

FORM 'N'
[SEE SUB-RULE (I) OF RULE 10]
APPLICATION FOR DIRECTION

Before the controlling authority under the Payment of Gratuity Act, 1972.

Application No.....

Date

Between

[Name in full of the applicant with full address]

and

[Name in full of the employer concerned with full address]

The applicant is an employee of the above-mentioned employer / a nominee of latean employee of the above mentioned employer /a legal heir of lateand employee of the above-mentioned employer, and is entitled to payment of gratuity under section 4 of the Payment of Gratuity Act, 1972, on account of his own/aforesaid employee's superannuation on..... (date)/his own retirement/aforesaid employee's resignation on..... [date] after completion of.....years of continuous service/his own/aforesaid employee's total disablement with effect from[date] due to accident/disease/death of the aforesaid employee on.....

2. The applicant submitted an application under Rule 7 of the Payment of Gratuity Act, 1972 onand a reminder on It was acknowledged by the Chief Manager, PPG Department, Amaravathi Circle, State Bank of India, Hyderabad. But I have not received any reply for the amount of Gratuity which is less than my eligibility of Payment of Gratuity. The Xerox copies of the said applications are enclosed.

3. The applicant submits that there is a dispute on the matter.

[Specify the dispute]

Sir, on my Voluntary retirement / Superannuation on after serving bank foryearsmonthsdays bank paid me gratuity of Rs.....(Rupees.....only (copy of calculation sheet enclosed) under Payment of Gratuity Act,1972 / OSR but committed error in calculating gratuity under service rules (copy of calculation sheet enclosed) by not considering

- i. Definition of pay taken as only Basic Pay while as per Payment of Gratuity Act, 1972, pay means Basic Pay, Allowances, Special Pay and DA thereon.
- ii. For service after 30 years gratuity should be calculated @ 45 days for each year of service but considered and calculated gratuity @ 15 days for each year of service after 30 years service.
- iii. While calculating the Gratuity, **MONTH** was taken as 30 days instead of 26 days.

4. The applicant furnishes the necessary particulars in the annexure hereto (calculation details, letter & reminder claiming differential amount of Gratuity) and prays that the Controlling Authority may be pleased to determine the amount of gratuity payable to the petitioner and direct the above mentioned employer to pay the same to the petitioner.

5. The applicant declares that the particulars furnished in the annexure hereto are true and correct to the best of his knowledge and belief.

Date

Signature of the applicant/Thumb
impression of the applicant

ANNEXURE

1	Name in full of applicant with full address	
2	Basis of claim: [Death / Superannuation / Retirement / Resignation / Disablement of employee]	
3	Name and address in full of the employee	
4	Marital status of the employee (unmarried/married/widow/widower)	
5	Name and address in full of the employer	
6	Department /Branch/Section where the employee was employed [if known].	
7	Post held by the employee with Ticket or Serial No. if any [if known]	
8	Date of appointment of the employee [if known]	
9	Date and cause of termination of service of the employee. [Superannuation / retirement / resignation / disablement/death.]	
10	Total period of service by the employee	
11	Wages last drawn by the employee	
12	If the employee is dead, date and cause thereof	
13	Evidence/witness in support of death of the employee	
14	If a nominee, No. and date of recording of nomination with the employer	
15	Evidence/witness in support of being a legal heir, if a legal heir	
16	Total gratuity payable to the employee [if known].	
17	Percentage of gratuity payable to the applicant as a nominee/legal heir	
18	Amount of gratuity claimed by the applicant	
19	Interest for the delayed payment of Gratuity	@ 18% Simple from to till date.

Place :

Date :

Signature of the applicant/Thumb
impression of the applicant