

**DZONGKHAG ADMINISTRATION
WANGDUE**

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 S/book :
8. Date of commencement of continuous service with the Government :
9. Date of retirement/superannuation/ termination/change of status :
10. No. of completed years :
11. Total of years of service rendered to other organization :
12. Scale of Pay :
13. Basic pay as on the day of retirement :
14. Amount of Gratuity (10x13) :
15. Amount of Soilra if any :
16. Total claim :

Name of the claimant :

Dated signature :

Certified that the above information are 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:

L/C/LLC/GPLC. A/C #. :

Operated by : Dasho Dzungdag
Station : Wangdue
Date :

Signature
Designation of the DDO

Enclosed: 1 Audit Clearance Certificate, 1 LPC, 1 copy of Relieving Order.