Payment of Gratuity (Central) Rules
FORM 'J'

See sub-rule (2) of Rule 7

Application for Gratuity by a Nominee

To,

(Give here the name or description of the establishment with 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 as a nominee of late_____

(Name of the employee)

who was an employee of your_____establishment and died on the_____. The gratuity is payable on account of the death of the aforesaid employee while in service/superannuation of the aforesaid employee on_____/retirement or resignation of the aforesaid employee on_____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 nominee_____
2. Address in full of the applicant nominee_____

   _____
3. Marital status of the applicant nominee (unmarried/married/widow/widower)_____
4. Name in full of the employee_____
5. Marital status of employee_____
6. Relationship of the nominee with the employee_____
7. Total period of service of the employee_____
8. Date of appointment of the employee_____
9. Date and cause of termination of service of the employee_____
10. Department/Branch/Section where the employee last worked_____
11. Post last held by the employee with Ticket or Sl. No., if any_____
12. Total wages last drawn by the employee_____
13. Date of death and evidence/witness as proof of death of the employee_____
14. Reference No. of recorded nomination if available_____
15. Total gratuity payable to the employee_____

16. Share of gratuity claimed_____

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/crossed or open 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
applicant nominee.

Place_____

Date_____

Notes.—(1) Strike out the words not applicable.
(2) Strike out paragraph or paragraphs not applicable.