

**FORM 'P'**  
[See rule 14]  
**Summons**

**Before the Controlling Authority under the Payment of Gratuity Act, 1972.**

To .....

[Name and address]

Whereas your attendance is required to give evidence/you are required to produce the documents mentioned in this list below, on behalf of in the case arising out of the claim for gratuity by ..... from ..... and referred to this Authority by an application under section 7 of the Payment of Gratuity Act, 1972, you are hereby summoned to appear personally before this Authority on the ..... day of 20 ..... at ..... o'clock in the forenoon/afternoon and to bring with you (or to send to this Authority) the said documents.

**List of Documents**

1.

2.

3. so on

Controlling Authority

Dated this ..... day of ..... 20 .....

*Notes.- 1. The portion not applicable to be deleted.*

*2. The summons shall be issued in duplicate. The duplicate is to be signed and returned by the person served before the date fixed.*

*3. In case summons is issued only for producing a document and not to give evidence, it will be sufficient compliance to the summons if the documents are caused to be produced before the controlling authority on the day and hour fixed for the purpose.*