# 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.**

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**Note.—**Strike out the words not applicable.