



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय  
Hemvati Nandan Bahuguna Garhwal University  
श्रीनगर गढ़वाल (उत्तराखण्ड) – 246174  
Srinagar Garhwal (Uttarakhand) - 246174  
(केन्द्रीय विश्वविद्यालय)  
(A Central University)

Ref. No.: HNBGU/Admin(NT)/2025/ 149

Date: 03-2025

## CIRCULAR

In pursuance of the resolution adopted by the Finance Committee in its 21st Meeting held on 30th June 2023 (Agenda Item No. 21-4.4) and the subsequent approval granted by the Executive Council, the gratuity facilities have been extended to employees covered under the NPS, as per the Payment of Gratuity Act, 1972, as amended from time to time.

All employees covered under the NPS are hereby required to submit updated nominations in the prescribed Form F to the Admin Section within one month of the issuance of this Circular. The form is attached herewith in both Hindi and English, and the Word format of the form may be accessed from the University website.

It is further informed that the maximum ceiling limit for gratuity, as stipulated under the Payment of Gratuity Act (Amendment), 2018, effective from 29th March 2018, is Rs. 20,00,000/-. In the event of any future notification by the Government of India revising the ceiling limit under the Payment of Gratuity Act, 1972, such revised limit shall be adopted, subject to the approval of the Competent Authority. Until such revision, the current ceiling limit of Rs. 20,00,000/- shall remain in effect.

For the convenience and reference of the beneficiaries, the FAQs are attached herewith.

This is being issued with the approval of the Competent Authority.

  
Registrar

**Copy to** for information and necessary action to:

1. Campus Directors Chauras/Pauri/Tehri.
2. Director IQAC/RDC/MMTTC.
3. All Dean/HoDs
4. DSW/Proctor/Chief Hostel Warden/Librarian.
5. FO/CoE.
6. All Deputy Registrar/Assistant Registrar.
7. Executive Engineer.
8. All the Section Heads/In-charge/PRO.
9. PS to VC for information of Hon'ble Vice-chancellor.
10. System Manager (I/c) for uploading on the University website.
11. Guard File.

  
Registrar

**FORM F**  
[See sub-rule (1) of rule 6]

**GRATUITY NOMINATION FORM FOR NPS-COVERED EMPLOYEES**

To,  
The Registrar,  
HNB Garhwal University,  
Srinagar Garhwal,  
Uttarakhand-246174

1. I Shri/Shrimati/Kumari....., 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 gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable but 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 (h) of Sec. 2 of the Payment of Gratuity Act, 1972.

3. I hereby declare that I have no family within the meaning of Cl. (h) of Sec.2 of the said Act.

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.....  
to the controlling authority in terms of the proviso to Cl. (h) of Sec.2 of the said Act.

6. The nomination made herein invalidates my previous nomination.

**NOMINEE(S)**

Name in full with full address of nominee(s)	Relationship with the employee	DoB of nominee	% Share to be paid to each	If Nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, Age, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee	% Share to be paid to each in Col. 6
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
and so on.						

*The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)'s share together should cover the whole amount.*

**Note(नोट):** Strike out the words and paragraphs that are not applicable. (जो शब्द और अनुच्छेद लागू नहीं होते, उन्हें रद्द करें।)

**STATEMENT**

1. Name of employee in full: -
2. Sex: -
3. Religion: -
4. Whether unmarried/married/widow/widower: -
5. Department/Section where employed: -
6. Post: -
7. Date of appointment: -
8. Permanent address: -.....  
.....

Place: -.....

Date: -.....

Signature/Thumb-impression of the employee.

**DECLARATION BY WITNESSES**

Nomination was signed/thumb-impressed before me.

Name in full and full address of witnesses:

Signature of witnesses:

1	
2	

Place.....

Date.....

**CERTIFICATE BY THE EMPLOYER**

This is to certify that the particulars of the above nomination have been verified and recorded. Entry of receipt of nomination(s) has been made in page ..... Volume ..... of Service Book.

Checked By: -..... Verified By: - .....

Date: -	Signature of the employer/officer authorized Designation: - HNB Garhwal University, Srinagar Garhwal, Uttarakhand (Rubber stamp of the Institute)
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फॉर्म F

[नियम 6 के उप-नियम (1) के अनुसार]

एनपीएस से आच्छादित कर्मचारियों के लिए ग्रेच्युटी नामांकन फॉर्म

सेवा में

कुलसचिव,

एचएनबी गढ़वाल विश्वविद्यालय,

श्रीनगर गढ़वाल,

उत्तराखंड-246174

1. मैं श्री/श्रीमती/कुमारी ....., जिसका विवरण नीचे दिया गया है, एतद्वारा नीचे उल्लिखित व्यक्ति/व्यक्तियों को अपनी मृत्यु के बाद देय होने वाली उपदान प्राप्त करने के लिए नामांकित करता/करती हूँ, साथ ही वह उपदान जो मेरी मृत्यु से पूर्व देय होनी थी, या जो देय हो चुकी है परंतु अभी तक भुगतान नहीं की गई है। मैं यह निर्देश देता/देती हूँ कि उक्त उपदान राशि नामांकित व्यक्ति/व्यक्तियों के नाम के आगे दर्शाए गए अनुपात में भुगतान की जाए।
2. मैं एतद्वारा प्रमाणित करता/करती हूँ कि जिस व्यक्ति/व्यक्तियों का वर्णन किया गया है वह/वे उपदान भुगतान अधिनियम 1972 की धारा (2) की उपधारा (एच) के अनुसार मेरे परिवार का सदस्य है।
3. मैं एतद्वारा घोषणा करता/करती हूँ कि उक्त अधिनियम की धारा (2) की उपधारा (एच) के अनुसार मेरा कोई परिवार इसके अंतर्गत नहीं है।
4. (क) मेरे पिता/माता/माता-पिता मुझ पर निर्भर नहीं हैं।  
(ख) मेरे पति के पिता/माता/माता-पिता मेरे पति पर निर्भर नहीं हैं।
5. मैंने उपरोक्त अधिनियम की धारा (2) की उपधारा (एच) के प्रावधानों के अनुसार नियंत्रक अधिकारी को दिनांक ..... को दिए नोटिस के द्वारा अपने परिवार से अपने पति को अलग कर दिया है।
6. इस फॉर्म में किया गया नामांकन मेरे पिछले नामांकन को अमान्य करता है।

**नामांकित व्यक्ति**

नामांकित व्यक्ति(यों) का पूरा नाम तथा पूरा पता	कर्मचारी के साथ संबंध	जन्मतिथि	प्रत्येक को भुगतान की जाने वाली प्रतिशत राशि	यदि नामांकित व्यक्ति नाबालिग है, तो उसके स्थान पर राशि प्राप्त करने वाले व्यक्ति का नाम, जन्म तिथि, और पता	वैकल्पिक नामांकित व्यक्ति का नाम, आयु, संबंध और पता (कॉलम (1) में नामांकित व्यक्ति के न होने की दशा में)	वैकल्पिक व्यक्ति को मिलने वाला प्रतिशत
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
इत्यादि।						

(कर्मचारी अंतिम प्रविष्टि के नीचे खाली स्थान पर रेखा खींचे ताकि बाद में कोई नया नाम नहीं जोड़ा जा सके।)

Note(नोट): Strike out the words and paragraphs that are not applicable. (जो शब्द और अनुच्छेद लागू नहीं होते, उन्हें रद्द करें।)

## विवरण

1. कर्मचारी का पूरा नाम: -
2. लिंग: -
3. धर्म: -
4. वैवाहिक स्थिति (अविवाहित/विवाहित/विधवा/विधुर): -
5. विभाग/अनुभाग जहाँ कार्यरत: -
6. पदनाम -
7. नियुक्ति की तिथि: -
8. स्थायी पता: -

स्थान: -.....

तारीख: -.....

हस्ताक्षर/अंगूठे का निशान (कर्मचारी का)

## साक्षियों द्वारा घोषणा

नामांकन पर मेरे सामने हस्ताक्षर किए गए हैं/अंगूठा मेरे सामने लगाया गया है।

साक्षियों का नाम व पूरा पता:

हस्ताक्षर:

1	
2	

स्थान: -.....

तारीख: -.....

## नियोक्ता द्वारा प्रमाण पत्र

यह प्रमाणित किया जाता है कि उपर्युक्त नामांकन की जानकारी सत्यापित कर दर्ज कर ली गई है। नामांकन प्राप्ति की प्रविष्टि सेवा पुस्तिका के पृष्ठ संख्या ....., वॉल्यूम ..... में कर दी गई है।

जाँचकर्ता: - ..... सत्यापित करने वाला: - .....

तारीख: - .....	हस्ताक्षर (नियोक्ता/अधिकृत अधिकारी) पदनाम: - .....
	एचएनबी गढ़वाल विश्वविद्यालय, श्रीनगर गढ़वाल, उत्तराखंड (संस्थान की मुहर)

# PAYMENT OF GRATUITY ACT, 1972

## Frequently Asked Questions

### 1. Which employees covered under NPS are eligible for gratuity?

- Any employee who has completed at least **five years** of continuous service upon retirement.
- In case of **death or disablement**, gratuity is payable even if the employee has not completed five years of service.

### 2. What qualifies as "continuous service"?

- Continuous service includes **leaves, breaks, and absences due to any reason** as permitted under the Act.

### 3. I have completed 4 years and 245 days of service. Am I eligible for gratuity?

- Yes. In the fifth year, if you have worked for **at least 240 days (or 190 days for a five-day workweek)**, you are deemed to have completed five years of continuous service.

### 4. When is gratuity not payable despite completing the qualifying service period?

Gratuity can be forfeited partially or fully if the employee's services are terminated for:

- Any act of **willful omission, negligence, or damage to property**.
- **Riotous, disorderly conduct or violence**.
- Any act involving **moral turpitude**, provided it was committed during the course of employment.

### 5. How is gratuity calculated?

**Formula:**

Gratuity = (Last drawn salary × 15/26) × Number of completed years of service

- Salary includes **Basic Pay + Dearness Allowance**.

### 6. What is the maximum gratuity amount payable?

- As per the recent Amendment Act, the **Payment of Gratuity (Amendment) Act, 2018**, the maximum gratuity payable is **Rs. 20 lakhs**.

### 7. Who receives gratuity in case of an employee's death?

- **Nominee(s)** (if a valid nomination exists).
- **Legal heirs**, if no nomination has been made.

### 8. What is the definition of "Family" under the Payment of Gratuity Act for the purpose of making a Nomination?

- For a **male employee**: Includes **himself, wife, children (married/unmarried), dependent parents, dependent parents of wife, and widow & children of predeceased son**, if any.
- For a **female employee**: Includes **herself, husband, children (married/unmarried), dependent parents, dependent parents of husband, and widow & children of predeceased son**, if any.

- **Adopted children** are included as per personal law as well as if lawfully adopted. If an employee's biological child is legally adopted by another, the child is excluded from the employee's family.

#### **9. Can an employee nominate someone outside the family?**

- **No**, if the employee has a family at the time of nomination. Any nomination outside the family will be void.
- If the employee **does not have a family**, they may nominate anyone, but once they acquire a family such nomination shall forthwith become invalid & a fresh nomination **must** be made within **90 days**. The fresh nomination shall take effect from the date of receipt thereof by the employer.

#### **10. When should an employee/nominee(s) apply for gratuity?**

- Ordinarily within **30 days** from when gratuity becomes payable.
- If the date of retirement or superannuation is known, the employee may apply **30 days before the retirement date**.