###### APPLICATION FOR GRATUITY

General Manager,

Indian Naval Canteen Service,

Navy Nagar, Colaba,

MUMBAI – 400 005.

**(Through the Regional Manager INCS Kochi)**

Sir,

I have the honour to apply for payment of Gratuity to which I am entitled under sub-section (I) of Section 4 of the payment of Gratuity Act, 1972 on account of my superannuation on 28 Feb 2021. Necessary particulars relating to my appointment in the Establishment are given in the statement below:-

# STATEMENT

1. Name in full :

2. Address **:**

3. Department/Branch/Section **:**

4. Post held **:**

5. Date of Appointment **:**

6. Date of Completion of tenure **:**

7. Total period of Service **:**

8. Amount of wages last drawn **:**

9. Amount of Gratuity Claimed **:**

Yours faithfully,

Name :

Designation:

From

To

The General Manager

Indian Naval Canteen Service

Mumbai 400 005

(Through Regional Manager, INCS Kochi)

# GROUP SAVINGS LINKED INSURANCE SCHEME REFUND

**REQUEST – ON SUPERANNUATION ON -----------------**

Dear Sir,

It is requested that the amount due to me on superannuation from service on ----------------------- under the above scheme, may kindly be paid at the earliest.

Yours faithfully,

Name :

Designation: Region :

Place :

Date :

Tele : ………. Fax : ………. Indian Naval Canteen Service

E-Mail :…………………… ………………………………..

File No. Date:

The General Manager

Indian Naval Canteen Service

Navy Nagar, Colaba

Mumbai 400 005

**ENCASHMENT OF EARNED LEAVE- INCS (K) EMPLOYEES**

1. It is hereby confirmed that …………………..(name), ………….(designation) has …………… days E/L to his credit as on …………….

2. It is requested that Sanction of General Manager, INCS may be accorded to pay the leave encashment amount to the above retired employee.

Signed:

Name :

Rank :

Regional Manager