

**FORM – ‘G’**  
**(See Rule 34( iv) of the Rules)**

**APPLICATION FOR GRATUITY BY A LEGAL HEIR**

To

The Secretary  
Board of Trustees  
Satluj Jal Vidyut Nigam Ltd.  
Employees Gratuity Fund.  
Shimla.

Sir,

I hereby apply for payment of Gratuity to which I am entitled under Rule 30 of Rules and Regulations of the Satluj Jal Vidyut Nigam Ltd. Employees Gratuity Fund as a legal heir of late Shri/Shrimati/Kumari .....  
.....who was an employee of SJVNL and died on the .....  
..... without making any nomination. The gratuity is payable on account of the death of aforesaid employee while in service/superannuation 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 ..... Necessary particulars relating to my claim are given in the statement below:-

1. Name of applicant legal heir.....
2. Address in full of applicant legal heir .....
3. Marital status of the applicant’s legal heir (unmarried/married/widow/widower).....
4. Name in full of the employee.....
5. Relationship of the applicant with the employee.....
6. Department/Branch/Section where the employee last worked.....
7. Post last held by the employee with Employee No. ....
8. Date of appointment of the employee.....
9. Date and cause of termination of service of the employee (death or otherwise).....
10. Date of death of the employee and evidence/witness in support thereof.....
11. Total period of service of the employee.....
12. Amount of wages last drawn by the employee.
13. Total gratuity payable to the employee.....
14. Percentage of the gratuity claimed.....
1. Basis of the claim and evidence/witness in support thereof.....

2. I declare that the particulars mentioned in 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/demand draft.
4. As the amount payable is less than Rs. 1,000/- (Rupees one thousand only) 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 there from.

Yours faithfully,

Place.....

Date.....

Signature/Thumb impression of applicant legal heir

Note: Strike out the words or paragraphs not applicable.