



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड  
Power Grid Corporation of India Limited  
सूचना का अधिकार अभिनियम 2005 के अंतर्गत केन्द्रीय लोक सूचना अधिकारी  
Central Public Information Officer under the RTI Act, 2005  
केन्द्रीय कार्यालय, 'सौदामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122001  
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122001



CIN: L40101DL1989GOI038121

Dated: 28 October, 2022

PGCIL/R/E/22/00361

SHRI THANASEKARAN D,  
11 A RING ROAD, DAE TOWNSHIP, Kanchipuram-603102 Tamil Nadu

**Sub: Information under Right to Information Act, 2005.**

Sir/Madam,

This has reference to your RTI request received on 26 October, 2022 for providing information under the RTI Act, 2005.

The desired information is attached at Annexure-I.

First Appeal, if any, against the reply of CPIO may be made to the first appellate Authority within 30 days of the receipt of the reply of CPIO. Details of Appellate Authority at Corporate Centre, Gurgaon, under RTI Act, 2005 is as below:

Shri B Anantha Sarma  
Executive Director (CS) and Appellate Authority  
Corporate Centre, Power Grid Corporation of India Limited  
Saudamini, Plot No. 2, Sector-29, Gurgaon – 122001, Haryana.  
E-mail ID: appellate.cc@powergrid.co.in  
Phone No.: 0124-2571994

Thanking you,

भवदीय,  
[Signature]  
( ए. जगन्नाथ राव )  
वरिष्ठ महाप्रबंधक (कें.आयोजना) एवं  
केन्द्रीय लोक सूचना अधिकारी  
Email ID: [cpio.cc@powergrid.co.in](mailto:cpio.cc@powergrid.co.in)

**Sub: Reply to RTI Request of Shri Thanasekaran D., Kanchipuram, Tamil Nadu**

**(RTI Regn. No. PGCIL/R/E/22/00361)**

Information sought:	Reply:
Kindly provide me a copy of group gratuity scheme followed in your organisation	A copy of POWERGRID Employees' Gratuity Fund Rules is enclosed at <b>ANNEXURE-II</b> for reference.

\*\*\*\*\*

File-C  
28/10/22

Note No. #1

Attachment:Rules\_of\_Employees\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



## EMPLOYEES' GRATUITY FUND

1.0

**Definitions**

In these Rules and Regulations, unless there is anything repugnant to the subject or context;

- a) **"Board of Trustees"** means the Board consisting of all Trustees of the Fund.
- b) **"Beneficiary"** means an employee entitled to gratuity in accordance with the provisions of these Rules.
- c) **"Commissioner"** means Commissioner of Income Tax.
- d) **"Employee"** means any person (other than an apprentice) employed on wages in the Company irrespective of the rate of his pay and status, but does not include an employee of State, Central Government or other Government or industrial concerns working with the company on foreign service terms.
- e) **"The Board of Directors"** means the Board of Directors, for the time-being and from time to time, of Power Grid Corporation of India Limited and shall include any Committee of the Board of Directors to which the Board of Directors has delegated or may delegate its powers in this respect.
- f) **"The Company"** means Power Grid Corporation of India Limited.
- g) **"The Fund"** means the POWERGRID Employees' Gratuity Fund.
- h) **"Rules"** means the Rules and Regulations of POWERGRID Employees' Gratuity Fund as contained herein.
- i) **"Secretary"** means the Secretary of the Board of Trustees.
- j) **"Trustees"** or the Board of Trustees means the Trustees of the Fund for the time-being and from time to time and "Trust" means the irrevocable Trust under which the Fund is established.
- k) **"Wages"** 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 include Dearness Allowance but does not include any Bonus, Commission, House Rent Allowance, Over-Time Payment and any other Allowance.
- l) Words in the singular number shall include the plural and words in the masculine gender shall include the feminine.
- m) All other words, terms and expressions not defined herein above shall have the meaning respectively assigned to them in the Payment of

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Employees' Gratuity Fund



Gratuity Act, 1972 and Rules made thereunder and the Income Tax Act, 1961 and Rules made thereunder.

2.0

**Irrevocability of the Fund and purpose of Fund**

The Fund shall be vested in the Board of Trustees under an irrevocable Trust having for its sole purpose the provision of gratuity to the employees of the Company as provided in these Rules.

3.0

The object of the Fund is to provide money for payment of gratuity in India to the employees of the Company in accordance with the provisions of these Rules.

4.0

The Company shall be the contributor to the Fund.

5.0

**Trustees**

There shall be at least three Trustees on the Board of Trustees of the Fund. The Trustees of the Fund shall be resident in India and any Trustee who leaves India permanently shall vacate his office.

6.0

**Terms of Office**

i) The term of office of the Trustees shall be normally three years commencing from the date of their nomination as trustee of the Fund.

Provided that any such Trustee shall, notwithstanding the expiry of the said period of three years, continue to hold office until the nomination of his successor is made.

ii) An out-going Trustee shall be eligible for re-nomination.

7.0

**Vacancy in the Office of Trustees**

A Trustee shall cease to hold office with immediate effect:

i) on his death; or

ii) on his resignation duly accepted by the Board of Trustees; or

iii) on his becoming insolvent, insane or incapacitated; or

iv) If he is convicted of an offence involving moral turpitude; or

v) if he permanently leaves India; or

vi) on his ceasing to be a Director if he was nominated while he was a Director of the Company; or

vii) on his ceasing to be an employee, if he is an employee of the Company.

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Employees' Gratuity Fund



8.0 The Director (Finance) of the Company shall nominate an employee as a Trustee in place of such a Trustee who has ceased to be a Trustee in any manner specified in Rule 7 above.

9.0 **Eligibility and Scale of Gratuity**

1. Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years:

- a) on his superannuation; or
- b) on his resignation, retirement or termination of his services; or
- c) on his death or disablement due to accident or disease.

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

Provided further that in the case of death of the employee, gratuity payable to him shall be paid to his nominee, or if no nomination has been made, to his heirs and where any such nominee or such heirs is a minor, the share of such minor shall be deposited with the Controlling Authority who shall invest the same for the benefit of such minor in such bank or other financial institutions as may be prescribed until such minor attains majority.

Where the transfer of an employee to another Public Sector Undertaking is effected with the consent of POWERGRID Management, the employee shall be allowed the benefit of transfer of his gratuity to his new employer.

2.a) The amount of gratuity shall be equal to 15 days wages last drawn by the Employee concerned for every completed year of service or part thereof in excess of 6 months subject to maximum of 40 times 15 days wages or **1Rs. 20 Lakhs** whichever is less.

b) However, in case of death of an employee while in service, amount of gratuity will be admissible on the scale, calculated as under:

Period of continuous service	Amount of Gratuity
Upto 1 year	4 times 15 days wages
More than 1 year but upto 5 years	12 times 15 days wages

<sup>1</sup> Cir No. 404/2018 dated 29.05.2018

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Employees' Gratuity Fund



More than 5 years but upto 20 years	24 times 15 days wages
More than 20 years	Half month's wages for completed half year of service subject to maximum of 66 times 15 days wages. Provided, however, the amount of gratuity shall in no case <b>exceed Rs.20 Lakhs.</b>

**Note:** The funding of the entire amount of gratuity would be met from within the ceiling of 30% of Basic + DA for superannuation benefits. The ceiling of gratuity shall increase by 25% whenever IDA rises by 50%.<sup>2</sup>

#### Explanation

- i) In the case of piece-rated employee, daily wages shall be computed on the average of total received by him for a period of three months immediately preceding the termination of his employment and for this purpose, the wages paid for any overtime work shall not be taken into account.
  - ii) In the case of monthly rated employee, the fifteen days wages shall be calculated by dividing the monthly rate of wages last drawn by him by twenty six and multiplying the quotient by fifteen.
  - iii) For the purpose this clause disablement means such disablement as incapacitates an employee for the work which he was capable of performing before the accident or disease resulting in such disablement.
  - iii) For the purpose of computing the gratuity payable to an employee who is employed after his disablement on reduced wages, his last drawn wages for the period preceding his disablement shall be taken to be the wages last drawn by him for that period and his last drawn wages for the period subsequent to his disablement shall be taken to be the wages for that period.
- (3) Notwithstanding anything contained in the preceding clauses:
- a) the gratuity of an employee, whose services have been terminated for any act of wilful omission or negligence causing any damage or loss to, or destruction of property belonging to the Company, shall be forfeited to the extent of the damage or loss so caused;
  - b) the gratuity payable to an employee shall be wholly or partly forfeited :

<sup>2</sup> Cir No. 404/2018 dated 29.05.2018

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- i) 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
- ii) if services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

Gratuity payable to an employee who does not fall within the purview of the Payment of Gratuity Act, 1972, as amended from time to time, may be kept in abeyance upto a maximum period of six months, if disciplinary proceedings for major penalty have already commenced against him at the time of his resignation/retirement etc., during which period the Disciplinary Authority is expected to decide the nature of penalty. If after investigations, the Disciplinary Authority decides to terminate the services of such an employee, then gratuity shall be forfeited, fully or partly, to the extent indicated in preceding sub-rule (a) and (b) of this rule.

#### 10.0 **Income tax/ Duty etc. Payable by the Employee**

Income tax, Super Tax and any other tax/duty, if any, payable on the amount of gratuity shall not be borne by the Fund but shall be deducted from out of the gratuity amount payable to the employee.

#### 11.0 **Powers of Trustees**

- (i) The Rules shall interpreted by the Board of Trustees whose decision shall be final and binding upon the employees of the Company and their nominees.
- (ii) The Board of Trustees shall administer the Fund and income thereof except as otherwise provided in the Rules and Regulations for the time being in force.
- (iii) The Board of Trustees shall invest the money of the Fund which are not required immediately or in the near future for the purpose of the Trust in accordance with the provisions of the Income Tax Act, 1961, and the Rules made thereunder including their amendments.

#### 12.0 **Appointment of Secretary**

The Board of Trustees may from time to time appoint any officer in the Accounts Department of the Company to be the Secretary of the Fund to sign all correspondence on behalf of the Fund and exercise all powers and authorities as may be conferred on him by the Board of Trustees.

#### 13.0 **Power of Board of Trustees for Sale and Hypothecation etc of the Investments**

The Board of Trustees may from time to time, as and when necessary, raise such sum or sums as may be required for the purposes of the fund

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Employees' Gratuity Fund



by sale, hypothecation or pledge of the investments held by them or of a substantial part thereof.

**14.0 Receipts for money received by the Board of Trustees**

Receipts for money received by the Fund or by Board of Trustees and endorsement of cheques, drafts and other documents, received by the Board of Trustees shall be made by the Secretary for and on behalf of the Board of Trustees.

**15.0 Meetings**

- (i) The Board of Trustees shall meet as often as may be necessary and at such places and times as may be considered appropriate for the despatch of business of the Fund.
- (ii) The Secretary may whenever he thinks fit, and shall, within fifteen days of the receipt of a requisition in writing from not less than two members of the Board of Trustees, call a meeting thereof.

**16.0 Notice of Meeting and Agenda of Business**

For every meeting, notice of not less than 7 days containing the date, time and place together with the agenda of business to be conducted at the meetings shall be sent to all Trustees. Provided that when the Secretary, with the approval of the Chairman calls a meeting for considering any matter which, in his opinion, is urgent, a notice giving such reasonable notice as he may consider necessary, shall be deemed sufficient.

**17.0 Appointment of Chairman**

Director (Finance) of the Company may appoint any officer of the company to be the Chairman of the Trust.

**18.0 Chairman to preside at meeting**

The Chairman shall preside at every meeting of the Board of Trustees at which he is present. If the Chairman is absent at any time, the Trustees present shall elect one of them to preside over the meeting.

**19.0 Quorum**

- i) Two members including the Chairman of the Board of Trustees shall constitute the quorum at any meeting of the Board of Trustees.
- ii) If at any meeting the number of Trustees present is less than the required quorum, the meeting will stand adjourned to the same day of the next week at the same time and place and if at such adjourned meeting the



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quorum is not present, then those trustees who are present shall form the quorum and transact the business for which meeting was called.

#### 20.0 **Disposal of Business**

- i) Each Trustee (including the Chairman) shall have one vote.
- ii) Every question considered at a meeting of the Board of Trustees shall be decided by a majority of the votes of the Trustees present and voting. In the event of an equality of votes cast in favour and against, then the Chairman shall have an additional casting vote.
- iii) Any resolution, except as may be placed before the meeting of the Board of Trustees, may be adopted by circulation among all the Trustees and any resolution so circulated and adopted by a majority of the Trustees who have signified their approval in writing shall be as effective and binding as if such resolution had been adopted at meeting of the Board of Trustees. However, such circulatory resolution shall be put up in the next meeting of the Board of Trustees for confirmation.

#### 21.0 **Minutes of Meeting**

- i) The Secretary shall maintain the records of the minutes of all meetings of all the Board of Trustees in a bound Minutes Book.
- ii) The minutes of each meeting shall be signed by the Chairman. Such minutes shall be placed for confirmation at the next meeting of the Board of Trustees.
- iii) The Secretary shall take necessary steps for carrying out the decisions of the Board of Trustees.

22.0 The Board of Trustees shall function notwithstanding any vacancy therein and notwithstanding any inadvertent defect in the nomination of any of its Trustees or constitution of the Board of Trustees. No act or proceedings of the Board of Trustees shall be called in question merely by reason of existence of any vacancy therein or any inadvertent defect in the nomination of any Trustee or constitution of the Board of Trustees.

#### 23.0 **Cost of Administering the Fund**

It shall be lawful for the Board of Trustees to reimburse themselves or pay and discharge out of the property of the Trust, all costs, charges and expenses incurred by them in carrying out these presents or in the execution of the Trust powers under these presents.

#### 24.0 **Delegation of Powers, Duties etc. by the Board of Trustees**

The Board of Trustees may delegate any of their duties, powers, rights and discretions to one or more committees of Trustees, Chairman or

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Trustees or Secretary as they may, from time to time, fit and they may vary, alter, withdraw, modify or cancel such delegation as they may, from time to time, think fit.

#### 25.0 **Bank account of the Fund and Investment of Fund money**

All contributions of the Company shall be deposited by the Board of Trustees into a Bank account especially created for that purpose and at convenient intervals and as soon as possible the Board of Trustees shall invest these funds as provided herein before. All interest accruing on the funds either through the Bank account or securities or investment, will after meeting any related expenses, be caused to be credited by the Board of Trustees at convenient intervals not less than once every year to the account of the Fund. The said bank account shall be operated upon jointly by two Trustees or by one of the Trustees and the Secretary, if so authorised by the Board of Trustees.

The money may be utilised for the purpose of making contributions under the Group Gratuity Scheme entered into with the Life Insurance Corporation of India and to the extent such money as are not so deposited or utilised shall be invested in the manner specified in sub-rule (2) of Rules 67 of Income Tax Rules, and for this purpose, the expression "investible money" in that sub-rule shall mean the money of the Fund as are not deposited or utilised as aforesaid.

#### 26.0 **Liability of the trustees**

No Trustee shall be responsible or chargeable save and except for the moneys actually received by him nor shall he be responsible or chargeable for the acts, defaults or neglects of the bank with whom the money of the Fund are deposited nor for any loss, unless the same happens through his own wilful act or omission. All expenses incurred in respect of, and loss, if any, arising from any investment shall be charged to the Fund.

#### 27.0 **Admission of Directors of the Company to the fund**

The Chairman and Managing Director and other Functional Directors of the Company shall be admitted to the benefits of the Fund only if they are whole-time Directors of the Company and do not beneficially own shares in the company carrying more than two percent of the paid up capital i.e. total voting right.

#### 28.0 **Assignment of and creating charges**

No employee shall be entitled to assign or create a charge upon his beneficial interest in the Fund.

#### 29.0 **Account and Audit**

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- i) The Secretary shall cause the accounts of the Fund to be maintained in such a manner as the Board of Trustees may, from time to time, decide.
- ii) At the end of each financial year an Income and Expenditure Account together with a Balance Sheet of the Fund's assets and liabilities shall be laid before the Board of Trustees at a meeting to be held within nine months of the close of the financial year.
- iii) Every year the Board of Trustees of the Gratuity Trust shall appoint a Chartered Accountant or a firm of Chartered Accountants as auditor, for audit of the Fund accounts, and fix the remuneration which shall be borne by the Company.
- iv) A copy of the said audited account shall be furnished to the Company and statutory authorities or such other authorities as may be necessary.

#### 30.0 Arrangement of winding up of the Company's Business

Where the Company's business is to be wound up or discontinued, the Board of trustees shall with the prior approval of and subject to such conditions as may be imposed by the commissioner make satisfactory arrangements for the payment of gratuity to the existing beneficiaries.

#### 31.0 Arrangement of winding up of the fund

Any arrangement for the winding up of the Fund or for its amalgamation with another fund shall be subject to the prior approval of and to such conditions as may be imposed by the Commissioner.

#### 32.0 Nomination

- i) Each employee who has completed one year of service shall make nomination in Form-B (annexed).
- ii) An employee may in his nomination distribute the amount of gratuity payable to him amongst more than one nominee.
- iii) If an employee has a family at the time of making a nomination, the nomination shall be made in favour of one or more members of his family, and any nomination made by such employee in favour of a person who is not a member of his family, shall be void.
- iv) 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 make a fresh nomination in favour of one or more members of his family in Form-C (annexed).

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- v) A nomination may, subject to sub-clauses (iii) and (iv), be modified by an employee at any time, after giving to the Secretary a written notice in Form D (annexed) of his intention to do so.
- vi) 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 interest.
- vii) Every nomination, fresh nomination or modification of nomination, as the case may be, shall be sent by the employee to the Secretary, who shall keep the same in his safe custody.
- viii) A nomination, fresh nomination or its modification shall take effect to the extent it is valid on the date on which it is received by the Secretary.

**Explanation-I**

For the purpose of this clause, "family" in relation to employee shall be deemed to consist of :

- i) In the case of a male employee, himself, his wife, children, whether married or unmarried, his dependent parents and the dependent parents of his wife and the widow and children of his predeceased son, step son/daughter, sister and minor brother, if any.
- ii) In the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependent parents and dependent parents of her husband and the widow and children of her predeceased son, step son/daughter/sister and minor brother, if any.
- iii) Provided that if a female employee, by a notice in writing to the Secretary, expresses her desire to exclude her husband from her family, the husband and his dependent parents shall no longer be deemed to be included in the family of such female employee unless the said notice is subsequently withdrawn by such female employee.

**Explanation-II**

Where the personal law of an employee permits the adoption by him, of a child, any child lawfully adopted by him shall be deemed to be included in his family and where a child of an employee has been adopted by another person and such adoption is lawful under the personal law of the person making such adoption, such child shall be deemed to be excluded from the family of the employee.

33.0

**Payment of gratuity**

- i) An employee who is eligible for payment of gratuity or any person authorised, in writing to act on his behalf, shall apply to the Secretary

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within 30 days from the date the gratuity becomes payable in Form-E (annexed).

ii) Provided that where the date of superannuation or retirement of an employee is known, the employee may apply to the Secretary before 30 days of the date of his superannuation or retirement.

iii) A nominee of an employee who is eligible for payment of gratuity under Rule 9 of the Rules shall apply, to the Secretary within 30 days from the date the gratuity becomes payable to him in Form-F (annexed).

Provided that an application on a plain paper with relevant particulars shall also be accepted. The Secretary may call and obtain such other particulars as may be deemed necessary by him.

iv) A legal heir of an employee who is eligible for payment of gratuity under Rule 9 of the Rules shall apply to the Secretary within one year from the date the gratuity becomes payable to him in Form-G (annexed).

v) Where gratuity becomes payable before the commencement of this Rule, the periods for claim as specified hereinabove shall be deemed to be operative from the date of commencement of the Rules.

#### 34.0 **Mode of payment of Gratuity**

The gratuity payable shall be paid in cash or if so desired by the payee, by Demand Draft or cheque to 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 one thousand rupees, payment may be made by postal money order after deducting the postal money order commission thereon from the amount payable to the employee.

#### 35.0 **Register of payments**

A register shall be kept by the Secretary in which, shall be entered the names and addresses of persons who received gratuity out of the Fund together with the amount paid to each of them.

#### 36.0 **Agreement to be bound of Rules**

Every employee when joining the Fund shall subscribe an agreement as in Form A (Annexed).

#### 37.0 **Amendments and Repugnancy of Rules**

No alteration in the Rules, constitution, objects or conditions of the Fund shall be made by the Board of Directors of the Company without obtaining prior approval of the commissioner.

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- 38.0 If there is any repugnancy between these Rules and Regulations of the Fund and any provision of the Gratuity Act, 1972, Income Tax Act, 1961 or the Rules made thereunder, or any other law for the time-being in force, these Rules and regulations herein incorporated to the extent of such repugnancy, shall be ineffective and the statutory provisions shall prevail to the extent of such repugnancy.
- 39.0 **Disputes regarding administration of the fund**  
Any difference which may arise between employees, their nominees, executors or successors and Board of Trustees or the Company with regard to any matter or thing arising out of administrations of Fund and/or Rules and Regulations, shall be referred to a person appointed by the Board of Directors, as the sole arbitrator who shall give his award in terms of the Indian Arbitration Act, 1940 as amended from time to time, which award shall be final and binding on all concerned.

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Employees' Gratuity Fund

**POWERGRID EMPLOYEES GRATUITY FUND**FORM OF AGREEMENT

(Rule 36)

I hereby declare that I have read the Rules and Regulations of the POWERGRID Employees Gratuity Fund and that I agree to be bound by them and by subsequent additions and/or alterations, if any, to them from time to time made in pursuance of the Rules and Regulations of the fund.

1.	Name (Surname, First Name & Middle Name)	
2.	Age (Years & Month)	
3.	Date of Birth	
4.	Sex	
5.	Religion	
6.	Father's/Guardian's Name	
7.	Marital Status	
8.	Husband's/Wife's name	
9.	Identification mark	
10.	Region/office in which working	
11.	Designation	
12.	Employee number	
13.	Date of appointment	
14.	Permanent address	
15.	Present address	
16.	Tel. No.	
	Place .....	Signature/Thumb impression of the employee
	Date .....	

Certified that the above declaration has been executed by ..... Employer Number ..... Employed as ..... at ..... before me after he had read the entries.

Place .....

Date .....

Signature of the  
Controlling officer

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Employees' Gratuity Fund



## POWERGRID EMPLOYEES GRATUITY FUND

FORM "B"

NOMINATION

Para (i) of Rule 32

To

The Secretary  
Board of Trustees,  
POWERGRID Employees Gratuity Fund,  
New Delhi-110001

Sir,

1. I Shri/Shrimati/Kumari ..... Employee No. .... of ..... (name of the Sub-station) 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 the 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 a member(s) of my family within the meaning of Explanation 1 to Rule 32 of the Rules and Regulations.
3. I hereby declare that I have no family within the meaning of Explanation 1 to Rule 32 of the Rules and 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 the family by a notice dated ..... to the Secretary in terms of proviso to Explanation-I (ii) to Rule 32 of the Rules and Regulations.
6. Nomination made herein invalidates my previous nomination(s).

Nominee(s)

Sl. No.	Name in full with full address of Nominee(s)	Relationship with the employee	Age of nominee	Proportion by which gratuity will be shared
1				
2				
3				
so on				



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Employees' Gratuity Fund



Place .....

Date .....

Signature/Thumb Impression  
of the employee

**Declaration by witnesses**

Nomination signed/thumb  
impressed before me

Name and address, in full, of witnesses

1.  
2.

Signature of Witnesses

1.  
2.

Date .....

Place .....

**Certificate by the Controlling Officer**

Certified that the particulars of the above nomination have been verified

Date .....

Place .....

Signature of the  
Controlling Officer

**Acknowledgement by the Secretary**

The above nomination has been recorded

Date .....

Place .....

Signature of the Secretary

**Note :**

- i) Strike out the words and paragraphs not applicable.
- ii) Secretary will send the duplicate copy of this form duly acknowledged to the employee.

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Employees' Gratuity Fund



## POWER GRID EMPLOYEES GRATUITY FUND TRUST

FORM 'C'

FRESH NOMINATION

Para (iv) of Rule 32

To

The Secretary  
Board of Trustees  
POWERGRID Employees' Gratuity Fund  
New Delhi

Sir,

1. I Shri/Shrimati/Kumari .....Employee No. .... of (name of Substation) ..... have acquired a family within the meaning of Explanation 1 to Rule 32 of the Rules and Regulations of the POWERGRID Employees Gratuity Fund with effect from ..... in the manner indicated below and therefore nominate a fresh 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) nominated is/are member(s) of my family within the meaning of Rule 32 of the Rules and Regulation.
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 ..... to the Secretary, Board of Trustees in terms of Explanation-1 to Rule 32 of the Rules and Regulations.

**Nominee(s)**

Sl. No.	Name in full with full address of Nominee(s)	Relationship with the employee	Age of nominee	Proportion by which gratuity will be shared
1.				
2				
3				
4				
So on				

Note No. #1

Attachment:Rules\_of\_Employees\_Gratiuity\_Fund(5).pdf

Employees' Gratiuity Fund



Place .....

Date .....

Signature/Thumb Impression  
of the employee

---

**Declaration by witnesses**

Nomination signed/thumb  
impressed before me

Name and address, in full,  
of witnesses

Signature of Witnesses

1.

1.

2.

2.

Date .....

Place .....

---

**Certificate by the Controlling Officer**

Certified that the particulars of the above nomination have been verified

Date .....

Place .....

Signature of the Controlling Officer

---

**Acknowledgement by the Secretary**

The above nomination has been recorded.

Date .....

Place .....

Signature of the Secretary

---

**Note :**

Note No. #1

Attachment:Rules\_of\_Employees\_\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



- i) Strike out the words and paragraphs not applicable.
- ii) Secretary will send the duplicate copy of this form duly acknowledged to the employee.

Note No. #1

Attachment:Rules\_of\_Employees\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



FORM 'D'

**POWERGRID EMPLOYEES GRATUITY FUND TRUST**  
**Modification of Nomination**

Para (v) of Rule 32

To

The Secretary  
 Board of Trustees  
 POWERGRID Employees' Gratuity Fund  
 New Delhi

Sir,

1. I Shri/Shrimati/Kumari ..... Employee No. .... of ..... (Name of the Substation) hereby give notice that the nomination filed by me on ..... and recorded under your reference ..... date ..... shall stand modified in the following manner.

(here give details of the  
 modifications intended)

Signature/Thumb  
 impression of the employee

Place .....

Date .....

**Declaration by Witnesses**

Modification of nomination signed/thumb impressed before me.

Name in full and address

Signature of Witnesses

1.

1.

2.

2.

Date .....

Place .....

**Certificate by the Controlling Officer**

Certified that the modifications mentioned above have been verified.

Date .....

Note No. #1

Attachment:Rules\_of\_Employees\_\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



Place.....  
Controlling Officer

१५

Signature of the

**Certificate by the Secretary**

Certified that the above modifications have been recorded.

Date .....

Place .....

Signature of the Secretary

**Note :**

- i) Strike out the words and paragraphs not applicable.
- ii) Secretary will send the duplicate copy of this form duly acknowledged to the employee.

Note No. #1

Attachment:Rules\_of\_Employees\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



## POWERGRID EMPLOYEES GRATUITY FUND TRUST

FORM - E

APPLICATION FOR GRATUITY BY AN EMPLOYEE

Para (i) of Rule 33

To

The Secretary  
Board of Trustees,  
POWERGRID Employees Gratuity Fund Trust,  
Plot No-2, Sector-29, Gurgaon -122001

Sir,

I hereby apply for payment of gratuity to which I am entitled as per rules. Necessary particulars relating to my appointment in the Company are given below :

1.	Name	
2.	Designation & Employee No	
3.	Project/Department/Branch/Section where last employed	
4.	Address in full	
5.	Date of Appointment/absorption	
6.	Date of Superannuation/ Termination of Service	
7.	Cause of Termination of Service	
8.	Total period of Service :	Years..... Months.....
9.	Salary (Pay + DA + AR + PP) last drawn by the employee	Rs. ....
10.	I was rendered totally disabled as a result of : (here give the details of the nature of disease or accident)	

11. The evidence/documents/witnesses in support of my total disablement are as follows:

12. As the amount of gratuity Payable is less than Rs. 1000/- (Rs. One Thousand only) 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 Employee

Place :

Note No. #1

Attachment:Rules\_of\_Employees\_\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



Date :

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**Advance Stamped Receipt**

Received a sum of Rs. .... (Rupees .....) from POWERGRID Employees Gratuity Fund Trust towards full and final settlement of my Gratuity.

Signature of the Applicant  
Dated .....



Note No. #1

Attachment:Rules\_of\_Employees\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



## POWERGRID EMPLOYEES GRATUITY FUND TRUST

FORM - F

**APPLICATION FOR GRATUITY BY A NOMINEE**

(Para III of Rule 33)

To

The Secretary  
Board of Trustees,  
POWERGRID Employees Gratuity Fund,  
New Delhi.

Sir,

1. I hereby apply for payment of gratuity to which I am entitled under Rule 9 of the Rules and Regulations of POWERGRID Employees Gratuity Fund as nominee of late Shri/Shrimati/Kumari ..... who was an employee of Power Grid Corporation and died on ..... The gratuity is payable on account of the death of the aforesaid employee while in service/superannuation 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 ..... Necessary particulars relating to my claim are given in the statement 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.	Reference No. of recorded nomination available	
5.	Name in full of the employee	
6.	Department/Branch/Section where last employed	
7.	Post last held with Employee No	
8.	Date of appointment of the employee	
9.	Date and cause of termination of service of the employee	
10.	Date of death and evidence/witness as proof of death of the employee	
11.	Total period of service of the employee	
12.	Amount of wages last drawn by the employee	
13.	Total gratuity payable to the employee	
14.	Share of gratuity claimed	

2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.
3. Payment may please be made in cash/open or crossed bank cheque/Demand Draft.

Note No. #1

Attachment:Rules\_of\_Employees\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



4. As the amount payable is less than Rupees 1,000/- (Rupees One Thousand only) 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 applicant nominee

Place :

Date :

Note : Strike out the words and/or paragraphs not applicable.

Note No. #1

Attachment:Rules\_of\_Employees\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



## POWERGRID EMPLOYEES GRATUITY FUND TRUST

FORM - G

APPLICATION FOR GRATUITY BY A LEGAL HEIR

To

The Secretary  
Board of Trustees,  
POWERGRID Employees Gratuity Fund,  
New Delhi.

Sir,

1. I hereby apply for payment of gratuity to which I am entitled under Rule 9.0 of the Rules and Regulations of POWERGRID Employees Gratuity Fund as legal heir of late Shri/Shrimati/Kumari ..... who was an employee of Power Grid Corporation of India and died on ..... without making any nomination. The gratuity is payable on account of the death of the aforesaid employee while in 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 ..... Necessary particulars relating to my claim are given in the statement below:

1.	Name of applicant (legal heir)	
2.	Address in full of applicant (legal heir)	
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.	Department/Branch/Section where the employee last worked	
7.	Post last held by the employee with Employee No	
8.	Date of appointment of the employee	
9.	Date and cause of termination of service of the employee	
10.	Date of death of the employee and evidence/witness in support thereof	
11.	Total period of service of the employee	
12.	Amount of wages last drawn by the employee	
13.	Total gratuity payable to the employee	
14.	Percentage of the gratuity claimed	
15.	Basis of the claim and evidence/ witness	

Note No. #1

Attachment:Rules\_of\_Employees\_Gratuity\_Fund(5).pdf

Employees' Gratuity Fund



	in support thereof	
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2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.
3. Payment may please be made in cash/open or crossed bank cheque/Demand Draft.
4. As the amount payable is less than Rupees 1,000/- (Rupees One Thousand only) 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 applicant legal heir

Place :

Date :

Note : Strike out the words and/or paragraphs not applicable.