

Date: \_\_\_\_\_

To,  
Manager (P &A),  
Mineral Exploration Corporation Limited,  
Dr. Babasaheb Ambedkar Bhavan,  
Highland Drive Road, Seminary Hills,  
Nagpur – 440 006.

**Subject : Application for Gratuity on Interim Relief.**

Sir,

I, \_\_\_\_\_, was working with MECL as \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. I was Superannuated/taken  
VRS/Resigned from the services of MECL on \_\_\_\_\_. (Copy enclosed). I  
hereby confirm that, Gratuity on Interim Relief Amount was not paid to me at the  
time of my separation with MECL.

Accordingly, I am herewith applying for the payment of Gratuity on Interim Relief  
with the following details along with the Xerox copies of supporting documents.

- 1) Name of the applicant full: \_\_\_\_\_
- 2) Address for communication: \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
- 3) Contact Number : \_\_\_\_\_ Mail ID \_\_\_\_\_
- 4) Employee Code No. : \_\_\_\_\_, EPF NO: \_\_\_\_\_
- 5) Date of appointment in MECL: \_\_\_\_\_
- 6) Date of Separation with reasons: \_\_\_\_\_ (Enclosed Xerox Copy of  
Office Order)
- 7) Total period of service in MECL: \_\_\_\_\_
- 8) Last Basic Pay & D.A. drawn by the employee: Basic Rs. \_\_\_\_\_  
D.A. Rs. \_\_\_\_\_ (Enclosed Xerox Copy)
- 9) Amount of Interim Relief paid per month: Rs. \_\_\_\_\_
- 10) Total Gratuity paid: Rs. \_\_\_\_\_ (Enclosed Xerox Copy)

11) Last place of Posting : \_\_\_\_\_

12) Bank details :

a. Name of Employee : \_\_\_\_\_

b. Name of Bank : \_\_\_\_\_

c. Name of the Branch: \_\_\_\_\_

d. Branch Code : \_\_\_\_\_

e. Bank Address : \_\_\_\_\_

f. Type of Account : \_\_\_\_\_

g. Account No : \_\_\_\_\_

(as appearing on cheque book, along with Xerox copy of first page of bank pass book))

h. Bank IFSC /NEFT Code: \_\_\_\_\_

The information furnished above is true and correct to the best of my knowledge and belief.

Dated: \_\_\_\_\_

Signature of Applicant

Place : \_\_\_\_\_