



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi-110062

Phone : 011-26059688 (12 Lines)

Website: www.jamiahamdard.edu

D. No. Estab./LD/2024/1123

Date: 27/08/2024

CIRCULAR

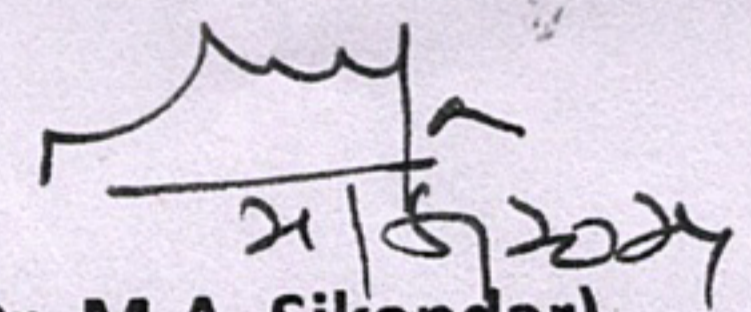
Sub: Submission of Nomination Form for Gratuity/ Death Gratuity

In accordance with the Resolution no. EC 68 (27) of the 68th Meeting of Executive Council as held on 19-12-2023 it was notified vide Notification No. JH/Gratuity/RO/2024/ICOR/05 dated 17th January, 2024 that Jamia Hamdard has adopted the Payment of Gratuity Act, 1972 for its regularly appointed employees governed either GPF-cum-Pension Scheme or CPF Scheme.

In compliance with the provisions of Sub-rule 1 of Rule 6 of this Act, it is to inform that:

1. Every employee is required to fill out and submit a nomination form for gratuity/death gratuity as per enclosed Nomination Form (Form F).
2. Employees are encouraged to update their nomination whenever there is a change in their personal circumstances (e.g., marriage, birth of a child, etc.).
3. The nomination should be made in favor of one or more family members as defined under the Act.
4. If the employee does not have a family, they may nominate any person(s), and upon acquiring a family, the nomination should be updated accordingly.
5. In the absence of a valid nomination, the gratuity/death gratuity will be disbursed as per the legal heir certificate.

Therefore, all employees of Jamia Hamdard are hereby requested to submit the filled/completed nomination form (as per enclosed format) to the Establishment Section within one month of issuance of this circular.


(Dr. M.A. Sikandar)
Registrar

Copy to:

1. All Deans/HODs/Directors/In-charge of Sections/Units
2. Finance Officer
3. Director IQAC/CoE/Chief Proctor/Provost –Boys/ Provost-Girls
4. In-charge, HAH CIT – to upload it on JH website.
5. AR/Sectt. to VC
6. SPA to Registrar
7. Guard File

Enclosure: as Stated above.