**FORM ‘I’**

See sub-rule (1) of Rule 7

**Application for Gratuity by an Employee**

To,

(Give here name or description of the establishment with full address)

{{establishment\_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 {{reason}} with effect from {{effective\_date}}. Necessary particulars relating to my appointment are given in the statement below.

Statement

1. Name in full: {{employee\_name}}

2. Address in full: {{employee\_address}}

3. Department/Branch/Section where last employed: {{last\_department}}

4. Post held with Ticket No., or Serial No., if any: {{post\_ticket\_no}}

5. Date of appointment: {{date\_of\_appointment}}

6. Date and cause of termination of service: {{termination\_date\_and\_cause}}

7. Total period of service: {{total\_service\_period}}

8. Amount of wages last drawn: {{last\_wages}}

9. Amount of gratuity claimed: {{gratuity\_amount}}

2. I was rendered totally disabled as a result of— {{disability\_details}}

The evidences/witnesses in support of my total disablement are as follows: {{witness\_details}}

3. Payment may please be made in: {{payment\_mode}} (cash / open or crossed bank cheque).

4. As the amount of gratuity payable is less than rupees one thousand, I request you to arrange for payment by Postal Money Order at the address mentioned above after deducting postal money order commission therefrom. (Strike out if not applicable).

Yours faithfully,

Signature/Thumb-impression of the applicant employee: {{signature\_name}}

Place: {{place}}

Date: {{application\_date}}

Notes:— (1) Strike out the words not applicable.

(2) Strike out paragraph or paragraphs not applicable.