

## Payment of Gratuity (Central) Rules

Form - L

[See Clause (i) of Sub Rule (1) of Rule 8]

### Notice for Payment of Gratuity

To									
(Name & Address of Applicant Employee / Nominee / legal Heir)									

A.	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 ₹								
									₹
	) is payable to you as gratuity / as your share of gratuity in terms of nomination								
	made by		on		and recorded in this				
	as Legal Heir of			an Employee of this establishment.					

B.	Please call at			on		(Here specify place & Date)			
	at			gfor collecting your payment in Cash / Open or Crossed Cheque.					

C.	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.	Wage 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 or An Officer Authoriesd				
					Name or Description of Establishment or Rubber Stamp				

