

**ROYAL GOVERNMENT OF BHUTAN
THIMPHU: BHUTAN**

GRATUITY WORKING SHEET CUM APPLICATION FORM

1. Name :
2. Post last held/P.Level :
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
Government :
10. Date of retirement/superannuation/
Termination/change status :
11. Number of completed years :
12. Total number of years service
rendered to other organization :
13. Scale of pay :
14. Basic pay as on the day of retirement:
15. Basic pay :
16. Amount of Gratuity (year x basic pay) :
17. Amount of soilra (if any) :
18. Total amount of the claim :

Name of the claimant :

Date 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 DDO

- Encl: 1. Audit Clearance Certificate
2. LPC
3. Copy of Office Order