



**PANDIT JAWAHARLAL NEHRU COLLEGE OF AGRICULTURE AND RESEARCH
INSTITUTE, SERUMAVILLANGAI, NEDUNGADU, KARAİKAL, PUDUCHERRY**

(Sponsored by Government of Puducherry, Affiliated to Pondicherry University, Accredited by
ICAR, Recognized by UGC & Approved as STAR College by DBT)
Email: pajancoari.kkl@nic.in Tel : 04368-261372

No.24/PJN/Estt(i)/2023 /

Dt. 13.09.2023

CIRCULAR

Sub: PJN – Estt (i) – Updation of Service Registers of
Teaching Faculties – Common Nomination forms,
Photograph & copy of Aadhar card – Call for – Reg.

It is proposed to update the nomination forms, details of family, Photograph and Aadhar card details in the service registers of teaching faculties. It is inter alia to mention that nomination forms are very important documents and once made by the officials and accepted by the head of office are required to be pasted in the service book. If any unexpected event happens, then these nominations play a vital role to release of his / her dues in favour of nominated person. In the absence of valid nomination, family of the retired / deceased official may face a situation to run from pillar to post for getting their dues.

Further, Government of India has also made mandatory for Head of Office to record Aadhar Number and Updated Photograph (Govt. Servant should update his / her photograph in service book after completion of every 10 years of service). The sample nomination forms and Details of family (Form3) is uploaded in the college website for ease of facilitation. All Teaching faculties are informed to submit the duly filled-in forms along with the documents mentioned hereunder to office of the Dean **on or before 29.09.2023.**

- a) Common Nomination Form
- b) Details of Family (Form-3)
- c) Photocopy of Aadhar Card
- d) Recent passport size photograph

All are informed to bestow their personal attention in this regard.


(Dr.A.POUCHEPARADJOU)
DEAN

To

All Concerned
Copy to:-

1. All Head of Departments, PAJANCOA&RI, Karaikal
2. Computer Section – with instructions to upload the circular and forms in college website

N. 120/19/2023
Forwarded To Dr. Saravanan.S ASP(CS)
To Upload In Website

PANDIT JAWAHARLAL NEHRU COLLEGE OF AGRICULTURE AND RESEARCH INSTITUTE, KARAIKAL

COMMON NOMINATION FORM FOR GRATUITY, LEAVE ENCASHMENT, PAJANCOA GPF FUND AND OTHER ARREARS / DUES (if any)

I, hereby nominate the person/ persons mentioned below, who is/are a member/members of my family, and confer on him/them the right to receive, to the extent specified below, amount on account of the following:-

- (i) Retirement / Death Gratuity
- (ii) Encashment of unutilized Earned Leave / Half Pay Leave at the time of Retirement / Death.
- (iii) Balance available in the PAJANCOA GPF Fund at the time of Retirement / Death.
- (iv) Any other Arrears / dues

Name and address of the payable nominee	Relationship with the Government Servant	Age	Amount or share payable	Name, address, relationship and age of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee Predeceasing the Government Servant or the nominee dying after the death of the Government Servant but before receiving payment	Amount or Share payable	Contingencies happening on which the nomination shall become invalid.
•	•		•	•		•

This nomination supersedes the nomination made by me earlier on _____ which stand cancelled

Note 1 - The Government Servant shall draw line across the blank space below his last entry to prevent insertion of any name after he/she has signed.

Note 2 - Strikeout which is not applicable.

Dated the day at

1. Signature of the witnesses
2. Signature of the witnesses

Signature of the Government Servant

(To be filled by the head of the office)

Nomination by

Designation

Office

Signature of the Head of the office

Date

Designation

FORM 3
[See rule 54 (12)]
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.