

THE PAYMENT OF GRATUITY ACT,1972 (GUJARAT GOVERNMENT)

FORM 'I'

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

Application Of Gratuity by an Employee

To, _____

[Give here name of description of the establishment with full address]

Sir/Gentlemen,

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 continuous service/ total disablement due to accident/ total disablement due to disease with effect from the . Necessary particulars relating to my appointment in the establishment are given in the statement below:

Statement

1. Name in full
2. Address in full
3. Department/Branch/Section where last employed.
4. Post held with Ticket No. or Serial No. , if Any.
5. Date Of Appointment
6. Date & Cause of termination of Service
7. Total period of service Years
8. Amount of wages last claimed
9. Amount of Gratuity claimend

I was rendered totally disabled as a result of

[Here give Detail]

Payment may please be made in cash/open or crossed bank Cheque.

As the amount of gratuity payable is less than Rupees one thousand, I shall request you to arrange for payment of the sum to me by Postal Money Order at the address mentioned above after deducting postal money order commission therefrom.

Place :

Yours faithfully,

Date : 12/07/2013

Signature/Thumb impression
Of The applicant employee

Note:

1. Strike out words not applicable.
2. Strike out paragraph or paragraph not applicable.