

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.