



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/651

Dated : 27-10-2025

To
Shri Savyasachi Choudhury,
Subject : Information under RTI Act. 2005.

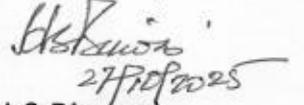
Sir,

Reference is made to your RTI Online application no. AAIKO/R/E/25/00096, Dated on 21-09-2025.

Enclosed herewith please find information which is received in respect of your above mentioned RTI application.

Enclo : As above.

Sincerely Yours,


27/10/2025

(H.S. Biswas)

General Manager(CNS-ER)/PIO-RHQ-ER,
NSCBI Airport, Kolkata-52

However, if you are not satisfied with the reply/information, you have the option to file an appeal within 30 days from the date of receipt of reply/information to the First Appellate Authority. The details of First Appellate Authority is given below :

To

Smt Nivedita Dubey, RED(ER)/First Appellate Authority (FAA),
Airports Authority of India, Regional Head Quarters,

Eastern Region, N.S.C B.I. Airport, Kolkata-700 052

दूरभाष कार्यालय : 2511-9600
भारतीय विमानपत्तन प्राधिकरण
पूर्वी क्षेत्र, न.सू.स.अ. विमानपत्तन, कोलकाता
संदर्भ संख्या.....
दिनांक



Tel. Office : 2511-9600
AIRPORTS AUTHORITY OF INDIA
Eastern Region, N.S.C.B.I. Airport, Kolkata-32
Ref. No. AAI/ER/HR/RTI/2025
Date 23.10.2025

INTRA OFFICE NOTE

Sub: **Application under Right to Information Act,2005- i.r.o. Shri Savyasachi Choudhury**
(Reg. No.AAIKO/R/E/25/00096 dated 21.09.2025.

Reference is made to your office letter dated 13.10.2025 regarding above-mentioned subject.

In this regard, the reply of the information sought by Shri Savyasachi Choudhury is appended below:

Sl. No	Information sought	Reply
1.	In the aforesaid matter, Certified copy of Notesheets from initiation of noting till Approval of Competent Authority and Correspondence in determination of different gratuity amount a different times. a. Gratuity amount of Rs.15,55,381 worked out by AAI, b. Gratuity amount of Rs.20,00,000 worked out by AAI, c. Gratuity amount of Rs.6,41,135 worked out by AAI,	Copy of Notesheets attached.
2.	Certified Copies of Rules for settlement of Gratuity	AAI Gratuity Rules Copy attached.
3.	Why different gratuity amount was worked out as there used to be clear rules in settlement of gratuity amount?	The information sought for is in the form of questionnaire from a Public Authority, which does not fall under the ambit of definition of information under Sec 2(f) of the RTI Act,2005.

The above information is provided under the purview of RTI Act, 2005.


(Sushil Kumar Gupta)
General Manager (HR)-ER

To
The Public Information Officer, RHQ-ER, Kolkata



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Airports Authority of India

No. AAI/ER/KOL/SSC/Service Gratuity/

Dated 02.04.2019

NOTE -- 1

With reference to APD, Raipur letter No. भाविप्रा/ रापु/ ई-11/960-61 dated 14.03.2019 regarding forwarding of duly filled terminal benefits of Shri S. Choudhury, Ex. AGM(Engg-Civil).

APD, Raipur prepared the Gratuity Calculation Sheet (**Flag-A**) as per Pay fixation in respect of Shri Svyasachi Choudhary vide AAI/RP/E-07/ dated 19.06.2018 (**Flag-B**), the Gratuity calculated amounting of Rs. 20,00,000/- with remarks that the leave updated up to 30.06.2010 i.e. the date of relieving from Raipur to join NHAI on deputation as per APD, Raipur letter No. AAI/RP/E-2/4024-31 dated 16.06.2010 (**Flag-C**) for a period of 04 years as per CHQ letter No. A.44012/1/2010-EE dated 28.05.2010 and his resignation accepted by Competent Authority on 31.10.2017 as per CHQ letter No. A.39012/1/2015-16-EE dated 31.10.2017 (**Flag-D**) and Shri S. Choudhury permanent absorption to NHAI.

In this context, this office sent a mail to APD, Raipur on 22.03.2019 for some observation (**Flag-E**).

APD, Raipur mail on 27.03.2019 (**Flag-F**) alongwith letter addressed to Chief General Manager, H/R/Admin-II, National Highways Authority of India, New Delhi vide letter No. भाविप्रा/ रापु/ ई-4/2019/103-05 dated 26.03.2019 (**Flag-G**) regarding the Terms and condition of deputation, EOL/Dies-Non/LWP/UAA if any for the period 28.06.2010 to 31.10.2017 (deputation period to NHAI from 28.06.2010 to 31.10.2017)

As per the CHQ letter No. A.39012/1/2015-16-EE dated 31.10.2017 (**Flag-D**) no Vigilance/ Disciplinary case is either pending or being contemplated against Shri Savyasachi Choudhury upto 31.10.2017 i.e. date of accepted the resignation of the employees.

The copies Gratuity Act, Eligibility and Scale of Gratuity (page-389) and Schedule (See Regulation 3(2) (page-413) placed in file.

Submitted for perusal and farther advise please.

AM(HR) on leave

Mer (HR)

21/4/19
22/1/19

Ref. No. N-1

Gratuity in r/o Sh. Savyasachi choudhury
EX. AGM (E-C), Raipur is calculated P.T.O

From pre-page

On the basis of ~~last salary drawn~~ ^{basic pay fixed as on} 31/10/2017 (Flag-A). However, EOL/Dies-non/UAA/LWP for the period of deputation in NHA1 from 26/06/2010 to ~~26/06/~~ ^{31/10/} 2017 are not mentioned, which are required for Gratuity calculation. Further, EOL/Dies-non/LWP/DAA are sought from ADD, Raipur (Flag 'F') which is yet to be received

Submitted for perusal and advice please

N-2

DGM (HR)

AM
03/04/19

- What is the calculation of Gratuity for the AAI period?
- Please write again for the remaining period i.e. 2010 to 2017.

Jeta Sinha
03/04/19

- Mge (HR) - RKS

AM (HR) - S. Sadhu

AM
04/04/19
S. Sadhu
04/04/19

B. Datta, SS (HR)



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Airports Authority of India

N-4

The gratuity calculation for the period w.e.f. 03.08.201990 to 28.06.2010 on the revised pay scale placed in file.

The reminder for the EOL details and other forwarded to APD, Raipur mail dated on 16.04.2018.

Submitted for further advised please.

AM(HR)

AM(HR)

N-5

- ① Shri Svyasachi Choudhary, AGM (Engg-Civil) has resigned and accepted by the competent Authority on 31.10.2017, as per CTA letter no. A.39012/1/2015-16-EE dated 31.10.2017 and Shri Choudhary Permanent absorption to NHAI.
- ② He is entitled for gratuity for the period AA period i.e. 03.08.1990 to 31.10.2017.
- ③ Due to non-receipt of leave details for the period from 01.07.2010 to 31.10.2017, reminder ^{was} issued in this regards to APD, Raipur.
- ④ However, the gratuity is calculated ~~from~~ for the period from 03.08.1990 to 30.06.2010 on the revised basic pay. Basic pay is taken as on 31.10.2017, rest of the period i.e. 01.07.2017 to 31.10.2017 will be calculated as and when leave details ~~are~~ received from Raipur.
- ⑤ Gratuity calculation sheet is verified & found correct and placed opposite.
Submitted ff.

A

Mgr (HR) - RKS.

S. Sakhya
14/19

N-6

From preceding N-5

- Gratuity for AA1 period from 03.08.1990 to 30.06.2010 in r/o Sh. Sanyasachi Choudhury EXAGM (EC) is calculated & placed in the file.

Submitted for general per and further course of action please

~~DGM (HR)~~

N-7

AM
18/04/19

Reference, previous notes, s/c 'A' at note-5 may be approved by the Competent Authority please.

- GM (HR)

~~J~~ 22/4/19

Jeta Sinha
22/4/19

~~DGM (HR)~~

Jeta Sinha
22/4/19

~~MgE (HR) - RKS~~

AM
24/04/19

~~AM (HR) - S. Saeed~~

S. Saeed
24/4/19

~~Sr. Asstt. (HR) - DD~~

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Airports Authority of India

NOTE - 2

As per CHQ mail vide 29.04.2019 with reference to Letter No. AAI/ER/KOL/SSC/Gratuity dated 24.04.2019; it has been instructed to forward the case for settlement of gratuity in r/o Shri Savyasachi Choudhury for the entire period of service from 03.08.1990 to 31.10.2017 after finalization of Leave Salary, EOL/Dies-Non and any other dues from NHA1.

On 02.05.2019 this office received mail alongwith NHA1 letter no. 13021/RO-Raipur/Personal File/Shri S. Choudhury/2986, dt. 02.05.2019 it has been certified that as per records available, no EOL/Dies-Non/LWP leave has been availed by Shri S. Choudhury during his deputation period in NHA1 as verified by account section, Regional Office Raipur, NHA1.

The Gratuity has been re-calculated in r/o Shri Savyasachi Choudhury for the entire service period from 03.08.1990 to 31.10.2017 is prepared in annexure-I.

Submitted for perusal further advice for the same please.

~~AM(HR)~~
19/5/19

Gratuity calculation sheet is verified & found correct and placed opposite, Submitted Pt.

J. Sachin
14/5/19

~~Mgr (HR) - RKS~~

~~DCM(HR)~~

For consideration and further approval of the Competent Authority please, if agreed to.

Jelal Singh
14.05.19

~~GM (HR)~~

15.5.19

~~RED-ER~~

19/5/19

~~GM(HR)~~

15.5.19

P. S. Datta, Sr (HR)

DCM(HR) S.S

Manages (HR) - RKS

16/5/19

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REGD. OFFICE, NSCN AIRPORT

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REGD. OFFICE, NSCN AIRPORT

N-9

A draft letter in favour of Chief General Manager, HR/Admin-II, National Highways Authority of India, G-5/26, Sector-10, Dwarka, New Delhi-110075, for settlement of gratuity and earned leave and HPL in respect of Shri Sayyeech Choudhury, Ex-AGM(E-C) is placed in the file. Submit

Submitted for perusal and approval please.

Mgr (HR)

[Signature]
01.08.19

Submitted for perusal and approval pl.

~~Dy. Gen (HR)~~

[Signature]
01/08/19

Recommended for approval of GM (HR) for the draft letter prior to issue pl.

[Signature]
01/08/19

~~GM (HR)~~

[Signature]
21/8/19

~~DM (HR)~~

[Signature]
21/8/19

Mgr (HR) / RKS

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Airports Authority of India

Note-10

Reference to Note-8

Gratuity sanction order vide CHQ letter No. एच आर/जी जी सी ए/सुपर/2019/01/224 dated 17th June, 2019 has been received in r/o Shri Savyasachi Choudhury amounting to Rs 20,00,000/- for AAI period (03.08.1990 to 30.06.2010) and deputation period in NHAI (01.07.2010 to 31.10.2017). Shri Savyasachi has performed duty in AAI from 03.08.1990 to 30.06.2010 (i.e., 20 years). Accordingly, his gratuity amount for AAI period is Rs 6,37,800/- based on Basic pay of Rs 41,220/- as on 30.06.2010.

As per para 3.2(3) of Eligibility and Scale of Gratuity, of HR Manual, page 389, it is stated that "Where an employee is transferred from one public sector enterprise to the Authority or where an employee moves on to one Public Sector Enterprises 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."

As per Schedule "if resigns and gratuity is transferable to the employee future organization in terms of a mutual agreement", then, "Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority", in case of employee working more than 5 years, in previous organization and present organization as stated in SI. No 5.

Keeping the above fact in view, we may agreement with NHAI before transferring the gratuity amount of Rs 6,37,800/- for AAI period 03.08.1990 to 30.06.2010 to NHAI for settlement of gratuity.

It may kindly be noted that at the time of agreement for transferring the gratuity amount of Rs 6,37,800/- to NHAI, the following details may be obtained from NHAI:

1. Name of Beneficiary (i.e NHAI)
2. Bank Account No.
3. IFSC Code
4. Payable at

- a) Submitted for perusal and approval please
- b) The gratuity amount Rs 6,37,800/- calculated on the basis of last salary drawn i.e., 30.06.2010 with Basic Pay- Rs 41,220/- may please be vetted from Finance Directorate.

08 JUN 19
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Note - 11.

(R.R.SOREN)
Manager(HR)

DGM(HR) -

GTM(Finance) may like to vet the proposal referred above prior to any action of

GTM(HR)
GTM(Sr)

DGM(HR) 21/6/19

Mr. J. Chakraborty 21/6/19

21/6/19

contd.. from pre-page

N-12

Reference noting in page N-10. The gratuity amount calculation of Rs. 637800/-, calculated on the basis of last pay drawn in AAI i.e. as on 30-06-2010, is found in order, subject to certain modification in its performat.

However, the noting-10 and letter issued to NHAI vide Ref. No. AA1/ER/KOI/SSC/Gratuity dated 02/8/19 (as attached in the file) is contradictory, which may be clarified and intimation may be given to NHAI accordingly.

Further, the revised sanction order of gratuity as per noting-10 is to be obtained from CH&F for further course of action as per terms & conditions of deputation.

9/8/19
AGM (Fin)

~~DM (Fin)~~
9/8/19

GM (Fin) Jayant
11/8/19

GM (HR) on training.

Mgrs (HR)/RRS
9/8/2019



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Note 13 Airports Authority of India
Reference Note 1 to 12

Shri Savyasachi Choudhury, Ex-AGM(Engg-Civil), resigned from AAI service on 31.10.2017 and got absorbed in NHAJ on permanent basis. On receipt of claim form for settlement of gratuity from Shri Choudhury, the gratuity for the period 03.08.1990 to 28.06.2010 (20 years) calculated Rs 15,55,881/- on the basis of Basic Pay Rs 1,31,940/- fixed as on 31.10.2017 was forwarded to CHQ vide this office letter no. **AAI/ER/KOL/SSC/Gratuity/** dated 24.04.2019 due to non-availability of EOL/Dies-Non/UAA/LWP for deputation period 28.06.2010 to 31.10.2017 in NHAJ. Placed in file marked as flag- H1.

In response to the above gratuity calculation, CHQ vide email dated 29.04.2019 intimated that gratuity calculation in r/o Shri Savyasachi Choudhury should be forwarded for the entire service period i.e., AAI period (03.08.1990-28.06.2010) and Period of Deputation in NHAJ (28.06.2010-31.10.2017). Placed in file marked as flag- H2. Accordingly, gratuity in r/o Shri Savyasachi Choudhury for the period 03.08.1990 to 31.10.2017 (27 years) was calculated Rs 21,00,439/- on the basis of Basic Pay Rs 1,31,940/- fixed as on 31.10.2017 and was forwarded to CHQ for approval of Rs 20,00,000/- vide this office letter no. **AAI/ER/KOL/SSC/Gratuity** dated 20.05.2019 on receipt of EOL/Dies-Non/UAA/LWP vide NHAJ letter no. 13021/RO-Raipur/Personal File/Shri S. Choudhury/2986 dated 02.05.2019 issued to Shri Savyasachi Choudhury. Placed in file marked as flag- H3. However, gratuity contribution for the period of deputation in NHAJ from 28.06.2010-31.10.2017 (7 years) in r/o Shri Choudhury was not obtained from NHAJ prior to sanction of gratuity amount Rs 20,00,000/- from CHQ which is required for settlement of gratuity.

Shri Choudhury was approved gratuity amount of Rs 20,00,000/- vide CHQ letter No. एच आर/जी जी सी ए/सुपर/2019/01/224 dated 17.06.2019 and the gratuity amount of Rs 20,00,000/- was uploaded in SAP by RHQ-ER, HR SAP Cell on 24.06.2019 for payment action. Placed in file marked as flag- H4. Finance Directorate(ER) raised the following queries before release of payment.

- 1> The payment will be released only on receipt of the confirmation from HR directorate after taking into consideration point no 3.2 of Gratuity Regulation (Page No. 389 and Page No. 413), which enumerates execution of an agreement between Authority and the new PSU (NHAJ) concerned before releasing the payment of gratuity.
- 2> Whether the payment has to be made to the official concerned.
- 3> Or Whether the payment has to be transferred to NHAJ after execution of the mutual agreement as referred above.
- 4> The payment to the official concerned would be made after considering the existing tax applicability (CBDT Notification No. 16/2019), in case the same is to be paid to the individual.

P.T.O.

from pre-page

The above issues were communicated to the Social Security Cell, CHQ vide this office email dated 18.07.2019. Placed in file marked as flag- H5. Social Security Cell, CHQ vide email dated 19.07.2019 and 22.07.2019 intimated that the gratuity amount of Rs 20,00,000/- in r/o Shri Choudhury may be released as per terms and condition of deputation with NHA1.

After the above, on discussion with Competent Authority, this office issued a letter to NHA1 for remittance of gratuity amount against Shri Choudhury for the period of deputation in NHA1 i.e., 28.06.2010-31.10.2017 to Airports Authority of India, RHQ-ER, Kolkata and also terms and conditions of deputation with NHA1 vide this office letter no. AAI/ER/KOL/SSC/Gratuity dated 02.08.2019. Placed in file marked as flag - H6.

Again on discussion with Competent Authority, it has been decided that Shri Choudhury will be sanctioned gratuity amount for the period of AAI service from 03.08.1990 to 28.06.2010 and the same will be transferred to NHA1. Accordingly, gratuity amount was calculated Rs 6,37,800/- on the basis of Basic Pay Rs 41,220/- as on 30.06.2010 in Note 10 and the same was forwarded to Finance Directorate (ER) for vetting.

Finance Directorate vetted and stated in Note 12 that gratuity amount of Rs 6,37,800/- calculated on the basis of last pay drawn in AAI i.e. as on 30.06.2010 is found in order subject to certain modifications in the proforma as shown. However, Finance Directorate also stated that letter issued to NHA1 vide Ref No. AAI/ER/KOL/SSC/Gratuity dated 02.08.2019 is found to be contradictory, which may be clarified and intimation may be given to NHA1 accordingly. Another observation has also been made where the Finance Directorate stated that revised sanction order of gratuity as per Note 10 is to be obtained from CHQ for further course of action as per terms and conditions of deputation.

Submitted for advice and further course of action please.

[Signature]
R.K.SOREN
18/08/19
Manager (HR)

DGM (HR)

- CHQ has already sanctioned the Gratuity amount of Rs. 20 lakhs in favour of Sh. Choudhury vide sanction order dtd: 17.06.19.
 - As observations raised by Finance Deptt., the same was took up with NHA1 vide this office letter dtd: 02.08.19, however a reply is awaited.
 - In view of above, Gratuity may be released through transfer the amount to NHA1, for the period Sh. Choudhury rendered his services in AAI i.e.
- next page

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to from pre-page:

w.e.f. 03.08.1990 to 28.06.2010 as per the then basic pay of Sh. Chandhary.

- Remaining part of the gratuity may be transferred to NHAAT on receiving the details against this office letter dtd: 02.08.2019.

Submitted for consideration and further forwarding it to Finance Deptt. for necessary action accordingly pl.

Jeta Sinha.
19.08.19
DGM(HR)

- GMA(HRS) May pl. see in personal.

RES

h. disena.

19/8/19

RED Sectt. NS/CBI Airport

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19 AUG 2019

भारतीय विमानपत्तन प्राधिकरण
आयुक्त, न.स.स. विमानपत्तन प्राधिकरण

Gm(HRS)

20/8/19



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Airports Authority of India

Note 14

In Reference to Note 10, NHAi has been issued a letter for remittance of gratuity for the period of deputation i.e., 28.06.2010 to 31.10.2017 (7 years) in r/o Shri Savyasachi Choudhury, Ex-AGM (Engg-Civil) vide this office letter no. AAI/ER/KOL/SSC/Gratuity dated 02.08.2019.

In this regard, gratuity contribution Rs 5,44,558/- for the period of deputation as stated above has been calculated on the basis of revised basic pay as on 31.10.2017. The gratuity calculated Rs 5,44,558/- to be forwarded to NHAi for remittance in favour of Airports Authority of India for settlement of the claim in r/o Shri Choudhury. Details of calculation are as follows:

- 1) Basic Pay as on 31.10.2017= Rs 1,31,940/-
- 2) DA @ 2.2% as on 31.10.2017= Rs 2902.68/-
- 3) Deputation Tenure= 7 years (28.06.2010-31.10.2017)
- 4) Gratuity-Calculated= Rs 5,44,558/-

Before forwarding the gratuity calculation of deputation period to NHAi for remittance in favour of AAI,ER, the same may please be vetted by Finance Directorate.

Submitted please.

DGM (HR) May be forwarded to the Finance Deptt. for vetting please.

[Signature]
(R.K.SOREN)
Manager (HR)

Jeta Linha
04/09/19

- GM (HR)

[Signature]
04/09/19

GM (Fin.)
- DGM (Fin.) Mr. J. Chakraborty Ph.
[Signature]
04/09/19



Considering the basic pay and period of deputation in NHAi, as provided by HR Dte., the gratuity calculation ^{for deputation} in r/o Shri Savyasachi Choudhury, Ex-AGM (E-Civil) is checked & found in order.

DGM (Fin.)
GM (Fin.)
[Signature]
04/09/19

[Signature]
07/09/19
AGM (Fin.)

[Signature]
04/09/19

GM (HR)

DGM (HR)

[Signature]
04/09/19
Mgt (HR) - RKS

N-15

Reference to Note 14, a draft letter in favour of Regional Officer, Regional Office, Raipur, National Highways Authority of India, House No. I-21, Near TV Tower, Anupam Nayar, Raipur - 492006, for settlement of Gratuity during deputation period at NHA in r/o Sh. Sanyasachi Choudhury, Ex-AGM (E-C) is placed in file.

Submitted for perusal and approval please.

SB
13.09.19

Manager (HR)

A draft letter as mentioned in N-15 is submitted for perusal and approval pl.

- DGM (HR)

T. S. Sinha
13/09/19

M
13/09/19
MSD (HR)

- GM (HR)

19.9.19

Director

MSD (HR) - RKS

20/9/19

Pl. issue fair letter

SB - Supv. Ass. (HR)

M
21/09/19

N-16
Ref N-15

A fair letter is prepared and placed in file.

Submitted for signature please

DGM (HR)

21/09/19

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Airports Authority of India

Note-17

Reference Note No.-1 to 16

1. Gratuity calculated Rs 6,37,800/- based on the basic pay Rs 41,220/- as on 30.06.2010 was forwarded to CHQ for approval vide this office letter no. AAI/ER/KOL/SSC/Gratuity/ dated 24.04.2019.
2. Subsequently CHQ vide mail dated 29.04.2019 informed that the gratuity of Shri Savyasachi Choudhury may be calculated for the entire period of service 03.08.1990 to 31.10.2017. Accordingly, Gratuity amount Rs 20,00,000/- in respect of Shri Savyasachi was calculated on the basis of basic pay Rs 1,31,940/- as on 31.10.2017 and obtained approval from CHQ.
3. For settlement of gratuity claim , NHAi has been issued letters vide this office letter no. AAI/ER/KOL/SSC/Gratuity dated 02.08.2019 and office letter no. AAI/ER/KOL/SSC/Gratuity dated 23.09.2019 regarding remittance of gratuity amount Rs 5,44,558/- in favour of Airports Authority of India for the period of deputation in NHAi (28.06.2010-31.10.2017) alongwith the terms and conditions of deputation i.r.o Shri Savyasachi Choudhury, Ex-AGM, (E-C). In this regard, response from NHAi is still awaited by this office.

Apart from the above, this office has also communicated NHAi Regional Office, Raipur telephonically on several times regarding settlement of gratuity and terms and conditions of deputation in respect of Shri Choudhury, Ex-AGM (E-C).

Due to pending payment of gratuity, Shri Savyasachi Choudhury, Ex-AGM(E-C) is pressing hard for early settlement of Gratuity and repeatedly submitting representations on particular gap periods. Again he has submitted representation for early settlement of Gratuity vide NHAi letter no. PD/DMT/S. Choudhury/Personal/892 dated 11.11.2019.

Keeping the above in view, the gratuity amount Rs 6,37,800/- for AAI period 03.08.1990 to 30.06.2010 on the basic pay of Rs 41,220/- as on 30.06.2010 may please be considered and accordingly the same may be approved from CHQ for further settlement of Gratuity.

Submitted please.

N-18
Ref N-12

5/13.12.2019

Manager (HR)

Gratuity amount Rs 6,37,800/-
 for AAI period 03.08.1990 to 30.06.2010 calculated
 on the basis of basic pay Rs.41,220/- as on 30.06.2010
 may please be considered and approval of
 the same may please be obtained from

From. prep work
CHB for intem settlement of gratuity
Submitted please.

~~AGM (HR)~~ Jela Sinha ~~12/12/19~~
13/12/19 (HR) CHB

- ~~G.M. (HR)~~ 16.12.19
~~D. G. (HR)~~
MGR (HR) - RKS
17/12/19

Note - 19

Reference to W-18

A draft letter for obtained revised sanction order of gratuity
in r/o Sri Sanyasuki Choudhury, Ex-AGM (E-C), to CHB is
prepared and placed in file.

Submitted for perusal and approval.

~~SB~~
Sub (HR)

~~Manager (HR)~~

dt-20
Ref W-19

A draft letter for is put up for
perusal and approval pl.



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

NOTE- 21

Reference Note- 01 to 20.

Shri Savyasachi Choudhury, Ex-AGM (E-C), served in AAI from 03.08.1990 to 28.06.2010. He was on deputation to NHAI from 29.06.2010 and subsequently got absorbed in NHAI on permanent basis. Upon absorption, Shri Choudhury has tendered his resignation on 11.01.2017 and his resignation was accepted w.e.f. 31.10.2017.

On receipt of his application for settlement of gratuity and leave encashment, initially his gratuity calculation was considered for the period of 03.08.1990 to 28.06.2010. Later on, CHQ advised to calculate the gratuity for the entire period of AAI service along with deputation period in NHAI. Accordingly, his gratuity was recalculated and gratuity amount of Rs 20,00,000/- was sent to CHQ for sanction by Competent Authority.

On receipt of sanctioned gratuity amount of Rs.20lakh, the gratuity amount was forwarded to Finance Directorate for releasing the same. Finance Directorate advised that the gratuity contribution for the period of deputation in NHAI is required. Accordingly, NHAI was written letters vide this office letter No. AAI/ER/KOL/SSC/Gratuity dated 02.08.2019 and 23.09.2019 (at page 129 and 152, respectively) for remittance of gratuity amount of deputation period i.e. 29.06.2010 to 31.10.2017; for settlement of gratuity in respect of Sh. Choudhury.

In response to the above referred letters, NHAI vide letter No. 11019/1550/2010-Admin II dated 07.01.2020, intimated to this office that "as per terms & conditions of deputation of NHAI there is no provision for gratuity contribution to be paid by NHAI to the lending organization on foreign service". Letter of NHAI is placed opposite in the file at page 158.

In reference to the above, a meeting was called in the office of the RED(ER), wherein along with RED(ER), Shri Savyasachi Choudhury himself and GM (HR), GM (Finance), DGM (Finance), Manager (HR) were present. In the meeting following decisions were taken for settlement of gratuity:

- 1) Revised sanction order of gratuity for the period w.e.f. 03.08.1990 to 28.06.2010 amounting to Rs.6, 41,135/- on the basis of basic pay Rs. 41, 220/- as on 28.06.2010 to be obtained from CHQ. Details of gratuity calculation is as below:

Basic Pay as on 28.06.2010 = Rs 41,220/-
DA@ 34.8% as on 28.06.2010 = Rs 14,344.56/-
AAI period= 20 years (03.08.1990 to 28.06.2010)
Gratuity calculated= Rs 6, 41,135/-

- 2) On receipt of revised sanction order of gratuity, the sanctioned gratuity amount to be transferred to NHAI.
- 3) The difference in gratuity amount previously sanctioned shall be returned to gratuity trust.

In this regard, a draft letter addressed to Pension Cell, CHQ, is prepared and placed in the file.

Submitted for perusal and approval please.

[Handwritten signature]
GM (HR)

[Handwritten signature]
Jeta Sinha
28/11/20

RED. ER

[Handwritten signature]
अनुमानित
28/11/20

[Handwritten signature]
28/11/20

[Handwritten signature]
(R.K. Soren)
Manager (HR)

[Handwritten signature]
28/11/20

Airports Authority of India (Gratuity) Regulations, 2003.

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 supersession, 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 any fault of the employee concerned.

Explanation: For the purpose 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.

- 3.1 Gratuity shall be payable to an employee on the cessation of his/her employment after he/she has rendered continuous service for not less than 5 years:-
- (i) on his/her superannuation, or
 - (ii) on his /her resignation, retirement including voluntary retirement or termination of service, or
 - (iii) on his/her 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 employment of any employee is due to death or disablement.

- 3.2 Where an employee is transferred from one public sector enterprise to the Authority or where an employee moves on to one Public Sector Enterprises 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.

- 3.3 Notwithstanding anything contained in these regulations, the gratuity of an employee, whose services have been terminated for any proven act of wilful 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.

- 3.4 The gratuity payable to an employee shall be wholly or partly forfeited:-
- (a) if the services of such employee have been terminated for his/her riotous or disorderly conduct of 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/her in the course of his/her employment.

- 3.5 In the case of an employee against whom a disciplinary proceeding has been initiated while the employee was in service whether before

his/her retirement or during his/her 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.

The benefit has been amended vide notification 31.01.2012 as hereunder:

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 ₹10,00,000/-. The 15 days' Pay shall be calculated by dividing the monthly rate of Pay last drawn by the employee 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 month's pay
More than 1 year but upto 5 years	6 month's pay
More than 5 years but upto 20 years	12 month's pay
More than 20 years	Half a month's Pay for completed half year of qualifying service subject to a maximum of 33 times pay provided the amount of gratuity shall in no case exceed ₹10,00,000/-.

5. NOMINATIONS:

5.1 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 he 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.

5.2 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;

- 5.3 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.
- 5.4 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 thereon the duplication copy of the nomination in Form A duly attested by an officer authorized in this behalf by him/her as a token of record of the nomination by the competent authority and the other copy of the nomination shall be recorded;
- 5.5 An employee may in his/her nomination distribute the amount of gratuity payable to him/her among more than one nominee.
- 5.6 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/her family and any nomination made by an employee, who is not a member of his/her family, shall be void.
- 5.7 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 acquired 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, induplicate in Form B to the Competent Authority and thereafter the provisions of regulation 3 shall apply, mutatis mutandis, if it was made under sub-regulation (1).
- 5.8 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.
- 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'.

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- 5.10 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.
- 5.11 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.
- 5.12 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.

- 6.1 Every employee who is eligible for payment of gratuity under these regulations or any person authorized in writing to act on his/her 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 any employee is known, the employee may apply to the Competent Authority 30 days before the date of such superannuation or retirement.

- 6.2 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.

- 6.3 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.
- 6.4 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 /her 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 15 days of the receipt of an application under regulation 6 of 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 ₹.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 ceiling on payment of gratuity, for which no provision is made under these regulations, shall be governed by the instructions issued to this effect by the Central Government from time to time."

(Substituted vide notification dated 31.01.2012)

FORM - A

[See Regulation 5(1)]

NOMINATION

To

I, Shri/Smt/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 (1) 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 (1) 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 _____.

6. Nomination made herein invalidates my previous nomination.

Sl. No.	Name in full with full Address 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

Acknowledgment 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.

STATEMENT [Form – A]

1.	Name of the Employee in Full	
2.	Sex	
3.	Region	
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

Acknowledgment 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.

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FORM 'B'
[See Regulation 5(7)]
FRESH NOMINATION

To

1. I, Shri/Smt _____ (Name in full here) whose particulars are given in the statement below have acquired a family within the meaning in clause (1) 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 (1) 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 _____.

NOMINEE(S)

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

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

Acknowledgment 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 nomination 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.	Region	
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	
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

Acknowledgment by the Employee

Received the duplicate copy of Nomination in Form 'C' filled 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) Regulation, 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 of 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 given 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 there from.

Yours faithfully,

Place:

Date:

Signature/thumb impression of the employee

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



STATEMENT [Form – D]

1.	Name of the Employee in Full	
2.	Sex	
3.	Region	
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.

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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

Acknowledgment by the Employee

Received the duplicate copy of Nomination in Form 'D' and statement filled by me duly certified by the Authority.

Date:

Signature of the Employee

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

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FORM 'E'

[See Regulation 6(2)]

APPLICATION FOR PAYMENT OF GRATUITY BY AN EMPLOYEE

To

Sir,

I hereby apply for payment of my gratuity to which I am entitled under second proviso to sub-regulation (1) of regulation 3 of the Airports Authority of India (Gratuity) Regulation, 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 in service/superannuation of the aforesaid employee on _____ retirement or resignation of the aforesaid employee on _____ after completion 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 the 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.	Total period of service of the employee	
7.	Relationship of the nominee with 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.

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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 there from.

Yours faithfully,

Place:

Date:

Signature/Thumb impression of the applicant/nominee

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

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Acknowledgment by the Employee

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

Date:

Signature of the Employee

NOTE:- Strike out the words and paragraphs 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) Regulation, 2003 as a legal heir of late _____ (Name of the employee) who was an employee of your establishment and who died on the _____ without any nomination. The gratuity is payable on account of the death of the aforesaid employee while in service/ superannuation of the aforesaid employee on the _____ retirement or resignation of the aforesaid employee on the _____ after completion of _____ years 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 the 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 last worked	
9.	Post last held by the employee with employee Identification Number	
10.	Total wages last drawn by the employee	
11.	Date of death of 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.

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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 there from.

Yours faithfully,

Place:
Date:

Signature/Thumb impression of the applicant/legal heir

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

Acknowledgment 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 words and paragraphs not applicable.

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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 ₹. _____ (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.

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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.

Reason:

[Here specify the reasons]

Place:

Signature of the Authorised Officer

Date:

Name and designation of the Officer



SCHEDULE						
[See Regulation 3(2)]						
Sl. No.	Service in previous organization provided the gratuity is transferred in new organization in terms of mutual agreement	Service in new Organisation	Total Service (2+3)	If resigns and gratuity is not transferable to the employees future organization	If resigns and gratuity is transferable to the employees future organization in terms of a mutual agreement	If retires from Authority
(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 organization will be returned back to them	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority	No payment will be made to employee. The actual amount received from the previous organization will be returned back to them.
2	Less than 5 years	Less than 5 years	More than 5 years	No payment will be made to the employee. The actual amount received from the previous organization will be returned back to them	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority
3	Less than 5 years	Less than 5 years	More than 5 years	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority.	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization 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 organization for the length of service put in previous organization, 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 organization	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority.	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority.
5	5 Years or more	5 Years or more	More than 5 years	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority.	Gratuity will be transferred to the new organization calculated on the basis of last salary drawn in Authority for the total period of service done in the previous organization and Authority.
