

**FORM 'R'**

[See Rule 17]

**Notice for payment of Gratuity**

To

.....  
[Name and address of employer]

Whereas Shri/Smt/Kumari ..... of .....  
..... (address) an employee under you/a nominee(s) legal heir(s) of late  
..... and employee under you, filed an application under section 7 of the  
Payment of Gratuity Act, 1972 before me;

And whereas the application was heard in your presence on and after the hearing I have come to  
the finding that the said Shri/Smt./ Kumari ..... is entitled to a payment of Rs  
..... as gratuity under the Payment of Gratuity Act, 1972;

Now, therefore, I hereby direct to pay the said sum of Rs ..... to Shri/Smt./Kumari  
.....within thirty days of the receipt of this notice with an intimation thereof to me.

Given under my hand and seal, this ..... day of ..... 20 .....

*Controlling Authority*

Copy to:

(Applicant)

He is advised to contact the employer for collecting payment.

Note. - The portion not applicable to be deleted,