

GUIDELINE FOR GRATUITY FORM

DGP NETWORK SOLUTIONS PVT. LTD.

Employer Organization: DGP Network Solutions Pvt. Ltd.

- **Point 1:** Please fill your name as per your Aadhaar card.
- **Point 5:** This is relevant for female employees who would not like their husband to be a nominee. Please mention date on which the notice has been given to the controlling authority excluding your husband. Others may leave it blank.
- **Nominee's:**
 - Please fill in the name of nominee who would receive the amount in case of your death.
 - Please fill percentage wise amount (in column 4) to be shared if there are more than one nominee.
- **Statement:**
 - Point 1. – Fill in name as per Aadhaar card.
 - Point 2 to 4. Fill in gender, religion and marital status.
 - Point 5. Please mention client name, and location in case of in-house employees mention it as DGP Network Solutions Pvt. Ltd.
 - Point 6. Please mention your designation as per offer letter.
 - Point 7. Please mention your Date of joining as per offer letter.
 - Point 8. Provide your permanent address details as required.
- **Note:**
 - Please sign the form manually.
 - Declaration by witness – Please have at least one witness sign the form. Please give details of witness.
 - Certificate by employer and acknowledgement by the employer is for official use. Leave it blank.

Employee Signature

Date: ____ / ____ / 2026 | Place: _____