

**ATOS INDIA PVT LTD EMPLOYEES GROUP GRATUITY  
Cum LIFE ASSURANCE SCHEME**

To  
The Trustees,  
Atos India Pvt Ltd Employees Group Gratuity  
Cum Life Assurance Scheme  
Vikhroli (West), Mumbai-400 079

Sir

I wish to apply for payment of gratuity to which I am entitled under Sub Section (1) of Sec. 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. Necessary particulars relating to my appointment in the establishment are given in the statement below.

Sr.No	Particulars	Member Information
1	Name in full	
2	Address in full	
3	Department /Section last employed	
4	Emp.No & Designation	
5	Date of appointment	
6	Cause of leaving & date	
7	Total period of service	
8	Basic Wages Last Drawn	
9	Amount of Gratuity claimed	
10	Contact details	
11	Permanent Account Number	
12	NEFT Details (enclosed cancelled chq)	1) IFSC Code - 2) Account No -

Payment may please be made by Crossed bank cheque / NEFT.

Yours faithfully

Signature / Thumb Impression of the Applicant Employee

Place : \_\_\_\_\_ Date : \_\_\_\_\_

**Office Use**

Particukars	Amount (Rs.)	Remarks
Current yr Taxable Income		
Current yr TDS deducted		

**Authorised Signatory (HR/Payroll)**