



झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)

(Established by an Act of Parliament of India in 2009)

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Payment of Gratuity (Central) Rules

FORM 'K'

See sub-rule (3) of Rule 7

Application for Gratuity by a Legal Heir

To,
The Registrar,
Central University of Jharkhand,
Ranchi

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, as a legal heir of late _____

(Name of the employee)

who was an employee of your _____ establishment and died on the _____ without making any nomination. The gratuity is payable on account of the death of the aforesaid employee while in service/superannuation of the aforesaid employee on the _____ retirement or resignation of the aforesaid employee on the _____ after completion of _____ years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from the _____. Necessary particulars relating to my claim are given in the Statement below:

Statement

1. Name of applicant legal heir _____
2. Address in full of applicant legal heir _____
3. Marital status of the applicant legal heir (unmarried/married/widow/widower) _____
4. Name in full of the employee _____
5. Relationship of the applicant with the employee _____
6. Religion of both the applicant and the employee _____
7. Date of appointment and total period of service of the employee _____
8. Department/Branch/Section where the employee worked last _____
9. Post last held by the employee with Ticket No. or Serial No., if any _____
10. Total wages last drawn by the employee _____
11. Date and cause of termination of service of the employee (death or otherwise) _____
12. Date of death of the employee and evidence/witness in support thereof _____

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- 13. Total gratuity payable to the employee _____
- 14. Percentage of gratuity claimed _____
- 15. Basis of the claim and evidence/witness in support thereof _____

- 2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.
- 3. Payment may please be made in cash/ open or crossed bank cheque.
- 4. As the amount payable is less than Rupees one thousand, I shall request you to arrange for payment of the sum due to me by postal money order at the address mentioned above after deducting postal money order commission therefrom.

Yours faithfully,
Signature/Thumb-impression of the
applicant employee.

Place: _____

Date: _____

Note.– Strike out the words not applicable.