

F O R M - 'I'
[See Sub-rule (1) of Rule 7]
Application of gratuity by an employee

To

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//Through Proper Channel//

Sir,

I beg to apply for payment of gratuity to which I am entitled under sub-section(1) of Section 4 of Payment of Gratuity Act, 1972 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 Necessary particulars relating to my appointment in the APNPDCL are given in the statement below:

S T A T E M E N T

1. Name in full :
2. Address in full :
3. Place of working :
4. Post held and name of the Office:
5. Date of appointment :
6. Date and cause termination of service. :
7. Total period of service :
8. Amount of last pay drawn (LPC to be enclosed) :
9. Amount of gratuity claimed :

II) I was rendered totally disabled as a result of

The evidences / witnesses in support of my total disablement are as follows:

Details to be given:

III) Payment may please be made in cash/open or crossed bank cheque.

IV) As the amount of gratuity 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 therefrom.

Yours faithfully

Encl:- 1. L.P.C.

2. Termination of service orders.

Signature / Thumb impression
of the applicant employee.

V) Certified that above particulars have been verified and found correct.

Place :

Date :

Signature o the Controlling Officer,
(Name and Designation)

Note:- 1. Strike out the words not applicable.

2. Strike out paragraph or paragraphs not applicable.

F O R M - 'J'
[See Sub-rule (2) of Rule 7]
Application of gratuity by a nominee

To

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//Through Proper Channel//

Sir,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of Section 4 of Payment of Gratuity Act, 1972 as a nominee of late [name of the employee] who was an employee of your establishment and died on the The gratuity is payable on account of the death of the aforesaid employee while in service/ superannuation of the aforesaid employee on after completion of years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from the Necessary particulars relating to my claim are given in the statement below:

S T A T E M E N T

1. Name of 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 employee :

6. Relationship of the nominee :
with the employee.

7. Total period of service of the :
employee.

8. Date of appointment of the :
employee.

(Contd..2.p.)

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 :
12. Last pay drawn by the employee:
(LPC to be enclosed).
13. Date of death and evidence / :
witness as proof of death of the
employee.
14. Reference No. of recorded :
nomination, if available.
15. Total gratuity payable to the :
employee.
16. Share of gratuity claimed :

II) I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.

III) Payment may please be made in cash/open or crossed bank cheque.

IV) 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 therefrom.

Encl:- 1. L.P.C.

2. Death Certificate.
3. Witness in support thereof.
4. Family members certificate.

Yours faithfully

Signature / Thumb impression
of the applicant nominee.

V) Certified that above particulars have been verified and found correct.

Place :

Date :

Signature of the Controlling Officer,
(Name and Designation)

Note:- 1. Strike out the words not applicable.
2. Strike out paragraph or paragraphs not applicable.

F O R M - 'K'
[See Sub-rule (3) of Rule 7]
Application of gratuity by a legal heir

To

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//Through Proper Channel//

Sir,

I beg to apply for payment of gratuity to which I am entitled under sub-section(1) of Section 4 of Payment of Gratuity Act, 1972 as a legal heir of late [name of the employee] who was an employee of your establishment and died on the without making 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 of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from the Necessary particulars relating to my claim are given in the statement below:

S T A T E M E N T

1. Name of applicant legal heir :

2. Address in full of the legal heir :

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 worked last
9. Post last held by the employee :
10. Last pay drawn by the employee:
(LPC to be enclosed).
11. Date and cause termination of :
Service of the employee (death
or otherwise)
12. Date of death of the employee :
and evidence / witness in
support thereof.
13. Total gratuity payable to the :
employee.
14. Percentage of the gratuity :
claimed.
15. Basis of the claim and evidence/:
Witness in support thereof.

II) I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.

III) Payment may please be made in cash/open or crossed bank cheque.

IV) 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 therefrom.

Encl:- 1. L.P.C.
2. Death Certificate.
3. Witness in support thereof.
4. Legal heir certificate.

Yours faithfully

Signature / Thumb impression
of the applicant legal heir.

V) Certified that above particulars have been verified and found correct.

Place :

Date :

Signature of the Controlling Officer,
(Name and Designation)

Note:- Strike out the words not applicable.