Form J

(See sub rule (2) of rule 7)

Application of Gratuity by a Nominee

To

_ _,

_ _.

(Give here name or description of the establishment/pension disbursing office with full address)

Sir,

Kindly sanction gratuity 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 death of the aforesaid employee while in service/superannuation 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 appointment in the establishment are given below.

STATEMENT

1	PPO No:				
2	Name of the applicant Nominee (Capital Letters)				
3	Residential Address in full with telephone number				
4	Name of the Board Employee & Designation (Capital Letters)				
5	Relationship of Nominee with Board employee				
6	Date of appointment in KSEB		Other Services if any		
7	Date of termination of Service				
8	Amount of DCRG received as per KSR				
9	Whether case filed for balance amount of gratuity	Yes/No:			
10	If Yes,	GC No:	Principal amount received with date	Interest	

DECLARATION

I hereby authorize the Board to recover the excess amount if any received by me over and above the gratuity applicable as per the prevailing rules and regulations of the Board directly from the arrears of pension, Arrear of DR and pension.

Place:

Date :

Yours faithfully,

Signature/Thumb Impression of the Nominee

Coloumn 11 to 13 must be filled in by the Pension Disbursing Officer		
11	Amount as per DCRG paid	
12	Amount as per Gratuity Act paid	
13	The amount if any recovered/withheld towards the excess amount above to the applicable gratuity.	

Signature of the Dy.CE/EE/AO.

FORM I
(See Sub Rule (1) of rule 7)

Application for the balance amount of Gratuity by an employee/Pensioner

To

_ _,

_ _.

(Give here name or description of the establishment/pension disbursing office with full address)

Sir,

Kindly sanction gratuity under sub section (1) of section 4 of the Payment of Gratuity Act 1972 on account of my superannuation/Voluntary retirement / resignation/invalid pension after completion of not less than –5- years of continuous service with effect from the _ _ _ _ _ _ _ _ _. Necessary particulars relating to my appointment in the establishment are given below.

STATEMENT

1	PPO No:			
2	Name of the applicant & Designation (Capital Letters)			
3	Residential Address in full with telephone number			
4	Date of appointment in KSEB		Other Services if any	
5	Date of termination of Service			
6	Amount of DCRG received as per KSR			
7	Whether case filed for balance amount of gratuity	Yes/No:		
8	If Yes,	GC No:	Principal amount received with date	Interest

DECLARATION

    I hereby authorize the Board to recover the excess amount if any received by me over and above the gratuity applicable as per the prevailing rules and regulations of the Board directly from the arrears of pension, Arrear of DR and pension.

Place: Yours faithfully,

Date :

             Signature/Thumb Impression of the Applicant

Coloumn 9 to 11 must be filled in by the Pension Disbursing Officer		
9	Amount as per DCRG paid	
10	Amount as per Gratuity Act paid	
11	The amount if any recovered/withheld towards the excess amount above to the applicable gratuity.	

             Signature of the Dy.CE/EE/AO

CIRCULAR

EBPS 17/General/2012.   Dated   15.06.2012.

Sub: Payment of Gratuity Act,1972 – Implementation in KSEB – reg.

Ref:-   1. B.O (FB) No: 1313/2011 (PS 1/Gratuity/2006) dated 24.5.2011.

2.   B.O (FB) No: 1152/2012 (PS 1/Gratuity/TVPM/2006 Dated 5.6.2012.

Board has implemented the payment of Gratuity act 1972 in KSEB vide Board Order referred above. For the payment of additional amount of gratuity the application in *duplicate* from the eligible pensioners retired after 24.5.1994 duly filled up and counter signed together with the declaration may be forwarded to this office on or before 5.7.2012.

Sd/-

CHIEF ENGINEER (HRM)