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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 |  |