ORIENTAL BANK OF COMMERCE
(A Govt. of India Undertaking)
HEAD OFFICE: E-BLOCK, CONNAUGHT PLACE
NEW DELHI-110001

Please see the Checkpoints before submitting the form to RO by branches & to HO by RO

Form to be submitted through Regional Office along with Regional Head recommendations

Dated:

To,
The Chief Manager (Establishment)
Head Office.

Dear Sir,

REG: SETTLEMENT OF GRATUITY DUES OF SH./SMT./LATE _____ _____ DESIGNATION _____

We are furnishing the following information / documents in order to enable. you to settle the gratuity dues of the subject:-

1. Date of Appointment :
2. Date of Increment :
3. Date of Promotion to officer cadre :
4. Date of Retirement/Death/Resignation/Termination/Date of relieving in case of Voluntary Retirement :
5. Suspension period, if any : From _____ to _____
6. Total service rendered : _____ Years _____ Months _____ Days
7. Details of Salary last payable to the subject:
   i. Basic Pay (Including stagnation increment) :
   ii. Special Pay :
   iii. Fixed Personal Pay (Increment component) :
   iv. Graduation Pay :
   v. Personal Qualification Pay :
   vi. Officiating Pay (Only basic pay portion) :
   vii. Dearness Allowance : _____

   TOTAL : _____

8. Details of amount payable during 12 months preceding Retirement / Death / Resignati~n / Termination / Date of relieving in case of Voluntary Retirement.

Months & Year	Basic Pay (Including stagnation increment) 1	Special Pay 2	Officiating Pay (Only basic pay portion) 3	Fixed Personal Pay (Increment component) 4	Graduation Pay / PQP 5	Total 1 to 5
TOTAL						

9. Details of unauthorized absence *I* act of the subject, if any: _____

10. Privilege leave balance of the subject at the time of retirement / Death / Resignation / Termination / Date of relieving in case of Voluntary Retirement is _____days.

11. Total emoluments (including bonus, overtime & closing allowance to officers etc.) paid during the year commencing from 1st April of the year of his leaving the service up to the date of leaving service:

Months & Year	Basic Pay (Including Stagnation increment) 1	Special Pay / Allowance 2	Officiating Pay (Only basic pay portion) 3	FPP (Increment component) 4	Graduation Pay / PQP 5	DA 6	HRA 7	CCA 8	Any other Allow. 9	TOTAL 1 to 9	PF Ded 10	Income Tax 11

NOTE: All taxable emoluments paid to the employee commencing from 1st April of the year of his leaving the service up to the date of leaving service should be reported above.

12. Taxable amount of Medical aid / Hospitalization paid during the current financial year, if any _____ (including amount paid from Welfare Trust).

13. Value of furniture provided by the bank at the residence of the officer & amount deducted from the salary on account of the same _____ /_____.

14. Details of bank loans / dues recoverable form the subject:

15. Whether Power of Attorney to the subject officer has been allotted (Y/N) _____

16. If yes, then Power of Attorney Number is (Original POA Must be sent with the form).

17. Whether the officer has surrendered Bank's residence / telephone I card identity card I other S.F.F. items provided by the Bank? If not, undertaking for surrender of the same before or on the date of relieving has been obtained or not: _____ (Branch / RO should ensure the surrender of the above before handing over the gratuity cheque).

18. Name of the claimant of gratuity dues (applicable in case of death only) _____

19. Enclosures: (Please mark (✓) the number a inst the document s enclosed)
    i. Copy of relieving letter in case of Voluntary retirement / Resignation.
    ii. An authority letter: from the subject / legal heir(s) / nominee(s) authorizing the Bank for appropriation of outstanding Bank dues from his/her/their Gratuity/PF dues/Account is enclosed.
    iii. Undertaking from the retiring employee to surrender the items as per point 17 above on or before the date of relieving.
    iv. In case of death of the employee.
        a) Original Death Certificate.
        b) **Nomination form for payment of gratuity must be sent.**

        OR

        Statement of succession to the deceased employee (on the stamped paper of requisite value) duly completed by the legal heir(s) and attested by the Magistrate / Oath Commissioner / Notary Public:
    v. Original Power Of Attorney (Must be Sent) You are requested to settle the gratuity dues of the subject.

You are requested to settle the gratuity dues of the subject.

Yours faithfully,

(Branch Incumbent) (Seal & Signature with recommendations)

Specific recommendations of the Regional Head in regard to payment of Gratuity:-

_____

_____

i. Details of unauthorized absence of the subject :
ii. Details of unauthorized act of the subject :
iii. Written down value of. Furniture provided at residence (in case of Officers only) :
iv. Suspension Period, If any :

(To be signed by the Regional Head or Officiating Regional Head Only)

Regional Head
(Seal & Sign)

CHECK POINTS BEFORE SUBMITTING TH.E FORM TO RO BY BM & TO HO BY RO

Sr. No	Particulars	By BM to RO	By RO to HO
1.	Copy of relieving letter enclosed (in case of resignation, vol. retirement)		
2.	Original Power of Attorney enclosed (in case of officer)		
3.	Original Death Certificate enclosed (in case of deceased employee).		
4.	Original / Attested copy of Nomination form enclosed (in case of deceased employee)		
5.	Nominee(s) as per Nomination form (in case of deceased employee)		
6.	In the event of Nomination form not on Bank record statement of succession to the deceased employee as per column no. {19 iv (b)} as above enclosed.		
7.	Authority letter given by the employee / legal heir(s) / nominee(s) for appropriation Bank dues as per column no. {19 ii} as above enclosed.		
8.	Whether the employee was ever suspended during service (Y/N)		
9.	Copy of suspension letter enclosed (Y/N)		
10.	If Yes, period from to		

Branch Incumbent (Seal & Sign) **Regional Head (Seal & Sign)**