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|  ROYAL UNIVERSITY OF BHUTAN |  |
|  THIMPHU: BHUTAN |  |
|  GRATUITY WORKING SHEET CUM APPLICATION FORM |
| 1 | Name : |
| 2 | Post last/held/grade : |
| 3 | Nationality : |
| 4 | Permanent address : |
| 5 | Present office : |
| 6 | Place : |
| 7 | Date of birth as per service book : |
| 8 | Date of commencement of continuous service with the Govt. : |
| 9 | Date of retirement/superannuation/termination/change status : |
| 10 | Number of completed years : |
| 11 | Total no. of years service rendered to other organization : |
| 12 | Scale of pay : |
| 13 | Basic pay as on the day of retirement : |
| 14 | Net pay (70% of Sl.no. 13) : |
| 15 | Amount of gratuity (10x14)  | : |
| 16 | Amount of soilra (if any)  | : |
| 17 | Total amount of the claim : |
| Name of the claimant  | : |
| Dated signature : |
|   |   |   |
| Certified that the above information is correct as per the service book of the retiring employee (s). |
| It is hereby assured that any outstanding dues of accountability will be adjusted before the payment is released. |
| The Gratuity amount may please be released to the Account No. mentioned below:- |
| Account No.  |  |
| Operated by |  |
| Place |  |
| Date Station |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  Signature |
|  |  | Designation of the ODS |
|  |  |  |
| Encl: 1 Audit Clearance Certificate. |  |
|  | 1 LPC |  |
|  | 1 Copy of Office Order |  |