

FORM 'L'

See clause (i) of sub rule (1) of Rule 8

Notice for Payment of Gratuity

To,

(Name and address of the applicant employee/nominee legal heir)

You are hereby informed as required under clause (i) of sub-rule (1) of Rule 8 of the Payment of Gratuity (Central) Rules, 1972 that a sum of Rs. _____ (Rupees _____) is payable to you as gratuity/as your share of gratuity in terms of nomination made by _____ on _____ and recorded in this _____ as a legal heir of _____ an employee of this _____ establishment.

2. Please call at _____ on _____ (Here specify place)(date) at _____ for collecting your payment in cash/open or crossed cheque.

(time)

3. Amount payable shall be sent to you by postal money order at the address given in your application after deducting the postal money order commission, as desired by you, by _____

Brief statement of calculation

(1) Total period of service of the employee concerned: _____ years _____ months.

(2) Wages last drawn: _____

(3) Proportion of the admissible gratuity payable in terms of nomination/as a legal heir: _____

(4) Amount payable: _____

Place: _____

Date: _____

Signature of the Employer/authorised officer.
Name or description of establishment or
rubber stamp thereof.

Copy to the Controlling Authority.

Note.—Strike out the words not applicable.