (A) OF disorderly conduct or any other act of violence on his part, or if services of such employee have been terminated for any proven act which est sag to the
 - constitutes an offence involving moral turpitude; ent of sometime. But no habit to Provided that such offence is committed by him in the course of his التوسيف والله كالاناعاة employment.

if the services of such employee have been terminated for his riotous or

In the case of an employee against whom a disciplinary proceeding has been initiated while the employee was in service whether before his retirement or during his re-employment, the Disciplinary Authority may withhold payment of gratuity or part thereof during the pending of the disciplinary proceedings for ordering recovery from gratuity of the whole or part of any pecuniary loss caused to the Authority under sub-regulation (2) of 32 of the Airports Authority of India Employees [Conduct, Discipline and Appeal] regulations, 2003.

Benefit. - Amount of Gratuity shall be :-

(a) equal to 15 days Pay last drawn by the employee concerned for every completed year of service or part thereof in excess of six months subject to a maximum of io eyes of mides Rs.3,50,000/-. The 15 days Pay shall be calculated by dividing the monthly rate of mi stabile on marks in Pay last drawn by him by twenty six (26) and multiplying the quotient by fifteen.

(b) In case of death of an employee while in service, amount of gratuity shall be admissible on the scale, calculated as under: -

	Period of continuous service	Amount of Gratuity
	Upto 1 year	2 months' Pay
នៅ ១៦.	More than 1 year but upto 5 years	6 months' Pay
A Seco	More than 5 years but upto 20 years	12 months' Pay
	More than 20 years	Half a month's Pay for completed half year of
	man men de naturativa et k. E. Service de la companya de la compan	qualifying service subject to maximum of 33 times Pay provided the amount of gratuity shall in no case exceed Rs.3,50,000/

Still with See Nominations. - (1) Every employee shall make a nomination in Form A or Form B, as the case may be, within such time as may be specified by the Competent Authority, conferring on one or more persons of his family the right to receive the gratuity in the event of his/her death while in service or after quitting service but before payment of the gratuity is made indicating the shares payable to each member. ١ ت (

Provided that nomination in Form 'A' shall be accepted by the competent authority after the specified period if the employee shows reasonable grounds for delay and no nomination shall be invalid merely because it was filled after the specified period.

- In the case of an employee having no family, the nomination may be made in favour of a (2) person or persons or a body of persons, corporate or incorporate; e digitalty
- ant c (3) are In the event of there being no nomination, the gratuity on death may be paid in the manner indicated below:
- CONTRACTOR if there are one or more surviving members of the family specified in sub clauses (i) to (iv) of clause (k) of sub-regulation (1) of regulation 2, it may be paid to all such members other than a widowed daughter in equal shares; and

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- if there are no such surviving members of the family of the categories specified in clause (k), but there are one or more surviving widowed daughters and/or one or more members of the family as specified in Sub-clauses (v) to (x) of clause (k) of sub-regulation (1) of regulation 2, the gratuity may be paid to all such members in equal shares;
- (4) Within 30 days of receipt of nomination in Form A, the Competent Authority shall get the service particulars of the employee as mentioned in the said form verified with reference to the records of the establishment and return to the employee, after obtaining receipt thereof on the duplicate copy of the nomination in Form A duly attested by an officer authorized in this behalf by him as a token of record of the nomination by the competent authority and the other copy of the nomination shall be recorded;

(5) An employee may in his nomination distribute the amount of gratuity payable to him among more than one nominee.

- (6) If an employee has family at the time of making nomination, the nomination shall be made in favour of one or more members of his family and any nomination made by an employee, who is not a member of his family, shall be void.
- (7) If at the time of making a nomination, the employee has no family, the nomination may be made in favour of any person or persons, but if the employee subsequently acquires a family, such nomination shall forthwith become invalid and the employee shall submit within 90 days of acquiring family a fresh nomination in favour of one or more members of family, in duplicate in Form B to the Competent Authority and thereafter the provisions of regulation 3 shall apply, mutatis mutandis, as if it was made under sub-regulation (1).
 - (8) A nomination made subject to the provisions of sub-regulation, (5) and (6) may be modified by an employee at any time after giving to the Competent Authority a written notice in Form C and thereafter the provisions of sub-regulation (4) shall apply, mutatis mutandis as if it was made in Sub-Regulation (1) of Regulation 5.
- (9) If a nominee predeceases the employee, the interest of the nominee shall revert to the employee who shall make a fresh nomination in respect of such interests in Form 'C'.
 - (10) Every nomination, fresh nomination or modification in nomination, as the case may be, shall be sent by the employee to the Competent Authority, who shall keep the same in his safe custody.
- (11) A nomination or a fresh nomination or a notice of modification of a nomination shall be signed by the employee or if he is illiterate shall bear his thumb impression in the presence of two witnesses who shall also sign a declaration to that effect in the nomination, fresh nomination or as the case may be, a notice of modification of nominations as the case may be.
 - (12) A nomination, fresh nomination or notice of modification of nomination shall take effect from the date of receipt thereof by the Competent Authority.
 - **6. Application for Gratuity.** (1) Every employee who is eligible for payment of gratuity under these regulations or any person authorized in writing to act on his behalf shall apply to the Competent Authority in Form 'D' within 30 days from the date on which gratuity became payable:

Provided that where the date of superannuation or retirement of an employee is known, the employee may apply to the Competent Authority 30 days before the date of such superannuation or retirement.

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(2) A nominee of an employee who is eligible for payment of gratuity under these regulations shall apply in Form 'E' within 30 days from the date on which the gratuity becomes payable to him, to the Competent Authority.

Provided that an application on plain paper with relevant particulars shall also be accepted and the Competent Authority may obtain such other particulars as may be deemed necessary by him.

- (3) A legal heir of an employee who is eligible for payment of gratuity under these regulations shall apply within one year from the date the gratuity became payable to him in Form 'F' to the Competent Authority.
- (4) An application for payment of gratuity filed after the expiry of the periods specified in this regulation shall also be entertained by Competent Authority if the applicant shows sufficient cause for the delay in preferring his claim and no claim for gratuity under these regulations shall be invalid merely because the claimant failed to present application within the specified period.
- 7. Notice for payment of Gratuity. Within fifteen days of the receipt of an application under regulation 6 for payment of gratuity, the Competent Authority shall:
- if the claim is found admissible on verification, issue a notice in Form 'G' to the applicant, employee, nominee or legal heir, as the case may be, specifying the amount of gratuity payable and fixing a date not being later than the thirtieth day, after the date of receipt of the application, for payment thereof, or
- if the claim for gratuity is not found admissible, issue a notice in Form 'H' to the applicant, employee, nominee or legal heir, as the case may be, specifying the reasons thereof.
 - **8. Mode of payment of Gratuity.** The gratuity payable under these regulations shall be paid by cheque or, if so desired by the payee, by Demand Draft drawn in favour of the eligible employee, nominee or legal heir, as the case may be.

Provided that in case the eligible employee, nominee or legal heir, as the case may be, so desires, and the amount of gratuity payable is less than Rs.1,000/-, payment may be made by Postal Money Order.

- **9. Protection of Gratuity. -** No gratuity payable under these regulations shall be liable to attachment in execution of any decree or order of any civil, revenue or criminal court.
- 10. Other conditions for payment of Gratuity: The conditions for payment of gratuity to an employee in respect of matter for which no provision is made under these regulation shall be the same as may be for the time being be applicable to other employees under the Payment of Gratuity Act, 1972 (39 of 1972).

S. K. NARULA, Chairman IADVT-3/4/Extraordinary/158/03]

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	here], whose particulars mentioned below to receive	а
	my credit in the event of a	3
	indicated against the name 2. I hereby certify the meaning of clause (I) of n	al
	2003. 3. The I hereby declare the said Regulations.	ıa
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FORM-A

[See Regulation 5(1)]

NOMINATION

からき I, Shri/Shrimati/Kumari	_ [Name in full
here], whose particulars are given in the statement below hereby nomina	te the person(s)
mentioned below to receive the gratuity payable after my death as also the gra	atuity standing to
my credit in the event of my death before that amount has become payable of	r having become
payable has not been paid and direct that the said amount of gratuity shall be p	oaid in proportion
indicated against the name(s) of the nominee(s).	

- y certify that the person(s) mentioned is/are member(s) of my family within the use (I) of regulation 2 of the Airports Authority of India [Gratuity] Regulations,
- y declare that I have no family within the meaning of clause (I) of regulation 2 of tions.
- My father/mother/parents is/are not dependent on me.
- My husband's father/mother/parents is/are not dependent on my husband.
- e excluded my husband from my family by a notice dated the

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Signature/thumb impression of the employee

A. Sand

Declaration by witness

Nomination signed/thumb imp	pressed before me.					
Name in full and full address of witnesses.						
A CONTRACTOR OF THE STATE OF TH						
2.						
Place:						
Date:	Signature of Witness					
	1.					
	2.					
	Certificate by the Authority					
	on an analysis					
	iculars of the above nomination have been verified and recorded in					
the establishment.						
Reference No. if any						
•						
Reference No. if any Date:						
Date:	Signature of the Officer Authorised					
Date:	Designation					
Date:						
Date:	Designation Name and Address of the Officer					
Date:	Designation Name and Address of the Officer					
Date:	Designation Name and Address of the Officer Eknowledgement by the Employee					
Date:	Designation Name and Address of the Officer					

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2.

Certificate by the Authority

Certified that the particulars of the above nomination have been verified and recorded in the establishment.

Reference No. if any

Date:

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Signature of the Officer Authorised

Designation

Name and Address of the Officer

Acknowledgement by the Employee

Received the duplicate copy of Statement to Form `A' filed by me duly certified by the Authority.

Date:

Signature of the Employee

NOTE: - Strike out the words and paragraphs not applicable.

FORM 'B' [See Regulation 5 (7)] FRESH NOMINATION

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Shri / Shrimati _ whose particulars are give	n in the Statement	below have	acquired	[Name in full here] a family within the meaning in
•		ority of India	Gratuit	y] Regulation 2003 with effect in the manner
	efore nominate the	e person(s) r	nentione	d below afresh to receive the my credit in the event of my
eath before that amount	has become payab	de or having	become ;	payable has not been paid and indicated against the name(s)
f the nominee(s).	42		- 	manage against the nume(3)
	at the person(s) m	nentioned is/a	are mem	ber(s) of my family within the
neaning of clause (I) of re	ing a Halli kita k	the second second		•
. (a) My father/	mother/parents is/	are not deno	dont on	ma
		•		pendent on my husband.
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have exclude	d my husband	from my	family	by a notice dated the
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	NO	MINEE(S)		
				Proportion by which the gratuity will be shared.
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5. Manner of acquiring a `f	family':		
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[Here give details as to how a fa			or parents being
rendered dependent or through	A second of the	ı	
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Date:			
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Name in full and full address of	witnesses.		
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	Certificate by the Aut	hority	
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the establishment.	ē :		
Reference No. If any			
	Marie III. Marie Marie III. Marie III.		
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	Signature of the Off	icer Authorised	
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		-	
	Name and Addres	s of the Officer	
Ac	knowledgement by the	Employee	\$
1 TO		•	
Received the duplicate	copy of Nomination in For	m 'B' filed hy me	duly certified by

Date:

Signature of the Employee

NOTE: - Strike out the words and paragraphs not applicable.

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To

FORM – C is officers to tennish

[See Regulation 5 (9)]

NOTICE FOR MODIFICATION OF NOMINATION

		. Tipi ¥*	
			en e
	I, Shri/Shrimati/Kumari		Name
ll her			statement below hereby give notice that the
minat	tions filed by me on		[Date] and recorded under you
ferenc	ce no	dated	shall stand modified
	owing manner: ive details of the modifica	ation intended]	No. of the second secon
1.0	Name of the Employee	in Full	
2.	Sex	alle Alexandres of	an expect of the second
3.	Religion	Sala denta	Certifich that the particula
4.	Whether unmarried/married/wid		the amolistic to the constitution of the const
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		Declaration by witness			
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Certificate by the Authority

Certified that the above modifications have been recorded.

Reference No. if any

Date:

Signature of the Officer Authorised

Designation

Name and Address of the Officer

Acknowledgement by the Employee

Received the duplicate copy of the notice for modification in Form `C' filed by me duly certified by the Authority.

Date:

Signature of the Employee

NOTE: - Strike out the words and paragraphs not applicable.

FORM 'D'

[See Regulation 6 (1)]

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	A STATE OF THE STA		•
r, :			•
	I hereby apply for payment of my gratu	ity to which I a	ım entitled under sub-re
) of	regulation 3 of the Airports Authority of I	ndia [Gratuity] F	Regulations, 2003 on acc
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	uous service/ total disablement due to accid		
m t	he appointment in the Authority. My particu	ılars are given b	elow:
1.	Name in full	:	
2.	Address in full	•	6
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3.	Department / Branch / Section where		
	last employed		
4.	Post held with employee Identification	:	
	Number		
	•		
5.	Date of Appointment	• 	
6.	Date and cause of termination of	:	
	service Service	C. W.	
News			
75	Total period of service		
8.	Amount of wages last drawn	: *	
9.	Amount of gratuity claimed	•	
	randarie of graculty claimed		
	•_		
	I was rendered totally disabled as a resul	t of	[here g
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3. Payment may please be	made in cash/crossed ch	eque.
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N. A. C. State of the Control of the		pees one thousand, I would request you
to arrange for payment of the	sum due to me by postal	money order at the address mentioned
above after deducting postal mo	oney order commission th	erefrom.
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STATEMENT [Form-D]

	STATEMENT [Fo	orm-D]
1.	Name of the Employee in Full	instanticité struit : se bestéries
2.	Sex	
3.	Religion	
4.	Whether unmarried/married/widow/widower	
5	Department/Branch/Section where employed	ague o de la Miller de la companya d
6.	Post held with employee identification	
:01	number	
7.	Date of appointment	
8.	Permanent Address	Can't so come of calcup and exvision
41.	Village: 1 to 1 t	Thana:
30	Sub-division:	Post Office:
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Dat	e: (-) Pille up to the property on (a)	the management is sound - if the
(5)	Si di seceli in protinci di Si	gnature/Thumb impression of the employee
EX.	The section of the se	

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

Place: Date:

Signature of Witness

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2.

Certificate by the Authority

Certified that the p		nt above for payment of gratuity	have been
Reference No. if any			·
Date:			
anima a a a a a a a a a a a a a a a a a a	Signature of the	e Officer Authorised	
_		Designation	
· ·	Name and Ac	idress of the Officer	
Received the duplic Statement filed by me duly		or payment of Gratuity in Form `D'	' and
			ı
Date:	Sta te.	Signature of the Employee	
NOTE: - Strike out the wor		ot applicable.	
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FORM 'E'

[See Regulation 6(2)]

APPLICATION FOR PAYMENT OF GRATUITY BY A NOMINEE

To		•		»,×
		·	K	
Sir,			<u>}</u>	
		I hereby apply for payment of gratuity to		• ,
	_	lation (1) of Regulation 3 of the Airports A	-	, , , , , , , , , , , , , , , , , , , ,
		ninee of late		
emp	loye	e of the establishment and who died on _		The gratuity is
paya	able	on account of the death of the aforesaid en	nployee '	while is service/superannuation of the
		d employee on		_
emp	loye	e on	after co	empletion of
year	s of	service/ total disablement of the aforesaid	employe	ee due to accident or disease while in
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my e	claim	n are given below:	Ġ	ale e g
Γ	1.	ivanic of application times	r	
	2.	Address in full of the applicant/nominee	<u> </u>	is a committee to
	3.	Marital status of the applicant/n	ominee	
		[Unmarried/married/widow/widower]	-	
	4.	Name in full of the employee	6	
	5.	Marital status of the employee		200
	6.	Relationship of the nominee with the emp	loyee	
	7.	Total period of service of the employee		
	8.	Date of appointment of the employee	*	31.33
	9.	Date and cause of termination of service	of the	عَلَيْهِ عِنْ عَلَى مُعَالِمُ مُواهِ فَهُ فَيْ مِنْ مُعَالِمُ عَلَيْهُ عَلَى مِنْ مُعَلَّمُ مِنْ مُعَالِمُ عَلَ
		employee		
	10.	Department/Branch/Section where the en	nployee	Acada come a series and a serie
		last worked		
	11.	Post last held by the employee with en	nployee	

	Identification Number	
12.	Total wages last drawn	
13.	Date of death and evidence/witness as proof of the death of the employee	
14.	Reference No. of recorded nomination, if available	
15.	Total gratuity payable to the employee	; (
16.	Share of gratuity claimed	

- 2. I declare that the particulars mentioned above are true and correct to the best of my knowledge and belief.
- 3. Payment may please be made in cash/crossed cheque.
- 4. As the amount payable is less than rupees one thousand, I would request you to arrange for payment of the sum due to me by postal money order at the address mentioned above after deducting postal money order commission therefrom.

Yours faithfully,

Signature / Thumb impression of the applicant/nominee

Place:

Declaration by witness

31 .

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

1. 2.

Place:

Signature of Witness

_

2.

Signature of the Officer Authorised

Designation
Name and Address of the Officer

Acknowledgement by the Employee

Received the duplicate copy of Application for payment of Gratuity in Form `E' filed by me duly certified by the Authority.

Date:

Signature of the Applicant/Nominee

NOTE: - Strike out the word(s) and paragraph(s) not applicable.

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FORM 'F'

[See Regulation 6(3)]

APPLICATION FOR PAYMENT OF GRATUITY BY A LEGAL HEIR OTHER THAN A NOMINEE

То		
The survey		
Sir,		
-	I hereby apply for payment of gratuity to which I	am entitled under second proviso to
sub-regi	ulation (1) of Regulation 3 of the Airports Authority	of India [Gratuity] Regulations, 2003
as a leg	al heir of late	[Name of the employee] who was an
employe	ee of your establishment and who died on the _	without
making	any nomination. The gratuity is payable on acc	count of the death of the aforesaid
employe	ee while is service/superannuation of the	
***************************************	retirement or resignation	oh of the aforesaid employee on the
-	after completion of	years of
•	total disablement of the aforesaid employee due t	
with eff	ect from the Necess	sary particulars in relation to my claim
are give	en below:	
1.	Name of applicant/legal heir	
2.	Address in full of the applicant	
3.	Marital status of the applicant legal heir	
	[Unmarried/married/widow/widower]	
4.	Name in full of the employee	
5.	Relationship of the applicant with the employee	
6.	Religion of both the applicant and the employee	
7.	Date of appointment and total period of service	
	of the employee	
8.	Department/Branch/Section where the employee	
	worked last	
9.	Post last held by the employee with employee	
	Identification Number	

0.	Total wages last drawn by the employee			
11.	Date of death of the employee and evidence/witness in support thereof	the think	110.3	of wa
12.	Total gratuity payable to the employee			
13.	Percentage of the gratuity claimed			
14.	Basis of the claim and evidence/witness in support thereof			YM

- 2. kno
- Payment may please be made in cash/crossed cheque. 3.
- As the amount payable is less than rupees one thousand, I shall request you to arrange 4. for payment of the sum due to me by postal money order at the address mentioned above after deducting postal money order commission therefrom.

Yours faithfully,

Signature / Thumb impression of the applicant/legal heir

Place: Date:

Declaration by witness

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

2.

Place:

Signature of Witness

Date:

1.

2.

Certificate by the Authority

1	Certified that the	particulars of t	he Statement	above for	payment (of gratuity	have	been
verified :	and recorded in th	ne establishmer	ıt.					

Reference No. if any

Date:

Signature of the Officer Authorised

Designation

Name and Address of the Officer

Acknowie agement by the Employee

Received the duplicate copy of Application for payment of Gratuity by a legal heir in Form
`F' filed by me duly certified by the Authority.

Date:

Signature of the Applicant/Legal Heir

NOTE: - Strike out the word(s) and paragraph(s) not applicable.

FORM 'G'

[See Regulation 7(a)]

NOTICE OF PAYMENT OF GRATUITY

To		
t		
Sir,	Non-continuous formation and continuous format	ion (a) of regulation 7 of the
Airports	You are hereby informed as required under sub-regulat s Authority of India [Gratuity] Regulations, 20	03 that a sum of Rs.
	as gratuity / as your share of gratuity in term	
	as legal heir of ployee of this establishmen	
an em	ployee of thisestablishmen	i.
		1
2.	Please call at [here specify Plan	cej on
	Please call at [here specify Planat for collecting your payment in cash / o Amount payable shall be sent to you by postal money orc	pen or crossed cheque.
[date] 3. applica	Amount payable shall be sent to you by postal money orderion [after deducting the postal money order commission] a BRIEF STATEMENT OF CALCULATE	pen or crossed cheque. der at the address given in your services desired by you.
[date] 3.	at for collecting your payment in cash / or Amount payable shall be sent to you by postal money order commission] atton [after deducting the postal money order commission] at a second commission of the postal money order commission.	pen or crossed cheque. der at the address given in your state of the second se
[date] 3. applica	Amount payable shall be sent to you by postal money orderion [after deducting the postal money order commission] a BRIEF STATEMENT OF CALCULATE	pen or crossed cheque. der at the address given in your s desired by you.
[date] 3. applica	Amount payable shall be sent to you by postal money ordation [after deducting the postal money order commission] a BRIEF STATEMENT OF CALCULATE Total period of service of the employee concerned	pen or crossed cheque. der at the address given in your services desired by you.
[date] 3. applica	Amount payable shall be sent to you by postal money ordation [after deducting the postal money order commission] a BRIEF STATEMENT OF CALCULATE Total period of service of the employee concerned	pen or crossed cheque. der at the address given in your as desired by you.
3. applica 1. 2.	Amount payable shall be sent to you by postal money ordation [after deducting the postal money order commission] a BRIEF STATEMENT OF CALCULATE Total period of service of the employee concerned years months Wages last drawn [Proportion of the admissible gratuity payable in terms of	pen or crossed cheque. der at the address given in your as desired by you.
[date] 3. applica 1. 2.	Amount payable shall be sent to you by postal money ordation [after deducting the postal money order commission] a BRIEF STATEMENT OF CALCULATE Total period of service of the employee concerned years months Wages last drawn	pen or crossed cheque. der at the address given in your as desired by you.
 [date] 3. applica 1. 2. 3. 4. 	Amount payable shall be sent to you by postal money order ation [after deducting the postal money order commission] a BRIEF STATEMENT OF CALCULATE Total period of service of the employee concerned years months Wages last drawn [Proportion of the admissible gratuity payable in terms of nomination / as a legal heir	pen or crossed cheque. der at the address given in your as desired by you.
 [date] 3. applica 1. 2. 3. 4. 	Amount payable shall be sent to you by postal money or ation [after deducting the postal money order commission] a BRIEF STATEMENT OF CALCULATY Total period of service of the employee concerned years months Wages last drawn [Proportion of the admissible gratuity payable in terms of nomination / as a legal heir Amount payable	pen or crossed cheque. der at the address given in your as desired by you.

Note: Strike out the words not applicable.

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FORM 'H'

[See Regulation 7 (b)]

NOTICE REJECTING CLAIM FOR PAYMENT OF GRATUITY

NOTICE REJECTING CI	AIM FOR PAYMENT OF GRATULT
	ess of the applicant employee/nominee/legal heir]
Sir, You are hereby informed as re Airports Authority of India [Gratuity] Re indicated on your application is not adm	equired under sub-regulation (b) of regulation 7 of the gulations, 2003 that your claim for payment of gratuity as issible for the reasons stated below.
Reasons:	ere specify the reasons]
ji Ji	
Place:	Signature of the Authorised Officer Name and designation of the Officer

and Published by the Controller of Publications, Delhi-110054.

)	SCHEDULE	·	
				[See Regulation 3(2)]	· }	
	Service in previous organisation provided the gratuity is transferred in new organisation in terms of mutual agreement	tion	Service	If resigns and gratuity is not transferable to the employees future organisation	if resigns and gratuity is transferable to the employees future organistation in terms of a mutual agreement	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Less than 5 years	Less than 5 years	Less than 5 years	No payment will be made to the employee. The actual amount	Gratuity will be transferred to the new organisation calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organisation and Authority.	employee. The actual amount received from the previous organisation will be returned back
2]	Less than 5 years	ļ · ·	More than 5 years	employee. The actual amount received from the previous organisation will be returned back to them.	Gratuity will be transferred to the new organisation calculated on the basis of last salary drawn in	l
3		5 Years or more	5 years	Gratuity will be paid to the employee for the total period of service done in the previous organisation and in Authority, calculated on the basis of last salary drawn in Authority.	Gratuity will be transferred to the new organisation calculated on the basis of last salary drawn in	
4		Less than 5 years	1 1 ⁵	gratuity in his previous organisation	service done in the previous	period of service done in the
5			5 years	for the total period of service done in Authority and previous organisation calculated on the basis of last salary drawn in Authority.	Authority for the total period of	period of service done in the