# Typical Calculation
## (Case-1)

1) Name of the staff : PHA

2) Address in full : ABC

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     :

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3) Name of Institute : Engineering College

4) Department / Branch / Section where last employed : Civil Engineering Department

5) Post held : Assistant Professor

6) Date of regular appointment : 17 / 03 / 1987

7) Date of exit : 02 / 01 / 2012

8) a) Cause of exit (**Resignation / Retirement / Death**) : Resignation

     b) In case of death cause of death (Death certificate is to be attached) : -

9) Total period of service (in years) : 25 Years

10) Amount of wages last drawn

(Pay in Pay Band + AGP + DA) : $22{,}320 + 8{,}000 + 15{,}463 = 45{,}783/\text{-}$

11) Amount of gratuity : $45{,}783 \times \left(\dfrac{15}{16}\right) \times 25 = 6{,}60{,}332/\text{--}$

(In words **Six Lac Sisty Thousand Thirty Two Only**)

# Typical Calculation
## (Case-2)

1) Name of the staff : BHO

2) Address in full : ABC

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3) Name of Institute : Engineering College

4) Department / Branch / Section where last employed : Mechanical Engineering Department

5) Post held : Instructor

6) Date of regular appointment : 13 / 06 / 1983

7) Date of exit : 30 / 04 / 2013

8) a) Cause of exit (Resignation / Retirement / Death) : Retirement

b) In case of death cause of death (Death certificate is to be attached) : -

9) Total period of service (in years) : 30 Years

10) Amount of wages last drawn

(Pay in Pay Band + AGP + DA) : $14{,}930 + 4{,}200 + 12{,}435 = 31{,}565/\text{-}$

11) Amount of gratuity : $31{,}565 \times \left(\dfrac{15}{26}\right) \times 30 = 5{,}46{,}317/\text{--}$

(In words **Five Lac Fourty Six Thousand Three Hundred Seventeen Only**)