



Aliah University

(Under the Department of Minority Affairs and Madrasah Education, Govt. of West Bengal)
IIA/27, New Town, Kolkata - 700160, West Bengal

Memo No: AU/REG/0163/25

Dated: 11.02.2025

NOTICE

All faculty members and Officers are requested to fill up the enclosed Gratuity Nomination Form, Provident Fund Nomination Form and Option Form for Pension in duplicate respectively and submit the same to the respective Head of the Department.

Head of the Departments are requested to submit the said filled up forms in 3(three) separate files with the following information as top sheet :

1. Name of the Department :
2. Type of Form : Gratuity/ Provident Fund/ Option form for Pension.
3. No. of forms submitted in duplicate :

The files should reach the office of the Registrar (Officiating) latest by **Friday, 21.02.2025**.

P. Ahmed 11/2/25
Registrar (Officiating)

Memo No: AU/REG/0163/1(7)/25

Dated: 11.02.2025

Copy for information to:

1. P.A.to Hon'ble Vice-Chancellor.
2. Dean,
3. Finance Officer.
4. Deputy Registrar.
5. Controller of Examinations (Acting).
6. HoD/HoD(Officiating) of the Department of.....
7. Guard file.

P. Ahmed 11/2/25
Registrar (Officiating)

FIRST SCHEDULES
[Rule 5 (3)]
FORM OF GPF NOMINATION

I, _____ hereby nominate the person(s) mentioned below who is / are member (s)/non-member(s) of my family as defined in Rule 2 of the General Provident Fund (Central Services) Rules, 1960, to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not paid.

Name and full address of the nominee(s)	Relationship with the Subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid	Name, address and relationship of the person(s) if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber	In the nominee is not a member of the family as provided in Rule 2 indicate the reasons.
1	2	3	4	5	6	7

Dated this _____ day of 20____ at _____

Two Witnesses to Signature

1. Name and Address _____ Signature _____

1. Name and Address _____ Signature _____

Signature of the Applicant

Name _____

Designation _____

Section / Branch _____

Space for use by the Head of Office / Pay and Accounts Office

Nomination by Shri/Smt./Kumari _____

Date of receipt of nomination _____

Designation _____

Signature of Head of Office / Pay and Accounts Office

Designation _____

Date _____

ALIAH UNIVERSITY

ANNEXURE-II

Form for nomination to receive the Death Gratuity
(Rule 100)

FORM-A

Nomination for Death Gratuity

(When the Government Servant has a family and wishes to nominate one member thereof.)

I hereby nominate the person mentioned below, who is a member of my family and confer on him/her the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death and 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 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.

Dated this day 19.....
at

Witness 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 Office in case of a Non-gazetted Officer.)

Nomination by

Designation

Office

Signature of Head of Office

Date

Designation

OPTION FORM

(Ref. paragraph 2 of Government order No. 1097-Edn (CS) dated 31st May, 1978)

.....

I do hereby opt for-

- 1) Pension (including family pension)-cum Gratuity, or
- 2) Contributory Provident Fund-cum-Gratuity

Countersigned

Signature with date

Designation

Registrar
Aliah University

The item that may not be applicable shall be scored out under the signature of the teacher exercising the option.