MINISTRY OF CIVIL AVIATION

(Airports Authority of India)

NOTIFICATION

New Delhi, the 29th August, 2003

No. AAI/Pers./EDPA/REG/2002.—In exercise of the powers conferred by clause (b) of Sub-section (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 Authority of India [Gratuity] Regulations, 2003**.

(2) They shall come into force on the date of their publication in the Official Gazette.

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 **Act**.

(d) "Casual employee" means an employee who is engaged for a work of casual or occasional nature;

(e) "Chairperson" means the Chairman of the Authority appointed under clause (a) of sub-section (3) of section 3 of the Act.

(f) "Commissioner" has the same meaning as assigned to it in clause (16) of sub-section (1) of section 2 of the Income Tax Act, 1961 (43 of 1961);

(g) "Competent Authority" means the Chairman or any other Member or any Officer 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 under the Industrial Employment (Standing Orders) Act, 1946, or under the Industrial Disputes Act, 1947, or under any other law;

(ii) he has been on leave with full wages, earned in the previous year;

(iii) he has been absent due to temporary disablement caused by an accident arising out of and in the course of his employment; and

(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 –

(i) casual and non-regular employees;
(ii) government servants and other persons employed on deputation terms;
(iii) employee on contract basis;
(iv) apprentices and trainees; and
(v) re-employed persons,

(k) **"Family"** means :-

(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;
(v) brothers below the age of 18 years and unmarried and widowed sisters including step brother and step sisters;
(vi) father;
(vii) mother;
(viii) married daughters;
(ix) children of pre-deceased son; and
(x) wife of pre-deceased son.

(l) **"Form"** means Forms appended to these regulations;

(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 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 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:-

(i) on his superannuation, or
(ii) on his resignation, retirement including voluntary retirement or termination of service or
(iii) on his death or disablement due to accident or disease:

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.

(2) Where an employee is transferred from one Public Sector Enterprise to the Authority or 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.

(4) The gratuity payable to an employee shall be wholly or partly forfeited:

(a) if the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or

(b) if services of such employee have been terminated for any proven act which constitutes an offence involving moral turpitude;

Provided that such offence is committed by him in the course of his employment.

(5) 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.

4. 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 Rs.3,50,000/-. The 15 days Pay shall be calculated by dividing the monthly rate of 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
More than 1 year but upto 5 years	6 months' Pay
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 qualifying service subject to maximum of 33 times Pay provided the amount of gratuity shall in no case exceed Rs.3,50,000/-.

5. 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.

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.

(2) In the case of an employee having no family, the nomination may be made in favour of a person or persons or a body of persons, corporate or incorporate;

(3) In the event of there being no nomination, the gratuity on death may be paid in the manner indicated below:

(i) 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

(ii) 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.

(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:

(a) 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

(b) 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

[ADVT-3/4/Extraordinary/158/03]

FORM-A

[See Regulation 5(1)]

NOMINATION

To

_____

_____

_____

_____

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

2. I hereby certify that the person(s) mentioned is/are member(s) of my family within the meaning of clause (l) of regulation 2 of the Airports Authority of India [Gratuity] Regulations, 2003.

3. I hereby declare that I have no family within the meaning of clause (l) of regulation 2 of the said Regulations.

4. (a) My father/mother/parents is/are not dependent on me.

(b) My husband's father/mother/parents is/are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the _____.

6. Nomination made herein invalidates by previous nomination.

S. No.	Name in Full with full Address of Nominee(s)	Relationship with the employee	Age of Nominee	Proportion by which the gratuity will be shared.
1				
2				
3				
4				

Place:

Date:

Signature/thumb impression of the employee

Declaration by witness

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

1.

2.

Place:

Date:

Signature of Witness

1.

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:

Signature of the Officer Authorised

Designation

Name and Address of the Officer

Acknowledgement by the Employee

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

Date:

Signature of the Employee

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

1.	Name of the Employee in Full	
2.	Sex	
3.	Religion	
4.	Whether unmarried/married/widow/widower	
5.	Department/Branch/Section where employed	
6.	Post held with Ticket No. or Serial No. if any.	
7.	Date of appointment	
8.	Permanent Address	
	Village:	Thana:
	Sub-division:	Post Office:
	District:	State:
Place:		
Date:		
		Signature/Thumb impression of the employee

Declaration by witness

Nomination signed/thumb impressed before me.
Name in full and full address of witnesses.

1.
2.

Place:
Date:

Signature of Witness

1.

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:

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

To

_____

_____

_____

1. Shri / Shrimati _____[Name in full here] whose particulars are given in the Statement below have acquired a family within the meaning in clause (l) of regulation 2 of the Airports Authority of India [Gratuity] Regulation 2003 with effect from the _____ (date here) _____ in the manner indicated below and therefore nominate the person(s) mentioned below afresh to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is/are member(s) of my family within the meaning of clause (l) of regulation 2 of the said Regulations, 2003.

3. (a) My father/mother/parents is/are not dependent on me.

(b) My husband's father/mother/parents is/are not dependent on my husband.

4. I have excluded my husband from my family by a notice dated the _____.

NOMINEE(S)

Proportion by which the gratuity will be shared.

4

5. Manner of acquiring a `family':

[Here give details as to how a family was acquired i.e. whether by marriage or parents being rendered dependent or through other process or adoption]

Place:

Date:

Signature/thumb impression of the employee

Declaration by witness

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

1.

2.

Place:
Date:

Signature of Witness

1.

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:

Signature of the Officer Authorised

Designation

Name and Address of the Officer

Acknowledgement by the Employee

Received the duplicate copy of Nomination in Form `B' filed by me duly certified by the Authority.

Date:

Signature of the Employee

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

FORM – C

[See Regulation 5 (9)]

NOTICE FOR MODIFICATION OF NOMINATION

To

_____

_____

_____

I, Shri/Shrimati/Kumari _____ [Name in full here] whose particulars are given in the statement below hereby give notice that the nominations filed by me on _____ [Date] and recorded under your reference no. _____ dated _____ shall stand modified in the following manner:

[Here give details of the modification intended]

1.	Name of the Employee in Full	
2.	Sex	
3.	Religion	
4.	Whether unmarried/married/widow/widower	
5.	Department/Branch/Section where employed	
6.	Post held with Ticket No. or Serial No. if any.	
7.	Date of appointment	
8.	Address in full	

Place:
Date:
Signature/Thumb impression of the employee

Declaration by witness

Modification of nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

1.

2.

Place:

Date:

Signature of Witness

1.

2.

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)]

APPLICATION FOR PAYMENT OF GRATUITY BY AN EMPLOYEE

To

_____

_____

_____

Sir,

I hereby apply for payment of my gratuity to which I am entitled under sub-regulation (1) of regulation 3 of the Airports Authority of India [Gratuity] Regulations, 2003 on account of my superannuation /retirement/resignation after completion of not less than five years of continuous service/ total disablement due to accident/total disablement due to disease with effect from the appointment in the Authority. My particulars are given below:

1.	Name in full	:
2.	Address in full	:
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	:
7.	Total period of service	:
8.	Amount of wages last drawn	:
9.	Amount of gratuity claimed	:

2. I was rendered totally disabled as a result of _____ [here give the details of the nature of disease or accident]. The evidences/witnesses in support of my total disablement are as follows: [Give details]

3. Payment may please be made in cash/crossed cheque.

4. As the amount of gratuity 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,

Place: Signature/thumb impress of the applicant employee

Date:

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

STATEMENT [Form-D]

1.	Name of the Employee in Full	
2.	Sex	
3.	Religion	
4.	Whether unmarried/married/widow/widower	
5.	Department/Branch/Section where employed	
6.	Post held with employee identification number	
7.	Date of appointment	
8.	Permanent Address	
	Village:	Thana:
	Sub-division:	Post Office:
	District:	State:
Place:		
Date:		
		Signature/Thumb impression of the employee

Declaration by witness

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

1.

2.

Place:
Date:

Signature of Witness

1.

2.

Certificate by the Authority

Certified that the particulars of the Statement above for payment of gratuity have been verified and recorded in the establishment.

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 Application for payment of Gratuity in Form 'D' and Statement filed by me duly certified by the Authority.

Date:

Signature of the Employee

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

FORM 'E'

[See Regulation 6(2)]

APPLICATION FOR PAYMENT OF GRATUITY BY A NOMINEE

To

_____

Sir,

I hereby apply for payment of gratuity to which I am entitled under second proviso to sub-regulation (1) of Regulation 3 of the Airports Authority of India [Gratuity] Regulations, 2003 as a nominee of late _____ [Name of the employee] who was an employee of the establishment and who died on _____. The gratuity is payable on account of the death of the aforesaid employee while is service/superannuation of the aforesaid employee on _____ retirement or resignation of the aforesaid employee on _____ after completion of _____ years of service/ total disablement of the aforesaid employee due to accident or disease while in service with effect from the _____. Necessary particulars in relation to my claim are given below:

1.	Name of applicant/nominee	
2.	Address in full of the applicant/nominee	
3.	Marital status of the applicant/nominee [Unmarried/married/widow/widower]	
4.	Name in full of the employee	
5.	Marital status of the employee	
6.	Relationship of the nominee with the employee	
7.	Total period of service of the employee	
8.	Date of appointment of the employee	
9.	Date and cause of termination of service of the employee	
10.	Department/Branch/Section where the employee last worked	
11.	Post last held by the employee with employee	

	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:

Date:

Declaration by witness

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

1.
2.

Place:
Date:

Signature of Witness
1.

2.

Date:

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

To

_____

_____

_____

Sir,

I hereby apply for payment of gratuity to which I am entitled under second proviso to sub-regulation (1) of Regulation 3 of the Airports Authority of India [Gratuity] Regulations, 2003 as a legal heir of late _____ [Name of the employee] who was an employee of your establishment and who died on the _____ without making any nomination. The gratuity is payable on account of the death of the aforesaid employee while is service/superannuation of the aforesaid employee on the _____ retirement or resignatioh of the aforesaid employee on the _____ after completion of _____ years of service/ total disablement of the aforesaid employee due to accident or disease while in service with effect from the _____. Necessary particulars in relation to my claim are given 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	

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

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 shall 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/legal heir

Place:

Date:

Declaration by witness

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

2.

Place:

Date:

Signature of Witness

1.

2.

IndiaCode

Certificate by the Authority

Certified that the particulars of the Statement above for payment of gratuity have been verified and recorded in the establishment.

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 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

_____

_____

_____

Sir,

You are hereby informed as required under sub-regulation (a) of regulation 7 of the Airports Authority of India [Gratuity] Regulations, 2003 that a sum of Rs. _____ (Rupees _____only) as payable to you as gratuity / as your share of gratuity in terms of nomination made by _____ on _____ and recorded in this _____ as legal heir of _____, an employee of this _____ establishment.

2. Please call at _____ [here specify Place] on _____ [date] at _____ for collecting your payment in cash / open or crossed cheque.

3. Amount payable shall be sent to you by postal money order at the address given in your application [after deducting the postal money order commission] as desired by you.

BRIEF STATEMENT OF CALCULATION

1.	Total period of service of the employee concerned	
2.	_____ years _____ months	
3.	Wages last drawn	
4.	[Proportion of the admissible gratuity payable in terms of nomination / as a legal heir	
5.	Amount payable	

Place: Signature of the Authorised Officer

Date: Name and designation of the Officer

Note : Strike out the words not applicable.

25.8.2016 S

FORM `H'

[See Regulation 7 (b)]

NOTICE REJECTING CLAIM FOR PAYMENT OF GRATUITY

To

_____ [Name and address of the applicant employee/nominee/legal heir]

_____

_____

Sir,

You are hereby informed as required under sub-regulation (b) of regulation 7 of the Airports Authority of India [Gratuity] Regulations, 2003 that your claim for payment of gratuity as indicated on your application is not admissible for the reasons stated below.

Reasons:

[Here specify the reasons]

Place: Signature of the Authorised Officer

Date: Name and designation of the Officer

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SCHEDULE

[See Regulation 3(2)]

	Service in previous organisation provided the gratuity is transferred in new organisation in terms of mutual agreement	Service in new Organisa-tion	Total Service (2+3)	If resigns and gratuity is not transferable to the employees future organisation	If resigns and gratuity is transferable to the employees future organistaion 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 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 Authority for the total period of service done in the previous organisation and Authority.	No payment will be made to employee. The actual amount received from the previous organisation will be returned back to them.
2	Less than 5 years		More than 5 years	No payment will be made to the 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 Authority for the total period of service done in the previous organisation and Authority.	
3	Less than 5 years	5 Years or more	More than 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 Authority for the total period of service done in the previous organisation and Authority.	
4	5 Years or more	Less than 5 years	More than 5 years	If the employee was entitled to gratuity in his previous organisation for the length of service put in previous organisation, he will be paid only the amount received on transfer, otherwise no gratuity shall be paid to him and the amount received on transfer will be refunded back to the previous organisation.	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.	Gratuity wil be paid for the total period of service done in the previous organistaion and Authority calculated on the basis of last salary drawn in Authority.
5	5 Years or more	5 Years or more	More than 5 years	Gratuity will be paid to the employee for the total period of service done in Authority and previous organisation 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 Authority for the total period of service done in the previous organisation and Authority.	Gratuity wil be paid for the total period of service done in the previous organistaion and Authority calculated on the basis of last salary drawn in Authority.

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