



झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)

(Established by an Act of Parliament of India in 2009)

Payment of Gratuity (Central) Rules
FORM 'I'

21

See sub-rule (1) of Rule 7

Application for Gratuity by an Employee

To,
The Registrar,
Central University of Jharkhand,
Ranchi

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 are given in the statement below.

Statement

1. Name in full _____
2. Address in full _____

3. Department/Branch/Section where employed _____
4. Post held with Ticket No. or Serial No., if any _____
5. Date of appointment _____
6. Date and Cause of termination of service _____
7. Total period of service _____
8. Amount of wages last drawn _____
9. Amount of gratuity claimed _____

2. I was rendered totally disabled as a result of---
(Here give the details of the nature of disease or accident) _____

The evidences/witnesses in support of my total disablement are as follows:---
(Here give details) _____

3. Payment may please be made in cash/open or crossed bank cheque.
4. 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.

Place: _____
Date: _____

Yours faithfully,
Signature/Thumb-impression of the
applicant employee.

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