

Payment of Gratuity

FORM-I

[See sub-rule (1) of rule 7]

To,
The Secretary,
K. K. Wagh Education Society,
Hirabai Haridas Vidyanagari,
Amrutdham, panchavati,
Nashik-422 003.

Respected Sir,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the payment of Gratuity Act, 1972 on account of my **superannuation / retirement / resignation** after completion of not less than five years of effect from the _____ necessary particulars relating to my appointment in the establishment are given in the statement below :-

STATEMENT

- 1) Name of in full : _____
 - 2) Address in full : _____

 - 3) Department / Branch / Section where last employed : _____
 - 4) Post held with staff ID number : _____
 - 5) Date of appointment : / / _____
 - 6) Date and cause of termination of service : / / _____
Cause : _____
 - 7) Total period of service : _____
 - 8) Amount of wages last drawn : _____
 - 9) Amount of gratuity claimed. : _____
2. I was rendered totally disable as a result of _____ (Here give the details of the nature of disease or accident). The evidence / witness in support of my total disablement are as follows :-

(Here give details)

3. Payment may please be made in crossed bank cheque.

Yours faithfully

Place : _____

Date : / /

Signature of the applicant employee.