

**Application by Member for Payment for Gratuity**

Dated:

The Trustees,  
AIL Employees Gratuity Fund  
Plot No.-25, Sector -18  
Phase -4, Electronic City  
Gurgaon -122 015 (Haryana)

**Sub : Payment of Gratuity Account**

Dear Sir,

I was an employee of your \_\_\_\_\_ division/branch and I want to withdraw my Gratuity amount from your Gratuity Trust.

Therefore, you are requested to pay my gratuity amount as early as possible on below address.

Thanking you,

Yours faithfully,

Signature of applicant

Full Name :

UPI Code :

Alternate E-mail :

Contact Number :

Address :

The Trustees,  
AIL Employees Gratuity Fund  
Plot No.-25, Sector -18  
Phase -4, Electronic City  
Gurgaon -122 015 (Haryana)

Date:-

**Sub: Payment of Gratuity under the Payment of Gratuity Act, 1972.**

**(Through HR of .....Division)**

Sir,

I, the undersigned, was employed with your esteemed organization for a period beginning \_\_\_\_\_ till \_\_\_\_\_, at \_\_\_\_\_ Division. I have since tendered my resignation / I have superannuated on \_\_\_\_\_, after completing \_\_\_\_\_ years and \_\_\_\_\_ months (Minimum one year of continuous service) I want to withdraw my Gratuity from your Gratuity Trust.

I give below the following information: -

- (a) Date of joining the Company. (DD/MM/YY) :
- (b) Date of leaving the Company. (DD/MM/YY) :
- (c) Period of net service in the Company (inclusive of authorized leave) :
- (d) Last salary drawn (Basic + DA)
- (e) Bank Particulars (Cancel cheque duly signed by employee is required along with application):-
  - Name & Address of the Bank:-
  - A/c No.:-
  - IFSC Code:-

I certify that the above information are true to the best of my knowledge and belief.

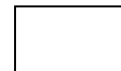
Yours faithfully,

( )  
**Signature of Employee with Full name**

**UPI Code:**

**PRE-RECEIPT**

Received an amount of Rs..... (Rupees.....) as full and final payment of my Gratuity Claim.



(Revenue Stamp of Re. 1/-)  
Signature of the member

Dated:

**Recommendation from divisional HR**

Forwarded to the Trustees, **AIL Employees Gratuity Fund, Gurgaon, Haryana** in favour of settlement of the Gratuity claim of the employee. The information furnished by the member in his above application has been verified and found correct.

Signature: HR/Division with Official Seal

Dated: