

# ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I Scheme)

"Nidhi Bhawan" Basistha, Lalmati, N.H. - 37, Guwahati - 781029

## CIRCULAR

Circular No. PF/AGA/2022/38  
Dated Guwahati, the 21/09/2022

Sub: Submission of Nomination Form under the Assam Gratuity Act & Scheme.

In addition to the existing Nomination Form, Form No. 3, under the Assam Tea Plantations Provident Fund and Pension Fund and Deposit Linked Insurance Fund Scheme Act 1955 (as amended upto date), each employee who has completed one year of service shall make nomination in Form No. GF-2 of the Assam Gratuity Fund Scheme, 1993 for the purpose of payment of Gratuity under Section 9 of the Assam Gratuity Act, 1992.

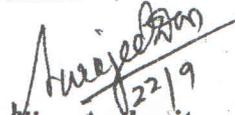
As such, you are requested to obtain the nomination in Form No. GF-2 (copy enclosed) of each employee who have completed one year of service for purpose of payment of Gratuity under Section 9 of the Assam Gratuity Act, 1992.

Enclo: As stated above.

Sd/-  
Controlling Authority

Copy to:

1. Managers of all the Tea Estates/Tea Factories of Assam for information and necessary action.
2. All Employers' Association for information and necessary action.
3. All Employees' Association for information and necessary action.
4. All Officers of Board of Trustees for information and necessary action.
- ✓ 5. System Manager, Computer Cell for uploading in the official website.

  
22/9  
Controlling Authority

Form No. G.F. 2  
Assam Gratuity Fund Scheme, 1993

Nomination Form ( As per para 12(1) of the Scheme)

P.F. Serial Number ..... Name of Member .....

Member's Caste or Surname .....

Date of joining Fund .....

Father's Name ..... Date of Birth.....

Husband's Name ..... Sex .....

(in case of Married Woman)

Guardian's Name ..... ( in case of minor)

Marital Status ..... (Bachelor, married etc.)

Permanent Address:- Village ..... Thana .....

Post Office ..... District ..... State.....

Code No. ....Name of Estate .....

I hereby direct that the amount at my/of the above minor member's credit in the Assam Gratuity Fund Scheme 1993 at the time of my/of the above minor member's death shall be paid to the following person(s) in the manner shown against their names:-

Name of Nominee	Address	Relationship with the member	Share of each nominee

Date .....

Signature or L.T.I.

Status of Signatory

(Whether as 'member' or as legal or natural guardian of 'minor member') We certify that above declaration has been read over and signed in our presence.

Signature of witness .....  
(Member of primary committee)

Signature of witness .....  
(Any other person)  
(Resident of the garden)