**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……………..an 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………….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 19……………………

Controlling Authority.

Copy to:

**(APPLICANT)**

He is advised to contact the employer for collecting payment.

Note: The portion not applicable to be deleted.