



Ready for  
Every Good Work

# SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Resi : (04179) 220103

College : (04179) 220553

Fax : (04179) 226423

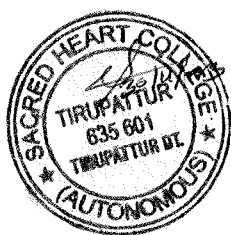
A Don Bosco Institution of Higher Education, Founded in 1951 \* Affiliated to Thiruvalluvar University, Vellore \* Autonomous since 1987

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

## 6.3.1 Gratuity for Management Faculty

**Sacred Heart College - Tirupattur**  
**Gratuity Calculation for Dr. A. C. Gomathi**

NAME	Dr. A. C. Gomathi
DESIGNATION	Assistant Professor
DEPARTMENT	Biochemistry
DATE OF BIRTH	20-05-1979
DATE OF JOINING	15-06-2007
DATE OF LEAVING	26-10-2023
GROSS SERVICE	16 years, 5 months,
LLP and Others	Nil
NET QUALIFYING SERVICE	16 Years 5 Months (Rounded to 16.5 Years)
Basic Pay	20910
DA	10460
<b>Gratuity Calculation</b>	
Last Pay Drawn (B.P + D.A)	31,370
Gross Service	16 years, 5 months,
L.L.P	Nil
Net Qualifying Service	16 Years 5 Months (Rounded to 16.5 Years)
<b>Gratuity = (BP + DA) X Net Qualifying Service X 15 / 30</b>	<b>20910 + 10460 X 16.5 X 15 / 30 = Rs. 2,58,803</b>



*AD*  
02/12/2023

Additional Gratuity = 16197

Total : 275000

*[Signature]*  
Principal 30/11/23

Sacred Heart College (Autonomous)  
Tirupattur-635 601, Tirupattur - Dist

402589  
02/12/2023

<b>Gratuity Calculator for SHC Faculty Members</b>	
<b>Name of the Employee</b>	<b>Dr. A. C. Gomathi</b>
<b>Years of Service</b>	<b>16.5</b>
<b>Last Drawn Salary (BP + DA)</b>	<b>₹ 31,370</b>
<b>Gratuity Amount</b>	<b>₹ 2,58,803</b>


<b>Salary</b>		<b>Service Calculator</b>		
<b>Basic</b>	<b>DA</b>	<b>Service</b>	<b>DOA</b>	<b>DOR</b>
20910	10460	16.36388889	15-06-2007	26-10-2023
<b>Service</b>		<b>16 Years, 4 Months</b>		
		<b>Ineligible Service</b>		
		<b>Years</b>		
		<b>L.L.P</b>		





SACRED HEART COLLEGE (AUTONOMOUS)  
TIRUPATTUR, TIRUPATTUR DT - 635 601

**PAYMENT VOUCHER**

LEDGER CODE NO	
EXPENSES HEAD	
VOUCHER NO	
DATE	02/12/2023
AMOUNT ₹ 275000/	RUPEES (IN WORD) TWO LAKHS SEVENTY FIVE THOUSAND ONLY
MODE OF PAYMENT	CASH / CHEQUE / D.D/A.C NO. ✓ CSB ACCOUNT DATE ..... BANK ..... BRANCH ..... IFSC CODE .....
PAID TO (NAME & ADDRESS)	Dr. A. C. GOMATHI, W/O. R. SENTHIL KUMAR, 2/106, SALEM MAIN ROAD, KORATTI NIL 2 PO 635602. TIRUPATTUR DT.
DETAILS OF EXPENSES	DCRG - Service Benefits.
APPROVED BY	 (RECEIVED NATURE)

## Gratuity Requisition Letter

From

Dr. A. C. Gomathi  
PG Head, PG & Research Department of Biochemistry,  
Sacred Heart College (Autonomous),  
Tirupattur.

To

The Secretary,  
Sacred Heart College (Autonomous),  
Tirupattur.

Through

The Principal,  
Sacred Heart College (Autonomous),  
Tirupattur.

**Subject : Request letter to approve the Gratuity amount**

Respected Father,

Since 2007, I have been employed as an Assistant Professor in the Department of Biochemistry. I have now submitted my resignation letter due to my health condition. I am in a crucial position to manage my family's financial well-being. I humbly request that you consider my condition and approve the gratuity amount based on my services. Receiving this money would be greatly appreciated.

I am grateful for all the opportunities and guidance you have given me and helped me grow over the past 17 years.

I am looking forward to your positive response and considerations father.

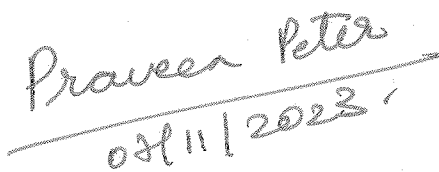
Thanking You

Yours faithfully,

  
(Dr. A. C. Gomathi) 7/11/23

**Date: 07.11.2023**

**Place: Tirupattur**

  
Praveen Peter  
07/11/2023

  
15/11/23

**SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR - 635 601**

**Details of Family**

Name of the Servant

Dr. A. C. Gomathi

Designation

PG HEAD, DEPARTMENT OF BIOCHEMISTRY

Date of Birth

20-05-1979

Date of Appointment

15-06-2007

Details of the members of my family\* as on


07-11-2023

Sl.No.	Name of the members of family	Date of birth	Relationship with the officer	Initial of the Head of officer	Remarks
1	R. Senthil Kumar	26-01-1977	HUSBAND		
2	R. S. Phooshan	10-06-2011	SON		
3	R. S. Dhanya Sri	23-05-2015	DAUGHTER		
4					
5					
6					
7					
8					
9					
10					

I hereby undertake to keep the above particulars up to date by notifying to the Audit Officer / Head of Office any addition or alteration.

Place TIRUPATTUR

Dated the 07-11-2023

  
Signature of the Servant

\* Family for this purpose means :-

- a) wife, in the case of a male servant;
- b) husband, in the case of a female Servant;
- c) sons below eighteen years of age and unmarried daughters below 21 years of age, including such son or daughter adopted legally before retirement; and
- d) parents,, in the case of unmarried Servants

Note : Wife, and husband shall include respectively judicially separated wife and husband

**Part - X Section X**

**Form 1 [ See Rule 53(1)]**

**Nomination for Gratuity**

When the management servant has a family and wishes to nominate one member, or more than one member, thereof.

Original nominee (s)			Alternative nominee (s)		
Name and address(s) of nominee/nominees	Relationship with the servant	Age	Amount of share of gratuity payable to each *	Name, address, relationship and age of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the servant or the nominee dying after the death of the servant but before receiving payment of	Amount of shares of gratuity payable to each **
[1]	[2]	[3]	[4]	[5]	[6]
R. BENTHILKUMAR	HUSBAND	45			
R. S. PHOOSHAN	SON	13			
R. S. DHANYA SHRI	DAUGHTER	8			

This nomination supersedes the nomination made by me earlier on \_\_\_\_\_ which stands cancelled.

Note :-

(i) The Servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

\*This column should be filled in so as to cover the whole amount of the gratuity.


\*\* The amount / share of the gratuity shown in this column should cover the whole amount / share payable to the original nominee(s)

P.T.O

Dated this 07 day of NOVEMBER 2023 at 11:30 AM

**Witness to signature**

- 1)
- 2)

  
**Signature of Govt.Servant.**

**( To be filled in by the Head of Office / Audit Officer)**

Nomination by : \_\_\_\_\_

**Signature of heads of Office**

Designation : \_\_\_\_\_

Pro-forma for acknowledging the receipt of the nomination form by the head of Officer / Audit Officer.


**To**

\_\_\_\_\_  
\_\_\_\_\_

**Sir,**

In acknowledging the receipt of your nomination, dated, the \_\_\_\_\_ /  
cancellation, dated the \_\_\_\_\_ of the nomination made earlier in respect of gratuity in  
From \_\_\_\_\_ I am to state that it has been fully placed on record.

Place :

  
**Signature of heads of Office**

Date :

**Note :**

The servant is advised that it would be in the interest of his nominees if copies of the nomination and the related notices and acknowledgements are kept in custody so that they may come in to the possession of the beneficiaries in the event of his death.



**Sacred Heart College - Tirupattur**  
**Gratuity Calculation for Dr. P. Balasubramanian**

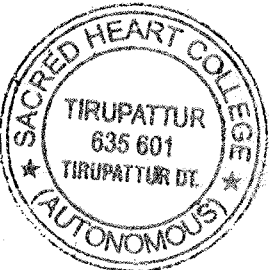
NAME	Dr. P. Balasubramanian
DESIGNATION	Assistant Professor
DEPARTMENT	TAMIL
DATE OF BIRTH	25-05-1983
DATE OF JOINING	25-07-2007
DATE OF LEAVING	21-04-2023
GROSS SERVICE	15 years, 8 months,
LLP and Others	Nil
NET QUALIFYING SERVICE	15 Years 8 Months (Rounded to 16 Years)
Basic Pay	21300
DA	10650

**Gratuity Calculation**

Last Pay Drawn (B.P + D.A)	31,950
Gross Service	15 years, 8 months,
L.L.P	Nil
Net Qualifying Service	15 Years 8 Months (Rounded to 16 Years)
<b>Gratuity = (BP + DA) X Net Qualifying Service X 15 / 30</b>	<b>21300 + 10650 X 16 X 15 / 30 = Rs. 2,55,600</b>

*[Signature]*  
18/8/2023

*[Signature]*  
18/08/23  
Principal






402587  
18/08/2023

Sacred Heart College (Autonomous)  
Tirupattur-635 601, Tirupattur Dist

**Gratuity Calculator for SHC Faculty Members**

<b>Name of the Employee</b>	<b>Dr. P. Balasubramaniyan</b>
<b>Years of Service</b>	<b>16.0</b>
<b>Last Drawn Salary (BP + DA)</b>	<b>₹ 31,950</b>
<b>Gratuity Amount</b>	<b>₹ 2,55,600</b>

<b>Salary</b>		<b>Service Calculator</b>		
<b>Basic</b>	<b>DA</b>	<b>Service</b>	<b>DOA</b>	<b>DOR</b>
21300	10650	15.73888889	25-07-2007	21-04-2023
<b>Service</b>		<b>15 Years, 8 Months</b>		
<b>Ineligible Service</b>		<b>Years</b>		
L.L.P				

LEDGER CODE NO			<b>SACRED HEART COLLEGE (AUTONOMOUS)</b> <b>TIRUPATTUR, TIRUPATTUR DT - 635 601</b>								
EXPENSES HEAD			<b>PAYMENT VOUCHER</b>								
VOUCHER NO		DATE	1	8	0	8	2	0	2	3	
AMOUNT ₹.	RUPEES (IN WORD) <i>Two Lakhs fifty five thousand</i> <i>six hundred only</i>										
MODE OF PAYMENT	CASH / CHEQUE / D.D/A.C NO. .... DATE ..... BANK ..... BRANCH .....										
PAID TO (NAME & ADDRESS)	<i>Dr. p. Balasubramanian</i> <i>Palayamkottai</i> <i>Tirupuvanam - DT, Sivagangai Dt.</i>										
DETAILS OF EXPENSES	<i>DCRG - Retirement Benefits</i>										
 APPROVED BY										(RECEIVED) (NATURE)	

DATE	DESCRIPTION	AMOUNT	CHECK NO.



# ஊழியக் கைம்மாறு தொகை (gratuity) அளிக்க வேண்டி விண்ணப்பம்

அனுப்புநர்,

முனைவர் பி. பாலசுப்பிரமணியன்

கீழத்தெரு

பழையனூர் அஞ்சல்

திருப்புவனம் தாலுகா

சிவகங்கை மாவட்டம்.

பெறுநர்,

முனைவர்  
உயர்திரு. இ.லக்ஷ்மி தந்தை அவர்கள்

தூய நெஞ்சக் கல்லூரி (தன்னாட்சி)

திருப்பத்தூர்.

மதிப்பிற்குரிய அருட்தந்தை அவர்களுக்கு,

பொருள் : ஊழியக் கைம்மாறு தொகை (gratuity) அளிக்க வேண்டுவது தொடர்பாக.

வணக்கம். என்னுடைய பெயர் முனைவர் பி. பாலசுப்பிரமணியன். தூய நெஞ்சக் கல்லூரி தமிழ்த்துறையில் 25.07.2007 தொடங்கி 21.05.2023 ஆம் நாள் வரை கடந்த 16 ஆண்டுகளுக்கும் மேலாக உதவிப் பேராசிரியராகப் பணி செய்தேன்.

தொழிலாளர் நலச் சட்டத்தின் படி, ஐந்தாண்டுகளுக்கும் மேலாக, ஒரே நிறுவனத்தில் ஓர் ஊழியர் தொடர்ந்து பணி செய்தால் அன்றிலிருந்து அவர் பணிவிலகலின் போது, ஊழியக் கைம்மாறு தொகை (gratuity) வழங்கத் தகுதியுடையவர் என்பதை அறிந்தேன். அதன்படி, எனக்கு 16 ஆண்டுகள் பணிசெய்ததற்கான ஊழியக் கைம்மாறு தொகை வழங்குமாறு வேண்டுகிறேன்.

குறிப்பாக, அவ்வாறு கைம்மாறு தொகை வழங்குகிறபோது, நான் கல்லூரி நிர்வாகத்திற்குச் செலுத்த வேண்டிய ரூ.15,000 ஐ பிடித்தம் செய்து கொள்ள வேண்டுகிறேன்.

₹ 15453/-

17/08/23

240147  
15453

255600

As on August 2023  
he has to repay  
₹. 15453/-  
M. [Signature]

இந்த மாத (ஆகஸ்ட்) இறுதியில் எனது தாயாருக்கு அறுவை சிகிச்சை நடைபெற இருக்கிறது. அதனால், தயவு கூர்ந்து எனக்கு முறையாகக் கொடுக்க வேண்டிய ஊதியக் கைம்மாறு தொகை (gratuity) யை இந்த மாத இறுதிக்குள் கொடுத்து உதவும்படி அன்புடன் வேண்டுகிறேன்.

எனது வங்கிக் கணக்கு எண் :

NAME : P. BALASUBRAMANIAN  
ACCOUNT NUMBER : 0745-02630210-190001  
BANK NAME : CATHOLIC SYRIAN BANK  
IFSC CODE : CSBK0000745  
BRANCH : GANDHIPET, TIRUPATTUR.

இடம் : திருப்பத்தூர்

நாள் : 16.08.2023

இணைப்பு :

1. இல்லத்தந்தை (கல்லூரி செயலர்)
2. முதல்வர்
3. கூடுதல் முதல்வர்

இப்படிக்கு,  
முனைவர் பி. பாலசுப்பிரமணியன்  
16/08/23

Management Teaching Staff  
Welfare Fund  
A/c. No. 0745-02629805-190001

Amrutha

Sacred Heart College - Tirupattur  
Gratuity Calculation for Mrs. Josephine Sahaya Mala

NAME	Mrs. A Josephine Sahaya Mala
DESIGNATION	Assistant Professor
DATE OF BIRTH	03/03/1963
DATE OF JOINING	02/06/2010
DATE OF LEAVING	30-04-2023
GROSS SERVICE	12 years, 11 months, 20 days
LLP and Others	5 Months (June 2019 to October 2019)
NET QUALIFYING SERVICE	12 Years 6 Months (Rounded to 13 Years)
Basic Pay	22,600
DA	11,300

**Gratuity Calculation**

Last Pay Drawn (B.P + D.A)	33,900
Gross Service	12 years, 11 months, 20 days
L.L.P	5 Months (June 2019 to October 2019)
Net Qualifying Service	12 Years 6 Months (Rounded to 13 Years)
<b>Gratuity = (BP + DA) X Net Qualifying Service X 15 / 30</b>	<b>22600 + 11300 X 13 X 15 / 30 = Rs. 2,20,350</b>

Total Gratuity — Rs. 2,20,350/-

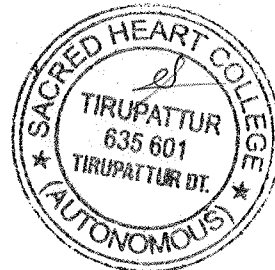
Additional Gratuity - Rs. 50,000/-

2,70,350/-

  
Principal

Sacred Heart College (Autonomous)  
Tirupattur-635 601, Tirupattur - Dist

402586  
10/08/2023



**Gratuity Calculator for SHC Faculty Members**


<b>Name of the Employee</b>	<b>Mrs. Josephine Sagaya Mala</b>	
<b>Years of Service</b>	<b>13.0</b>	
<b>Last Drawn Salary (BP + DA)</b>	<b>₹ 33,900</b>	
<b>Gratuity Amount</b>	<b>₹ 2,20,350</b>	

<b>Salary</b>		<b>Service Calculator</b>		
<b>Basic</b>	<b>DA</b>	<b>Service</b>	<b>DOA</b>	<b>DOR</b>
22600	11300	12.99722222	02-06-2010	31-05-2023
<b>Service</b>		<b>12 Years, 11 Months</b>		
		<b>Ineligible Service</b>		
		<b>Years</b>		
		<b>L.L.P</b>		



SACRED HEART COLLEGE (AUTONOMOUS)  
TIRUPATTUR, TIRUPATTUR DT - 635 601

PAYMENT VOUCHER

LEDGER CODE NO	
EXPENSES HEAD	
VOUCHER NO	
DATE	10 08 2023
AMOUNT	RUPEES (IN WORDS) <i>Two lakhs Seventy thousand</i> <i>Three hundred and fifty only</i>
MODE OF PAYMENT	CASH / CHEQUE / D.D/A.C NO. .... DATE ..... BANK <i>074502629584190001</i> BRANCH <i>Gandhipet</i> IFSC CODE <i>*CSBK0000745</i>
PAID TO (NAME & ADDRESS)	<i>A. JOSEPHIN SAHAYA MALA Dept. of Computer Science</i> <i>No.8. II nd cross, Srinivaranpel, Tirupattur. 635.601</i>
DETAILS OF EXPENSES	<i>DCRG - Retirement benefits</i>
APPROVED BY	 (RECEIVER'S SIGNATURE)