

CENTRAL COALFIELDS LIMITED
DARBHANGA HOUSE, RANCHI

APPLICATION FOR GRATUITY

1. Name of the executive :
2. Designation & place of working :
3. Permanent residential address :
4. Address for communication after retirement :
5. Date of initial appointment :
(with documentary evidence, if any,)
6. Date of joining in CCL :
7. Date of retirement :
8. Scale of present pay and last pay drawn, :
(please enclose attested copy of pay slip)
9. Whether you were at any time on leave :
Without pay during your entire service period
10. Date of birth, attested copy of matriculation :
certificate
11. (For the taken over executive only) :
Please furnish the date of joining in the
erstwhile colliery from which your services
were taken over with documentary evidence.
12. Whether you have received gratuity from :
erstwhile employer or co. If so, please give full
details.
13. Whether you have occupied Co.'s qtr., :
telephone or any other Co.'s belongings.
14. CMPF/PF A/c No. :

Signature of the employee.