



TRANSMISSION CORPORATION OF TELANGANA LIMITED
VIDYUT SOUDHA::HYDERABAD-82

Circular Memo.No.JS/DS(Per.I)/AS(L,P,F&S)/PO(Pensions)/JPO.2/59/2024, dt.13.08.2024.

Sub: TGTRANSCO- Pensions- Introduction of proforma for settlement of gratuity and GIS benefits to Artisans who are due to retire/ retired and also for legal heirs of deceased Artisans - Orders- Issued.

Ref: 1.Memo.No,CGM(HRD)/SE(HR)/AS(HRD-I)/PO(R&R)/11/23,
Dt.04.05.2023.
2.T.O.O.(Jt.Secy. Per) MS.No.1988, dt.29.05.2024.

In the reference 1st cited, retirement notice has been issued to certain Artisans working in Vidyut Soudha.

2. In the reference 2nd cited, orders have been issued for sanction of gratuity and GIS Benefits to the Artisans as per their eligibility on their retirement /resignation/ death/ disablement duly declaring the competent authorities in Vidyut Soudha and Zonal Offices as the case may be.

3. After careful examination, the functional heads are requested to arrange to obtain proforma for sanction of gratuity from the artisan as explained in para 2 above or legal heirs of artisans (in case of death) for such settlement in their respective offices without fail in the prescribed format enclosed. No separate form for sanction of GIS is required.

4. All the concerned authorities are requested to follow the above instructions without fail.

Encl: As above.

C.SRINIVASA RAO,
JOINT MANAGING DIRECTOR
(Finance, Comml. & HRD)

To

All the HODs/Pay Drawing Officers

Copy to:

All The Chief Engineer/Zones/TGTRANSCO
All The Superintending Engineers/OMC/Zones
The Pay Officer/ TGTRANSCO/VS/Hyderabad
The Sr. Accounts Officer(SLDC)/ TGTRANSCO/VS/Hyderabad
All The Sr. Accounts Officer /OMC/ Zones
The Assistant Secretary/ Zones/TGTRANSCO
The Assistant Secretary(Estt.)/TGTRANSCO/VS/ Hyderabad.
All The Accounts Officer /OMC/Zones
The Accounts Officer (CPR)/ TGTRANSCO/VS/Hyderabad

// FORWARDED::BY ORDER //

PERSONNEL OFFICER



**TRANSMISSION CORPORATION OF TELANGANA LIMITED
VIDYUT SOUDHA::HYDERABAD-82**

APPLICATION FORM FOR GRATUITY TO ARTISAN/NOMINEE OR LEGAL HEIR OF ARTISAN
(To be furnished in triplicate)

To

_____,
_____,
_____.

(Name or description of the
Sanctioning authority with full address)



(Attestation has to be done across
the photo by a Gazetted Officer)

Sir/Madam,

I beg to apply for payment of gratuity to which I, _____ am entitled under sub-section(1) of Section 4 of Payment of Gratuity Act, 1972 on account of **my retirement/resignation or as a nominee or legal heir of Late Mr./Ms. (Artisan)** upon completion of not less than five years of continuous service/total disablement due to accident/total disablement due to disease.

Necessary particulars to be furnished by the artisan/nominee/legal heir:

1	a. Name of i. Artisan (and/or) ii. Applicant and relationship to the Artisan (in case of death of Artisan) b. ID.No. c. Grade d. Place of Working /Worked	
2	Permanent Address	
3	Present Address	
4	Date of Appointment	
5	Date of Retirement/ Resignation / Disablement due to accident (or) disease/ Date of Death	
6	Name of pay Unit where last wages were drawn	
7	Name of the paying bank from where the gratuity payment is desired a. Name of the Bank & Branch b. Account Number c. IFSC Code	

Contd.2..

8. LIST OF FAMILY MEMBERS:

(a)	(b)	(c)	(d)	Marital/Employment status of the children of the applicant/deceased Artisan	
Sl. No.	Name of the Family Member	Date of Birth	Relationship with Artisan	Married of unmarried, Date of Marriage, if married	Whether employed or not. Give details of Employment.

Instructions :

- i. The artisan/applicant is instructed to fill the proforma very carefully as the data furnished is vital for sanction of Gratuity. He / She may note that alteration of the data furnished at a later date is not permissible.
- ii. The family for the purpose means the spouse and other family members as laid out in clause 43(4) of Transmission Corporation of Telangana Limited Standing Orders of Artisans, 2019.

DECLARATION

I hereby give an undertaking to the effect that I have no objection for recovery of any overpayment made due to wrong pay fixation of pay or gratuity or any other excess payment made from the department from the year 2018 to the date of retirement/Resignation/Disablement due to accident (or) disease/ Death from the gratuity to which I am entitled under the rules, if found at a later date.

I solemnly affirm that the particulars given by me are correct and true to the best of my knowledge. If any particulars are found to be false in future, I shall be liable for suitable action.

Date:

Place:

Signature of the artisan/nominee/legal heir
Name in Block Letters:
Designation:

Signature of the counter signing Officer with Seal