



भारतीय मानक ब्यूरो
(स्थापना विभाग)

मानक भवन
9, बहादुरशाह जफर मार्ग,
नई दिल्ली- 110 002

परिपत्र / Circular

हमारा संदर्भ : स्था.-IV/Circulars/2022

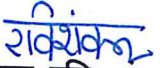
दिनांक : 15.02.2022

Subject : Updation of Nominee Details

All the employees are required to submit details of their nominee at the time of their joining.

In many cases, it has been found that nominee details are incomplete and in some cases it is also found that the status of nominee has changed.

Therefore, it has now been decided that all the regular BIS employees (except Scientific Cadre Officers), who wish to change their nominee details, are requested to kindly send the updated details of nominees to this department through their respective Heads of ROs/BOs/Labs/NITS/Departments at HQ, along with supporting documents, **latest by 28th February 2022.**


(एन रवि शकर)
निदेशक (स्थापना)

Encl : as above

बीआईएस इंटरनेट के माध्यम से क्षेत्रीय कार्यालयों / शाखा कार्यालयों / प्रयोगशालाओं/ एन.आई.टी.एस, मुख्यालय सहित को सूचनार्थ एवं अनुपलनार्थ परिचालित।

Circulated to all ROs/BOs/Labs/NITS including HQ through BIS Intranet for information and compliance.

DETAIL OF FAMILY FOR THE PURPOSES OF FAMILY PENSION

Name of employee :
Designation :

Date of birth :
Date of appointment :

Sl. No.	Name (s) of the member (s) of family	Date of birth	Relationship with employee	Remarks
(1)	(2)	(3)	(4)	(5)

I hereby undertake to keep the above particulars up to date by notifying subsequent additional / alteration to the Director (Accounts)

Dated

Signature of employee

Family for this purpose means :

a) wife/husband, (b) minor sons, and (c) unmarried minor daughters,

Note - (b) and (c) will include children adopted legally before retirement.

NOMINATION FOR BIS CONTRIBUTORY / GENERAL PROVIDENT FUND

- i) I hereby nominate the person/persons mentioned below who is/are member(s) of my family**, OR
ii) I, having no family, hereby nominate the person/persons mentioned below, to receive the amount that may stand to my credit in the Fund, 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 shall be distributed among the said persons in the manner shown against their names. :

Sl. No.	Name and address of nominee (s)	Relationship with subscriber	Age	Amount of share of accumulations to be paid to each †	Contingencies on the happening of which the nomination shall become invalid ‡	Name, address relationship and age of the person (s), if any to whom the right of the nominee, shall pass in the event of his predeceasing the subscriber
(1)	(2)	(3)	(4)	(5)	(6)	

Dated this day of at

Witness to signature with name & Designation

ACCEPTED

1.

2.

Signature of Subscriber

** Family means : (a) wife or wives/husband, (b) children, and (c) widows and children of a deceased son.

† This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

‡ Where a subscriber who has no family makes a nomination, he/she shall specify in this column that the nomination shall become invalid in the event of his/her subsequently acquiring a family.

NOMINATION FOR DEATH-CUM-RETIRMENT GRATUITY

i) I here by nominate the person/persons mentioned below who is/are member(s) of my family*.

OR

ii) I having no family, hereby nominate the persons/persons mentioned below, and confer on him/them the right to receive to the extent specified below any gratuity that may be sanctioned by BIS in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Sl. No.	Name (s) and address of nominee(s)	Relationship with employee	Age	Amount or share of gratuity payable to each	Name, address, relationship and age of the person(s), if any, to whom the right conferred on nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of gratuity	Amount or share of gratuity payable of each †
(1)	(2)	(3)	(4)	(5)	(6)	(7)

This nomination superseed the nomination made by me earlier on which stands cancelled.

Dated this day of at

Witnesses to signature with name and Designation

1.

2.

Signature of employee

ACCEPTED

*Family for the purposes of DCR gratuity shall include the following relative of employee :

- | | |
|----------------------------------------------|--------------------------------------|
| a) wife in the case of a male employee. | d) unmarried and widowed daughters |
| b) husband, in the case of a female employee | e) brother below the age of 18 years |
| c) sons, | and unmarried or widowed sisters, |

Note - (c) and (d) will include step children and adopted children
from (a) to (j) be nominated only when there are no members under (a) to (d)

† This column should be filled in so as to cover the whole amount of gratuity

- | | | |
|----------------------------------|---|--------------------------------------------------------------------------------------------|
| f) father | } | including adoptive parents in the case of individuals whose personal law permits adoption. |
| g) mother | | |
| h) married daughters and | | |
| j) children of predeceased sons. | | |