

**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 ..... [Here specify place] on ..... [Date] at ..... [Time] for collecting your payment in cash/open or crossed cheque.

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.

**Brief statement of calculation**

- 1. Total period of service of the employee concerned: : ..... year ..... months.
- 2. Wages last drawn. :
- 3. Proportion of the admission 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 of rubber stamp hereof.

Copy to: the Controlling Authority:

Note: Strike out the words not applicable.