

Tele: 21410787

Directorate of Non Public Fund
Integrated Headquarters
Ministry of Defence (Navy)
Talkatora Indoor Stadium
Annexe Building
New Delhi-110 001

PP-01/2020/PB/NPF/NGIS Nomination

11 May 20

The Flag officer Commanding-in-Chief
Western Naval Command {For CSO(P&A)}
Mumbai

The Flag Officer Commanding-in-Chief
Eastern Naval Command {For CSO(P&A)}
Visakhapatnam

The Flag Officer Commanding-in-Chief
Southern Naval Command {For CSO(P&A)}
Kochi

The Commander-in-Chief
Andaman & Nicobar Command {For CSO (LA&P)}
Port Blair

The Commanding officer
INS India, New Delhi

NOMINATION –NGIF MEMBERS

1. Refer to IHQ,MoD (Navy) letter BA/GIS/39(PC) dated 22 Mar 13 regarding Nomination Policy in respect of NGIF.

2. All members of the Naval Group Insurance Scheme are required to file a nomination giving details of nominee(s), to facilitate prompt disbursement of Naval Group Insurance Fund benefits, in the event of unfortunate death. Every year 31 Mar is observed as “**NGIF NOMINATION DAY**” to facilitate members to update/file their nominations. Notwithstanding observance of the 'Nomination Day' on 31 Mar each year, the changes necessitated due to acquisition of family or otherwise are to be recorded by filing fresh nomination immediately after such change occurs in the family structure of the member. Every such fresh nomination filed shall supersede any nomination filed earlier by the member concerned. The occasions to file/ update NGIF nomination are as follows:-

(a) **Initial NGIF Nomination**. Indian Navy officers/cadets/sailors and Coast Guard officers/naviks on joining their respective initial training institute are to file their initial NGIF nominations.

(b) **Change/ Updation of NGIF Nomination**. It is to be done on the following occasions:-

- (i) On change of family structure due to marriage, divorce/death/insanity of nominee or any addition in family.
- (ii) On promotion from lower deck to officer rank.
- (iii) On promotion to Midshipman.
- (iv) On promotion from Midshipman to Sub Lieutenant after allotment of personal number.
- (v) On allotment of personal number after commissioning in case of Direct Entry Officers.

3. The nomination rules are based on the premise that the immediate nucleus family of naval personnel must have assured primacy in so far as benefits to bereaved families are concerned. While making some allowance for dependent parents/brothers/sisters, the following NGIF nomination policy is to be adhered to:-

(a) **Married NGIF Member.**

- (i) Nucleus Family (spouse/ son(s)/ daughter(s)/ legally adopted children) - 66.67% to 100%.
- (ii) Parents (mother/ father)/ brother(s)/sister(s) - 0% to 33.33%.

(b) **Unmarried NGIF Member.** Unmarried NGIF member may nominate parents/ brother(s)/ sister(s) proportionately or in full.

(c) **NGIF Nomination Not Updated.** In cases, where the deceased has declared the marriage with *IN*, but, the nomination has not been updated, the benefits will be paid as follows:-

- (i) Spouse - 66.67%
- (ii) Parents - 33.33%

(d) **Family Dispute Case.** In case a married NGIF member is involved in family dispute and the case for divorce is subjudice, then the member can nominate his/her children and/or parent(s)/dependent siblings in any proportion. However, this nomination will become null & void on the date of remarriage. The member is then to fill fresh NGIF nomination form as per guidelines at Para 3 (a) above.

4. Where no nomination is made/exists, and the deceased is survived by spouse, children and parents, the benefits will be paid to them as follows:-

- (a) Spouse and Children- 66.67%
- (b) Parents only - 33.33%

5. Keeping the above aspects in view, it is requested that personnel be sensitized through the Divisional System so that they are able to take an informed decision whilst making nomination. The prescribed format of nomination is placed at enclosure to this letter and units may be requested to ensure that nomination forms are filled according to the guidelines at Para 3 above.

6. It is requested that contents of this letter may be given wide publicity. IHQ,MoD (Navy) letter BA/GIS/39(PC) dated 22 Mar 13 regarding NGIF Nomination policy is hereby cancelled.

(Vivek Karnavat)
Commodore
Commodore (NPF)

Encl: Nomination Form

Copy to:-

The Director General (for OiC NGIS)
Coast Guard Headquarters
National Stadium Complex
New Delhi-110001

The Commodore
Bureau of Sailors
c/o INS Tanaji
Sion- Trombay Road
Mankhurd, Mumabi-88

The Commanding Officer
INS Chilka
PO Chilka
Puri, Odisha-752037

The Training Captain
Indian Naval Academy
Naval Academy PO
Ezhimala
Dist Kannur-670310
Kerala

The Logistic Officer-in-Charge
Naval Pay Office
INS Angre, Shahid Bhagat Singh Marg
Mumbai- 23

Internal: NA/CNS NA/VCNS TA/COM SO/DCNS SO/COP

**NOMINATION FOR INSURANCE BENEFITS FROM
NAVAL GROUP INSURANCE FUND**

I, Name _____ Rank _____ P.No. _____ hereby nominate the person/persons below and confer on him/her/them the right to receive any amount on account of Insurance Benefits that may be sanctioned from Naval Group Insurance Fund in the event of my death whilst in service.

(A) For Unmarried Personnel

For Parents/dependent Brother/Sister – Total should be 100%.

SI No.	Name(s) & address of the Nominee(s)	DOB (DD/MM/YY)	Relationship	Amount Payable (%)	Contingencies on happening of which the alternate nomination applicable	Alternate Nominee(s)		Amount Payable (%)
						Name(s) & Address of Nominee(s)	Relationship	
1					Death/ Insanity			
2								
3								

(B) For Married Personnel

Nucleus family (Wife/Husband/ children/adopted children) 66% - 100%. Parents (Mother/Father)/ Brother /Sister maximum upto 33%.
Total should be 100%.

SI No.	Name(s) & address of the Nominee(s)	DOB (DD/MM/YY)	Relationship	Amount Payable (%)	Contingencies on happening of which the alternate nomination applicable	Alternate Nominee(s)		Amount Payable (%)
						Name(s) & Address of Nominee(s)	Relationship	
1					Death/ Divorce/ Insanity			
2					Death/ Divorce/ Insanity			
3					Death/ Divorce/ Insanity			

This nomination supersedes all earlier NGIF nominations made by me. I have read the instructions on the reverse of this form.

Unit : _____ Signature of Individual
Date : _____ Contact No. _____

Witness 1. Name Rank P No. Sign
Witness 2. Name Rank P No. Sign

II

COUNTERSIGNED
(CO/ Oi/C / HOD / Divisional Officer)

It is hereby certified that family details have been verified with office records.

Unit : _____
Place : _____
Date : _____

Name _____
Rank _____ P.No. _____

P.T.O

FILLING INSTRUCTIONS
(Policy letter - IHQ MoD(Navy) letter BA/GIS/215 dated 11 Mar 2020)

1. The individual should draw lines across the blank space below the last entry to prevent insertion of any name after he has signed. The nomination, details of witnesses and countersigning officer are to be neatly typed. Whitener/ cutting at any place would render the form null and void.
2. The NGIF nomination is to be adhered to:-
 - (a) **Married NGIF Member.**
 - (i) Nucleus Family (spouse/ son(s)/ daughter(s)/ legally adopted children) - 66.67% to 100%.
 - (ii) Parents (mother/ father)/ brother(s)/sister(s) - 0% to 33.33%.
 - (b) **Unmarried NGIF Member.** Unmarried NGIF member may nominate parents/ brother(s)/ sister(s) proportionately or in full.
 - (c) **NGIF Nomination Not Updated.** In cases, where the deceased has declared the marriage with *IN*, but, the nomination has not been updated, the benefits will be paid as follows:-
 - (i) Spouse - 66.67%
 - (ii) Parents - 33.33%
 - (d) **Family Dispute Case.** In case a married NGIF member is involved in family dispute and the case for divorce is subjudice, then the member can nominate his/her children and/or parent(s)/dependent siblings in any proportion. However, this nomination will become null & void on the date of remarriage. The member is then to fill fresh NGIF nomination form as per guidelines at Para 3 (a) above.
 - (e) Where no nomination is made/exists, and the deceased is survived by spouse, children and parents, the benefits will be paid to them as follows:-
 - (i) Spouse and Children- 66.67%
 - (ii) Parents only - 33.33%
3. The occasions to fill/ update NGIF nomination are as follows:-
 - (a) **Initial NGIF Nomination.** Indian Navy officers/cadets/sailors and Coast Guard officers/naviks on joining their respective initial training institute are to file their NGIF nominations.
 - (b) Every year on 31 Mar- "**NGIF NOMINATION DAY**".
 - (c) On change of family structure due to marriage, divorce, death or insanity of nominee and any addition in family.
 - (d) On promotion from lower deck to officer rank.
 - (e) On allotment of personal number after commissioning in case of Direct Entry Officers.
 - (f) On promotion to Midshipman and on promotion from Midshipman to Sub Lieutenant after allotment of personal number.
4. Be extremely careful in exercising your options. Every such fresh nomination filled shall supersede any nomination filed earlier by the member concerned. Filled NGIF nomination forms should be forwarded to following authorities for updating official records:-

Navy Officers: The Secretary NGIF Directorate of Non Public Funds Integrated Headquarters, MoD (Navy) Talkatora Indoor Stadium New Delhi – 110 001	Sailors : The Commodore Bureau of Sailors C/o INS Tanaji Sion Trombay Road Mankhurd, Mumbai – 400 088	CG Officers: The Director General (for D Pers) Coast Guard Headquarters National Stadium Complex New Delhi-110001	CG Naviks: The Officer-in-Charge Bureau of Naviks Sion Trombay Road Mankhurd, Mumbai - 400 088
The parent unit must keep one copy of nomination forms			

Name

Rank.....

P.No.

Signature