LETTER HEAD

01/09/2021

To

The Managing Director

Jeppiaar SRR Engineering college

Padur, Chennai - 603103

Sir/Madam,

Sub: Settlement of gratuity – Reg.

Under instructions from my client, Mrs. A.C. Lalitha Muthu, Assistant Professor, Department of Civil Engineering, Jeppiaar SRR Engineering College, Chennai, residing at No.7&8, Block I S1, Sampada flats, Jalladianpet, Chennai- 600100, I issue the following notice to you.

My client states that she had worked as a Assistant professor from 21.08.2006 to 26.10.2017 in the Department of Civil Engineering, at Jeppiaar SRR Engineering College, Chennai, Padur, Chennai – 603103 and she was relieved from the duty on 27.10.2017 based on her personal request.

My client states that all the relieving formalities had been completed and she was in receipt of her salary and other dues from your esteemed institution except Gratuity. My client states that therefore she submitted a letter addressed to yourself on 23.03.2019 requesting for the gratuity amount.

My client states that in spite of all the requests and reminders sent there has been no response from you. My client states, that it is almost three years since she has been relieved from service and after having put in 11 years of service in your esteemed institution, she has been settled her gratuity dues of Rs.1,00,000/- on 22.09.2020 and Rs.50000/- on 01.07.2021, but many others have received the full amount of Gratuity due at the earliest. My client states that she has many personal commitments and is aggrieved by the continuous postponement of her rightful dues.

Hence, I call upon you to settle my client’s gratuity amount due for the service put in by her for the past 11 years from 21.08.2006 to 26.10.2017 on receipt of this notice failing which she will be constrained to take legal action.

(R. VARALAKSHMI)