

Payment of Gratuity (Central) Rules

Form - K

[See Sub Rule (3) of Rule 7]

Application for Gratuity by A Legal Heir

	To									
	(Give here Name or Description of the establishment with full address)									
	Sir / Gentleman									
A.	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 Legal Heir of Late									
	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							retirement or resignation of the	
	Service / Superannuation of the aforesaid employee on							years of Service / Total Disablement		
	aforesaid employee on		after completion of							
	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 the Legal Heir								
3.	Marital Status of the Legal Heir (Unmarried/Married/Widow/Widower)								
4.	Name in full of Employee								
5.	Relationship of the applicant with Employee								
6.	Religion of both the Applicant & Employee								
7.	Date of Appointment & Total period of service of the Employee								
8.	Department / Branch / Section, where last employed								
9.	Post held with Ticket No. or Serial No., if any								
10.	Total wages last drawn by the Employee								
11.	Date & Cause of Termination of service of Employee (Death or Otherwise)								
12.	Date of Death & Evidence / Witness as proof of death of employee								

