

## **APPLICATION FOR GRATUITY (RULE NO.5)**

1. Name of the Employee :  
Emp. No. & Designation :
2. Father's/Husband's Name :
3. Nationality :
4. Permanent Address :
  
5. Present or last appointment :
6. Date of beginning of service : a) As Trainee  
b) As regular Employee
7. Date of ending of service :
8. Reasons for Separation :
9. Last Pay drawn : Basic Pay : Rs.  
D.A. : Rs.  
P.P. : Rs.

Signature of Employee (or) Nominee  
in case of death of the employee

Witness : 1.

2.

**SUBJECT TO ENTITLEMENT**

\_\_\_\_\_  
**HEAD OF THE DEPARTMENT**

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**FOR USE IN PERSONNEL DEPARTMENT**

Columns 1 to 9 are verified from the personnel records of the Employee and are found to be correct. The employee is eligible for gratuity.

Signature of Zonal Personnel Executive

प्रषक From

दि . Date :