Payment of Gratuity (Central) Rules

Form - O

[See Sub Rule (1) of Rule 11]

Notice for appearing before the Controlling Authority

From : The Controlling Authority under the Payment of Gratuity Act, 1972

To

[Name & Address of the Employer / Applicant]

Whereas Mr. / Mrs. / Miss. _____ an Employee under you / a Nominee (s)

Legal Heir (s) of Mr. / Mrs. / Miss. _____ an Employee under the above mentioned

employer, has / have filed an application under sub rule (1) of Rule 10 of the Payment of Gratuity (Central) Rules 1972 alleging that :

[A Copy of the said application is enclosed]

Now, therefore, you are hereby called upon to appear before me at _____ [Place]

either personally or through a person duly authorised in thhis behalf for the purpose of answering all material questions relating to the application on the _____ day of 20 _____ at _____ o' clock.

in the forenoon / afternoon in support of / to answer the allegation ; and as the day fixed for your apperance is appointed for final disposal of the application, you must be prepared to produce on that day all the witnesses upon whose evidance, and the documents upon which you intend to rely in support of your allegation / defence.

Take notice that in default of your apperance on the day before mentioned the application will be dismissed / heard and determined in your absence.

Give under my hand and seal, this _____ day of _____