

Application for Gratuity/Assurance Claim by a Legal heir.

To,

The Trustee Secretary,
Rajasthan State Industrial Development
and Investment Corporation Limited.
Employee Group Gratuity Fund

Sir,

I beg to apply for payment of gratuity/assurance claim to which I am entitled under rule 7 of Rajasthan State Industrial Development and Investment Corporation Limited, Employees Group-Gratuity-Cum Life assurance Scheme a legal heir of late (Name of the employee).

Who was an employee of your establishment and dies on the _____ without making any nomination, The gratuity/assurance claim is payable on account for the death of the aforesaid employee while in service/superannuation of the aforesaid employee on the _____ after completion of _____ year of service/total disablement of the completion of _____ year of service/total disablement of the aforesaid employee due to accident or while in service with effect from the _____

Necessary particulars relating to my claim are given in the statement below :-

STATEMENT

1.	Name of the applicant legal heir	:	
2.	Address in full of applicant legal heir	:	
3.	Marital Status of the applicant legal heir (married/unmarried/widow/widower)	:	
4.	Name in full of the employee	:	
5.	Relationship of the applicant with the employee	:	
6.	Relation of both of the applicant and the employee	:	
7.	Date of birth of the employee	:	
8.	Date of appointment and total period of service of the employee.	:	
9.	Departmental/Branch/Section where the employee worked last.	:	
10.	Post last held by the employee with Ticket or serial No., if any.	:	
11.	Total wages/ Average wages last drawn by the employee.	:	
12.	Date and causes of termination of service of the employee (death or otherwise)	:	
13.	Date of death of the employee and evidence/witness in support thereof.	:	
14.	Total Gratuity/Assurance claim payable to the employee	:	
15.	Percentage of the gratuity/assurance claimed.	:	
16.	CPF account Number	:	RJ/1475/

(2)

Declare that the particulars mentioned in the above statement are true and correct to the heat of my knowledge and belief.

Payment may please be made in cash/crossed or open bank cheque. As the amount payable in loan to then Rupees one thousand, I shall request you to arrange for payment of the sum due to me by postal money order money at the address mentioned above after deducting postal money order commission there firm.

Yours faithfully,

Signature/ Thumb impression of
applicant nominee

Place: _____

Date: _____

CERTIFICATE

"It is certified that the particulars of the above application of gratuity/ assurance claim have been verified with reference to the relevant records maintained in this establishment/unit. As sum of ` _____ (_____ only) is payable by the fund to the applicant as gratuity/assurance claim. It is further certified that during his service in none of the years he was employed less that 190 days/240 days in a particular year. The wages in respect of placed rated employees employed on daily wages is based on the average of the total wages paid to them for a period of 3 months immediately preceding the termination of service and the same wok out to ` . _____)".

"It is further certified that for establishing identity in the claim of the claimant as nominee all the evidence or witnesses, as deemed relevant have been obtained and appears no doubt or dispute in these regard.

Sr. Accountant
Signature with Designation
of the Head-of-the-Office/Adv.(A&M)/
Unit-Head

Note:- 1. Strike out the words not applicable. (Not accepted photocopy death certificate)
2. Strike Out Paragraph or paragraphs not applicable.

Encl:- 1. Original Death Certificate.
2. Last Pay Certificate
3. No Dues Certificate
4. Any related documents.