

# THE PAYMENT OF GRATUITY ACT, 1972

[NO. 39 OF 1972]

[21<sup>st</sup> August, 1972]

An Act to provide for a scheme for the payment of gratuity to employees engaged in factories, mines, oilfields, plantations, ports, railway companies, shops or other establishments and for matters connected therewith or incidental thereto.

Be it enacted by Parliament in the Twenty-third Year of the Republic of India as follows:-

**1. Short title, extent, application and commencement.-** (1) This Act may be called the Payment of Gratuity Act, 1972.

(2) It extends to the whole of India:

Provided that in so far as it relates to plantations or ports, it shall not extend to the State of Jammu and Kashmir.

(3) It shall apply to-

- (a) every factory, mine, oilfield, plantation, port and railway company;
- (b) every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishments in a State, in which ten or more persons are employed, or were employed, on any day of the preceding twelve months;
- (c) such other establishments or class of establishments, in which ten or more employees are employed, or were employed, on any day of the preceding twelve months, as the Central Government may, by notification, specify in this behalf.

<sup>1</sup>[(3-A) A shop or establishment to which this Act has become applicable shall continue to be governed by this Act, notwithstanding that the number of persons employed therein at any time after it has become so applicable falls below ten.]

(4) It shall come into force on such date<sup>2</sup> as the Central Government may, by notification, appoint.

**2. Definitions.-** In this Act, unless the context otherwise requires,-

- (a) "appropriate Government" means,-
  - (i) in relation to an establishment:-
    - (a) belonging to, or under the control of, the Central Government
    - (b) having branches in more than one State
    - (c) of a factory belonging to, or under the control of, the Central Government.
    - (d) of a major port, mine, oilfield or railway company, the Central Government.
  - (ii) in any other case, the State Government.

<sup>1</sup> Ins. by Act 26 of 1984, sec. 2 (w.e.f. 18-5-1984).

<sup>2</sup> Came into force on 16-9-1972, vide S.O. 601 (E), dated 16th September, 1972, published in the Gazette of India, Extra., PT. II, Sec. 3(ii), p. 1641.

Provisions of the Act came into force on 1-11-1995 in the State of Sikkim, vide S.O. 837 (E), dated 12<sup>th</sup> October, 1995, published in the Gazette of India, Extra., PT. II, Sec. 3(ii), dated 13<sup>th</sup> October, 1995.

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(b) “completed year of service” means continuous service for one year.

<sup>1</sup>[(c) “continuous service” means continuous service as defined in Section 2-A;]

(d) “controlling Authority” means an authority appointed by the appropriate Government under Section 3;

<sup>2</sup>[(e) “employee” means any person (other than an apprentice) who is employed for wages, whether the terms of such employment are express or implied, in any kind of work, manual or otherwise, in or in connection with the work of a factory, mine, oilfield, plantation, port, railway company, shop or other establishment to which this Act applies, but does not include any such person who holds a post under the Central Government or a State Government and is governed by any other Act or by any rules providing for payment of gratuity;]

<sup>3</sup>[\*\*\*]

(f) “Employer” means, in relation to any establishment, factory, mine, oilfield, plantation, port, railway company or shop:-

(i) belonging to, or under the control of, the Central Government or a State Government, a person or authority appointed by the appropriate Government for the supervision and control of employees, or where no person or authority has been so appointed, the head of the Ministry or the Department concerned,

(ii) belonging to, or under the control of, any local authority, the person appointed by such authority for the supervision and control of employees or where no person has been so appointed, the chief executive officer of the local authority.

(iii) in any other case, the person, who, or the authority which, has the ultimate control over the affairs of the establishment, factory, mine, oilfield, plantation, port, railway company or shop, and where the said affairs are entrusted to any other person, whether called a manager, or managing director or by any other name, such person;

(g) “Factory” has the meaning assigned to it in clause (m) of section 2 of the Factories Act, 1948 (63 of 1948);

(h) “Family”, in relation to an employee, shall be deemed to consist of:-

(i) in the case of a male employee, himself, his wife, his children, whether married or unmarried, his dependent parents <sup>4</sup>[and the dependent parents of his wife and the widow] and children of his predeceased son, if any.

(ii) in the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependent parents and the dependent parents of her

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1 Sub. by Act No.26 of 1984, sec. 3 for clause (c) (w.e.f. 18-5-1984).

2 Substituted by the Payment of Gratuity (Amendment) Act, 2009 (47 of 2009), dated 31-12-2009 (w.r.e.f. 03-04-1997).

3 Explanation omitted by Act 34 of 1994, sec. 2 (w.e.f. 24-5-1994).

4 4 Subs. by Act 22 of 1987 sec. 2 (w.e.f.) 1.10.1987.

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husband and the widow and children of her predeceased son, if any:

<sup>1</sup>[\*\*\*]

*Explanation.*- Where the personal law of an employee permits the adoption by him of a child, any child lawfully adopted by him shall be deemed to be included in his family, and where a child of an employee has been adopted by another person and such adoption is, under the personal law of the person making such adoption, lawful, such child shall be deemed to be excluded from the family of the employee.

- (i) "major port" has the meaning assigned to it in clause (8) of section 3 of the Indian Ports Act, 1908 (15 of 1908);
  - (j) "mine" has the meaning assigned to it in clause (j) of sub-section (1) of section 2 of the Mines Act, 1952 (35 of 1952);
  - (k) "notification" means a notification published in the Official Gazette;
  - (l) "oilfield" has the meaning assigned to it in clause (e) of Section 3 of the Oilfields (Regulation and Development) Act, 1948 (53 of 1948);
  - (m) "plantation" has the meaning assigned to it in clause (f) of Section 2 of the Plantations Labour Act, 1951 (69 of 1951);
  - (n) "port" has the meaning assigned to it in clause (4) of section 3 of the Indian Ports Act, 1908 (15 of 1908);
  - (o) "prescribed" means prescribed by rules made under this Act;
  - (p) "railway company" has the meaning assigned to it in clause (5) of section 3 of the Indian Railways Act, 1890 (9 of 1890);
  - (q) "retirement" means termination of the service of an employee otherwise than on superannuation.
- <sup>2</sup>[(r) "superannuation" in relation to an employee, means the attainment by the employee of such age as is fixed in the contract or conditions of service as the age on the attainment of which the employer shall vacate the employment;]
- (s) "wages" means all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and includes dearness allowance but does not include any bonus, commission, house rent allowance, overtime wages and any other allowance.

<sup>3</sup>[**2 A. Continuous Service.**- (1) For the purpose of this Act-

- (1) An employee shall be said to be in continuous service for a period if he has, for that period, been in uninterrupted service, including service which may be interrupted on account of sickness, accident, leave, absence from duty without leave (not being absence in respect of which an order <sup>4</sup>[\*\*\*] treating the absence as break in service has been passed in accordance with the standing orders, rules or regulations governing the employees of the establishment), lay-off, strike or a lock-out or

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1 The proviso omitted by Act 22 of 1987 sec. 2 (w.e.f. 1.10.1987).

2 Subs. by Act No. 25 of 1984, sec. 2 for clause (r) (w.e.f. 1.7.1984).

3 Ins. by Act 26 of 1984, sec. 4 (w.e.f. 18-5-1984).

4 The words "imposing a punishment or penalty or" omitted by Act No.22 of 1987 sec. 3 (w.e.f. 1.10.1987).

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cessation of work not due to any fault of the employee, whether such uninterrupted or interrupted service was rendered before or after the commencement of this Act;

- (2) Where an employee (not being an employee employed in a seasonal establishment) is not in continuous service within the meaning of clause (1), for any period of one year or six months, he shall be deemed to be in continuous service under the employer—
- (a) for the said period of one year, if the employee during the period of twelve calendar months preceding the date with reference to which calculation is to be made, has actually worked under the employer for not less than—
    - (i) one hundred and ninety days, in the case of an employee employed below the ground in a mine or in an establishment which works for less than six days in a week; and
    - (ii) two hundred and forty days, in any other case;
  - (b) for the said period of six months if the employee during the period of six calendar months preceding the date with reference to which the calculation is to be made, has actually worked under the employer for not less than—
    - (i) ninety-five days, in the case of an employee employed below the ground in a mine or in an establishment which works for less than six days in a week; and
    - (ii) one hundred and twenty days, in any other case;

<sup>1</sup>[*Explanation.*— For the purpose of clause (2), the number of days on which an employee has actually worked under an employer shall include the days on which—

- (i) he has been laid-off under an agreement or as permitted by standing orders made under the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946), or under the Industrial Disputes Act, 1947 (14 of 1947), or under any other law applicable to the establishment;
- (ii) he has been on leave with full wages, earned in the previous year;
- (iii) he has been absent due to temporary disablement caused by accident arising out of and in the course of his employment; and
- (iv) in the case of a female, she has been on maternity leave; so, however, that the total period of such maternity leave does not exceed twenty six<sup>2</sup> weeks].

(3) Where an employee, employed in a seasonal establishment, is not in continuous service within the meaning of clause (1), for any period of one year or six months, he shall be deemed to be in continuous service under the employer for such period if he has actually worked for not less than seventy-five per cent of the number of days on which the establishment was in operation during such period.]

**3. Controlling Authority.**— The Appropriate Government, may, by notification, appoint any officer to be a controlling authority, who shall be responsible for the administration of this Act and different controlling authorities may be appointed for different areas.

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1 Add. by Act 22 of 1987 sec. 3 (w.e.f. 1.10.1987).

2 Add by Payment of Gratuity (Amendment) Act, 2018,(w.e.f 29.03.2018)

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**4. Payment of Gratuity.-** (1) Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years,–

- (a) on his superannuation, or
- (b) on his retirement or resignation,
- (c) on his death or disablement due to accident or disease:

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement:

<sup>1</sup>[Provided further that in case of death of the employee, gratuity payable to him shall be paid to his nominee or, if no nomination has been made, to his heirs, and where any such nominees or heirs is minor, the share of such minor, shall be deposited with the Controlling Authority who shall invest the same for the benefit of such minor in such bank or other financial institution, as may be prescribed, until such minor attains majority].

*Explanation.-* For the purposes of this section, disablement means such disablement as incapacitates an employee for the work which he was capable of performing before the accident or disease resulting in such disablement.

(2) For every completed year of service or part thereof in excess of six months, the employer shall pay gratuity to an employee at the rate of fifteen days' wages based on the rate of wages last drawn by the employee concerned:

Provided that in the case of a piece-rated employee, daily wages shall be computed on the average of the total wages received by him for a period of three months immediately preceding the termination of his employment, and, for this purpose, the wages paid for any overtime work shall not be taken into account:

Provided further that in the case of <sup>2</sup>[an employee who is employed in a seasonal establishment, and who is not so employed throughout the year], the employer shall pay the gratuity at the rate of seven days' wages for each season.

<sup>3</sup>[*Explanation.-*In the case of a monthly rated employee, the fifteen days' wages shall be calculated by dividing the monthly rate of wages last drawn by him by twenty-six and multiplying the quotient by fifteen.]

(3) The amount of gratuity payable to an employee shall not exceed <sup>5</sup>[twenty lakh rupees].

(4) For the purpose of computing the gratuity payable to an employee who is employed, after his disablement, on reduced wages, his wages for the period preceding his disablement shall be taken to be the wages received by him during that period, and his wages for the period subsequent to his disablement shall be taken to be the wages as so reduced.

(5) Nothing in this section shall affect the right of an employee to receive better terms of gratuity under any award or agreement or contract with the employer.

(6) Notwithstanding anything contained in sub-section (i),–

- (a) the gratuity of an employee, whose services have been terminated for any act, wilful omission or negligence causing any damage or loss to, or destruction of, property belonging to the

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1 Subs by Act 22 of 1987, sec. 4, for the second proviso (w.e.f. 1.2.1991).

2 Subs by Act 25 of 1984, sec. 3, for "an employee employed in a seasonal establishment" (w.e.f. 1.7.1984).

3 Ins by Act 22 of 1987, sec. 4 (w.e.f. 24-9-1997).

4 Substituted by the Payment of Gratuity (Amendment) Act, 2010 (Act No.15 of 2010) dated 17<sup>th</sup> May, 2010 (w.e.f. 24-05-2010).

5 Substituted by the Payment of Gratuity (Amendment) Act, 2018 (Act No.12 of 2018) dated 29<sup>th</sup> March 2018 (w.e.f. 29-03-2018).

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employer, shall be forfeited to the extent of the damage or loss so caused.

- (b) the gratuity payable to an employee <sup>1</sup>[may be wholly or partially forfeited].
- (i) if the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part; or
  - (ii) if the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

<sup>2</sup>[\*\*\*]

<sup>3</sup>**4 A. Compulsory Insurance.-** (1) With effect from such date as may be notified by the appropriate Government in this behalf, every employer, other than an employer or an establishment belonging to, or under the control of, the Central Government or a State Government, shall, subject to the provisions of sub-section (2), obtain an insurance in the manner prescribed, for his liability for payment towards the gratuity under this Act, from the Life Insurance Corporation of India established under the Life Insurance Corporation of India Act, 1956 (31 of 1956) or any other prescribed insurer:

Provided that different dates may be appointed for different establishments or class of establishments or for different areas.

(2) The appropriate Government may, subject to such conditions as may be prescribed, exempt every employer who had already established an approved gratuity fund in respect of his employees and who desires to continue such arrangement, and every employer employing five hundred or more persons who establishes an approved gratuity fund in the manner prescribed from the provisions of sub-section (1).

(3) For the purpose of effectively implementing the provisions of this section, every employer shall within such time as may be prescribed get his establishment registered with the controlling authority in the prescribed manner and no employer shall be registered under the provisions of this section unless he has taken an insurance referred to in sub-section (1) or has established an approved gratuity fund referred to in sub-section (2).

(4) The appropriate Government may, by notification, make rules to give effect to the provisions of this section and such rules may provide for the composition of the Board of Trustees of the approved gratuity fund and for the recovery by the controlling authority of the amount of the gratuity payable to an employee from the Life Insurance Corporation of India or any other insurer with whom an insurance has been taken under sub-section (1), or as the case may be, the Board of Trustees of the approved gratuity fund.

(5) Where an employer fails to make any payment by way of premium to the insurance referred to in sub-section (1) or by way of contribution to an approved gratuity fund referred to in sub-section (2) he shall be liable to pay the amount of gratuity due under this Act (including interest, if any, for delayed payments) forthwith to the controlling authority.

(6) Whoever contravenes the provisions of sub-section (5) shall be punishable with fine which may extend to ten thousand rupees and in the case of

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1 Subs. by Act No. 25 of 1984, sec. 3, for "shall be wholly forfeited" (w.e.f.1-7-1984).

2 Sub-section (7) ins. by Act 25 of 1984, Sec. 3 (w.e.f. 1-7-1984) and omitted by Act 34 of 1994 (w.e.f. 24.5.1994).

3 Ins. by Act No. 22 of 1987, sec. 5 (w.e.f. 1.10.1987).

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a continuing offence with a further fine which may extend to one thousand rupees for each day during which the offence continues.

*Explanation.*-In this section "approved gratuity fund" shall have the same meaning as in clause (v) of Section 2 of the Income Tax Act, 1961 (43 of 1961)].

**5. Power to exempt.**- <sup>1</sup>[(1) The appropriate Government may, by notification, and subject to such conditions as may be specified in the notification, exempt any establishment, factory, mine, oilfield, plantation, port, railway company or shop to which this Act applies from the operation of the provisions of this Act if, in the opinion of the appropriate Government, the employees in such establishment, factory, mine, oilfield, plantation, port, railway company or shop are in receipt of gratuity or pensionary benefits not less favourable than the benefits conferred under this Act.

<sup>2</sup>[(2) The appropriate Government may, by notification and subject to such conditions as may be specified in the notification, exempt any employee or class of employees employed in any establishment, factory, mine, oilfield, plantation, port, railway company or shop to which this Act applies from the operation of the provisions of this Act, if, in the opinion of the appropriate Government, such employee or class of employees are in receipt of gratuity or pensionary benefits not less favourable than the benefits conferred under this Act.]

<sup>3</sup>[(3) A notification issued under sub-section (1) or sub-section (2) may be issued retrospectively a date not earlier than the date of commencement of this Act, but no such notification shall be issued so as to prejudicially affect the interest of any person].

**6. Nomination.**- (1) Each employee, who has completed one year of service, shall make, within such time, in such form and in such manner, as may be prescribed, nomination for the purpose of the second proviso to sub-section (1) of Section 4.

(2) An employee may, in his nomination, distribute the amount of gratuity payable to him under this Act amongst more than one nominee.

(3) If an employee has a family at the time of making a nomination, the nomination shall be made in favour of one or more members of his family, and any nomination made by such employee in favour of a person who is not a member of his family, shall be void.

(4) If at the time of making a nomination the employee has no family, the nomination may be made in favour of any person or persons but if the employee subsequently acquires a family, such nomination shall forthwith become invalid and the employee shall make, within such time as may be prescribed, a fresh nomination in favour of one or more members of his family.

(5) A nomination may, subject to the provisions of sub-sections (3) and (4), be modified by an employee at any time, after giving to his employer a written notice in such form and in such manner as may be prescribed, of his intention to do so.

(6) If a nominee predeceases the employee, the interest of the nominee shall revert to the employee who shall make a fresh nomination in the prescribed form, in respect of such interest.

(7) Every nomination, fresh nomination or alteration of nomination, as the case may be, shall be sent by the employee to his employer, who shall keep the same in his safe custody.

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1 Section 5 renumbered as sub-section (1) thereof by Act No.26 of 1984, sec. 5 (w.e.f. 18-5-1984).

2 Ins. by Act No.26, sec. 5 (w.e.f. 1984).

3 Ins. by Act No.22 of 1987, sec 6, (w.e.f. 1.10.1987).

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**7. Determination of the amount of Gratuity.-** (1) A person who is eligible for payment of gratuity under this Act or any person authorised, in writing, to act on his behalf shall send a written application to the employer, within such time and in such form, as may be prescribed, for payment of such gratuity.

(2) As soon as gratuity becomes payable, the employer shall, whether an application referred to in sub-section (i) has been made or not, determine the amount of gratuity and give notice in writing to the person to whom the gratuity is payable and also to the controlling authority specifying the amount of gratuity so determined.

<sup>1</sup>[(3) The employer shall arrange to pay the amount of gratuity within thirty days from the date it becomes payable to the person to whom the gratuity is payable.

(3-A) If the amount of gratuity payable under sub-section (3) is not paid by the employer within the period specified in sub-section (3) the employer shall pay, from the date on which the gratuity becomes payable to the date on which it is paid, simple interest at such rate, not exceeding the rate notified by the Central Government from time to time for repayment of long term deposits, as that Government may, by notification specify:

Provided that no such interest shall be payable if the delay in the payment is due to the fault of the employee and the employer has obtained permission in writing from the Controlling Authority for the delayed payment on this ground].

(4)(a) If there is any dispute as to the amount of gratuity payable to an employee under this Act or as to the admissibility of any claim of, or in relation to, an employee for payment of gratuity, or as to the person entitled to receive the gratuity, the employer shall deposit with the Controlling Authority such amount as he admits to be payable by him as gratuity.

<sup>2</sup>[\*\*\*]

<sup>3</sup>[(b) Where there is a dispute with regard to any matter or matters specified in Clause (a), the employer or employee or any other person raising the dispute may make an application to the Controlling Authority for deciding the dispute.]

<sup>4</sup><sup>5</sup>[(c) The Controlling Authority shall, after due inquiry and after giving the parties to the dispute a reasonable opportunity of being heard, determine the matter or matters in dispute and, if, as a result of such inquiry any amount is found to be payable to the employee, the Controlling Authority shall direct the employer to pay such amount or, as the case may be, such amount as reduced by the amount already deposited by the employer.]

<sup>6</sup>[(d) The Controlling Authority shall pay the amount deposited, including the excess amount, if any, deposited by the employer, to the person entitled thereto.

<sup>7</sup>[(e) As soon as may be after a deposit is made under Clause (a), the Controlling Authority shall pay the amount of the deposit—

(i) to the applicant where he is the employee; or

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1 Subs. by Act No. 22 of 1987, sec. 7 for sub-section (3), (w.e.f. 1.10.1987).

2 The Explanation omitted by Act 25 of 1984, sec. 4 (w.e.f. 1.7.1984). 3 Ins. by Act 25 of 1984, sec. 4, (w.e.f. 1-7-1984).

4 Clause (b) re-lettered as clauses (c) by Act No.25 of 1984 sec. 4, \*(w.e.f. 1.7.1984).

5 Clause ((c) subs. by Act No.25 of 1984, sec. 4, and clause (c) (w.e.f. 1.7.1984).

6 Clause (c) and (d) re-lettered as clauses (d) and (e) by Act No.25 of 1984 sec. 4 (w.e.f. 1.7.1984).

7 Clause (c) and (d) re-lettered as clauses (d) and (e) by Act No.25 of 1984 sec. 4 (w.e.f. 1.7.1984).

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- (ii) where the applicant is the employee, to the <sup>1</sup>[nominee or, as the case may be, the guardian of such nominee or] heir of the employee if the Controlling Authority is satisfied that there is no dispute as to the right of the applicant to receive the amount of gratuity.

(5) For the purpose of conducting an inquiry under Sub-Section (4), the controlling authority shall have the same powers as are vested in a Court, while trying a suit, under the Code of Civil Procedure, 1908 (5 of 1908), in respect of the following matters namely:-

- (a) enforcing the attendance of any person or examining him on oath;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavits;
- (d) issuing commissions for the examination of witnesses.

(6) Any inquiry under this Section shall be a judicial proceeding within the meaning of Sections 193 and 228, and for the purpose of Section 196, of the Indian Penal Code, 1860 (45 of 1860).

(7) Any person aggrieved by an order under sub-section (4), may, within sixty days from the date of the receipt of the order, prefer an appeal to the appropriate Government or such other authority as may be specified by the appropriate Government in this behalf:

Provided that the appropriate Government or the appellate authority, as the case may be, may, if it is satisfied that the appellant was prevented by sufficient cause from preferring the appeal within the said period of sixty days, extend the said period by a further period of sixty days.

<sup>2</sup>[Provided further that no appeal by an employer shall be admitted unless at the time of preferring the appeal, the appellant either produces a certificate of the controlling authority to the effect that the appellant has deposited with him an amount equal to the amount of gratuity required to be deposited under sub-section (4), or deposits with the appellate authority such amount.]

(8) The appropriate Government or the appellate authority, as the case may be, may, after giving the parties to the appeal a reasonable opportunity of being heard, confirm, modify or reverse the decision of the controlling authority.

<sup>3</sup>[**7 A. Inspectors.**-(1) The appropriate Government may, by notification, appoint as many Inspectors, as it deems fit, for the purposes of this Act.

(2) The appropriate Government may, by general or special order, define the area to which the authority of an Inspector so appointed shall extend and where two or more Inspectors are appointed for the same area, also provide, by such order, for the distribution or allocation of work to be performed by them under the Act.

(3) Every Inspector shall be deemed to be a public servant within the meaning of Sec. 21 of the Indian Penal Code, 1860 (Act 45 of 1860).

<sup>4</sup>[**7 B. Powers of Inspectors.**-(1) Subject to any rules made by the appropriate Government in this behalf, an Inspector may, for the purpose of ascertaining whether any of the provisions of this Act or the conditions, if any, of any exemption granted thereunder, have been complied with, exercise all or any of the following powers, namely:-

<sup>1</sup> Subs. by Act No. 25 of 1984, sec. 4 for "nominee or" (w.e.f. 1.7.1984).

<sup>2</sup> Ins. by Act No. 25 of 1984, sec. 4 (w.e.f. 1.7.1984).

<sup>3</sup> Ins. by Act No. 25 of 1984, sec. 4 (w.e.f. 1.7.1984).

<sup>4</sup> Ins. by Act No. 25 of 1984, sec. 4 (w.e.f.) 1.7.1984.

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- (a) require an employer to furnish such information as he may consider necessary;
- (b) enter and inspect, at all reasonable hours, with such assistants (if any), being persons in the service of the Government or local or any public authority, as he thinks fit, any premises of or place in any factory, mine, oil-field, plantation, port, railway company, shop or other establishment to which this Act applies, for the purpose of examining any register, record or notice or other document required to be kept or exhibited under this Act or the rules made thereunder, or otherwise kept or exhibited in relation to the employment of any person or the payment of gratuity to the employees, and require the production thereof for inspection;
- (c) examine with respect to any matter relevant to any of the purposes aforesaid, the employer or any person whom he finds in such premises or place and who, he has reasonable cause to believe, is an employee employed therein;
- (d) make copies of, or take extracts from any register, record, notice or other document, as he may consider relevant, and where he has reason to believe that any offence under this Act has been committed by an employer, search and seize with such assistance as he may think fit, such register, record, notice or other document as he may consider relevant in respect of that offence;
- (e) exercise such other powers as may be prescribed.

(2) Any person required to produce any register, record, notice or other document or to give any information, by an Inspector under sub-section (1) shall be deemed to be legally bound to do so within the meaning of Sections 175 and 176 of the Indian Penal Code (45 of 1860).

(3) The provisions of the Code of Criminal Procedure, 1973 (2 of 1974), shall so far as may be, apply to any search or seizure under this section as they apply to any search or seizure made under the authority of a warrant issued under Section 94 of that Code.]

**8. Recovery of Gratuity.**- If the amount of gratuity payable under this Act is not paid by the employer, within the prescribed time, to the person entitled thereto, the controlling authority shall, on an application made to it in this behalf by the aggrieved person, issue a certificate for that amount to the Collector, who shall recover the same, together with compound interest thereon <sup>1</sup>[at such rate as the Central Government may, by notification, specify] from the date of expiry of the prescribed time, as arrears of land revenue and pay the same to the person entitled thereto:

<sup>2</sup>[Provided that the Controlling Authority shall, before issuing a certificate under this section, give the employer a reasonable opportunity of showing cause against the issue of such certificate:

Provided further that the amount of interest payable under this section shall, in no case, exceed the amount of gratuity payable under this Act].

**9. Penalties.**- (1) Whoever, for the purpose of avoiding any payment to be made by himself under this Act or of enabling any other person to avoid such payment, knowingly makes or causes to be made any false statement or false representation shall be punishable with imprisonment for a term which may

<sup>1</sup> Subs. by Act 22 of 1987, sec.8, for "at the rate of nine per cent. per annum" (w.e.f. 1-10-1987).

<sup>2</sup> Added by Act 22 of 1987 sec. 8 (w.e.f. 1-10-1987).

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extend to six months, or with fine which may extend to 1[ten thousand rupees] or with both.

(2) An employer who contravenes, or makes default in complying with, any of the provisions of this Act or any rule or order made thereunder shall be punishable with imprisonment for a term 2[which shall not be less than three months but which may extend to one year, or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees, or with both]:

Provided that where the offence relates to non-payment of any gratuity payable under this Act, the employer shall be punishable with imprisonment, for a term which shall not be less than 3[six months but which may extend to two years] unless the Court trying the offence, for reasons to be recorded by it in writing, is of opinion that a lesser term of imprisonment or the imposition of a fine would meet the ends of justice.

**10. Exemption of employer from liability in certain cases.-** Where an employer is charged with an offence punishable under this Act, he shall be entitled, upon complaint duly made by him and on giving to the complainant not less than three clear days' notice in writing of his intention to do so, to have any other person whom he charges as the actual offender brought before the Court at the time appointed for hearing the charge; and if, after the commission of the offence has been proved, the employer proves to the satisfaction of the Court-

(a) that he has used due diligence to enforce the execution of this Act; and

(b) that the said other person committed the offence in question without his knowledge, consent or connivance,

that other person shall be convicted of the offence and shall be liable to the like other punishment as if he were the employer and the employer shall be discharged from any liability under this Act in respect of such offence:

Provided that in seeking to prove as aforesaid, the employer may be examined on oath and his evidence and that of any witness whom he calls in his support shall be subject to cross-examination on behalf of the person he charges as the actual offender and by the prosecutor:

Provided further that, if the person charged as the actual offender by the employer cannot be brought before the Court at the time appointed for hearing the charge, the Court shall adjourn the hearing from time to time for a period not exceeding three months and if by the end of the said period the person charged as the actual offender cannot still be brought before the Court, the Court shall proceed to hear the charge against the employer and shall, if the offence be proved, convict the employer.

**11. Cognizance of Offence.-** (1) No Court shall take cognizance of any offence punishable under this Act save on a complaint made by or under the authority of the appropriate Government:

Provided that where the amount of gratuity has not been paid, or recovered, within six months from the expiry of the prescribed time, the appropriate Government shall authorise the controlling authority to make a complaint against the employer, whereupon the controlling authority shall, within fifteen days from the date of such authorisation, make such complaint to a Magistrate having jurisdiction to try the offence.

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1 Subs. by Act No. 22 of sec. 9, for "one thousand rupees" (w.e.f. 1.10.1987).

2 Subs. by Act No. 22 of 1987 sec. 9, for certain words (w.e.f. 1.10.1987).

3 Subs. by Act No. 22 of 1987 (sec. 9, for "three months" (w.e.f. 1.10.1987).

## *The Payment of Gratuity Act, 1972*

(2) No Court inferior to that of a <sup>1</sup>[Metropolitan Magistrate or a Judicial Magistrate of the first class] shall try any offence punishable under this Act.

**12. Protection of action taken in good faith.-** No suit or other legal proceeding shall lie against the Controlling Authority or any other person in respect of anything which is in good faith done or intended to be done under this Act or any rule or order made thereunder.

**13. Protection of gratuity.-** No gratuity payable under this Act <sup>2</sup>[and no gratuity payable to an employee employed in any establishment, factory, mine, oilfield, plantation, port, railway company or shop exempted under Section 5] shall be liable to attachment in execution of any decree or order of any civil, revenue or criminal court.

<sup>3</sup>**13 A. Validation of payment of gratuity.-** Notwithstanding anything contained in any judgement, decree or order of any court, for the period commencing on and from the 3<sup>rd</sup> day of April, 1997 and ending on the day on which the Payment of Gratuity (Amendment) Act, 2009, receives the assent of the President, the gratuity shall be payable to an employee in pursuance of the notification of the Government of India in the Ministry of Labour and Employment *vide* number S.O. 1080, dated the 3<sup>rd</sup> day of April, 1997 and the said notification shall be valid and shall be deemed always to have been valid as if the Payment of Gratuity (Amendment) Act, 2009 had been in force at all material times and the gratuity shall be payable accordingly:

Provided that nothing contained in this section shall extend, or be construed to extend, to affect any person with any punishment or penalty whatsoever by reason of the non-payment by him of the gratuity during the period specified in this section which shall become due in pursuance of the said notification.]

**14. Act to override other enactments, etc.-** The provisions of this Act or any rule made thereunder shall have effect notwithstanding anything inconsistent therewith contained in any enactment other than this Act or in any instrument or contract having effect by virtue of any enactment other than this Act.

**15. Power to make rules.-** (1) The appropriate Government may, by notification, make rules for the purpose of carrying out the provisions of this Act.

(2) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall, thereafter, have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

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1 Subs. by Act No.34 of 1994, sec. 4, for "Presidency Magistrate or a Magistrate of the first class" (w.e.f. 24.5.1994).

2 Ins. by Act No.25 of 1984, sec. 6 (w.e.f. 1.7.1984).

3 Inserted by The Payment of Gratuity (Amendment) Act, 2009 (47 of 2009), dated 31-12-2009 (w.r.e.f. 03-04-1997).

## THE PAYMENT OF GRATUITY (CENTRAL) RULES, 1972<sup>1</sup>

In exercise of the powers conferred by sub-section (1) of section 15 of the Payment of Gratuity Act, 1972 (39 of 1972), the Central Government hereby makes the following rules, namely:-

**1. Short title and commencement:-** (1) These rules may be called The Payment of Gratuity (Central) Rules, 1972.

(2) These rules shall come into force on the 16<sup>th</sup> September, 1972.

**2. Definitions:-**In these rules, unless there is anything repugnant in the subject or context,-

- (a) "Act" means the Payment of Gratuity Act, 1972 (39 of 1972);
- (b) "Appellate Authority" means the Central Government or the authority specified by the Central Government under sub-section (7) of section 7;
- (c) "Form" means a form appended to these rules;
- (d) "nomination" means nomination made under section 6;
- (e) "Section" means a section of the Act.

**3. Notice of opening, change or closure of the establishment:-** (1) Within thirty days of the rules becoming applicable to an establishment, a notice in Form 'A' shall be submitted by the employer to the Controlling Authority of the area.

(2) A notice in Form 'B' shall be submitted by the employer to the controlling authority of the area within thirty days of any change in the name, address, employer or nature of business.

(3) Where an employer intends to close down the business he shall submit a notice in Form 'C' to the controlling authority of the area at least sixty days before the intended closure.

**4. Display of notice:-**(1) The employer shall display conspicuously a notice at or near the main entrance of the establishment in bold letters in English and in a language understood by the majority of the employees specifying the name of officer with designation authorised by the employer to receive on his behalf notices under the Act or the rules.

(2) A fresh notice shall be displayed immediately after the notice referred to in sub-rule (1) becomes illegible or requires a change.

**5 . Form of notice under proviso to section (2) (h) (ii):-**(1) A notice under the proviso to sub-clause (ii) of clause (h) of section 2, shall be in Form 'D' and sent in triplicate by the employee to the employer, who shall, after recording its receipt on one copy thereof, return the copy to the employee and send the second copy to the controlling authority of the area.

(2) An employee may withdraw the notice referred to in sub-rule (1) by giving another notice in triplicate in Form 'E' to the employer, who shall follow the same procedure as in sub-rule (1).

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1 Vide G.S.R. 412 (E), dated 16th September, 1972, published in the Gazette of India, Extra., Pt. II, Sec. 3(i), dated 16th September, 1972.

2 By section 2 of the Payment of Gratuity (Amendment) Act, 1987 (22 of 1987) proviso to sub-clause (ii) of clause (h) of section 2 of the Payment of Gratuity Act, 1972 (39 of 1972) has been omitted (w.e.f. 1-10-1987) and accordingly rule 5 along with Forms D and E have become redundant, E d.

## **The Payment of Gratuity (Central) Rules, 1972**

**6. Nominations:-**(1) A nomination shall be in Form 'F' and submitted in duplicate by personal service by the employee, after taking proper receipt or by sending through registered post acknowledgement due to the employer,

- (i) in the case of an employee who is already in employment for a year or more on the date of commencement of these rules, ordinarily, within ninety days from such date, and
- (ii) in the case of an employee who completes one year of service after the date of commencement of these rules, ordinarily, within thirty days of the completion of one year of service:

Provided that nomination in Form 'F' shall be accepted by the employer after the specified period, if filed with reasonable grounds for delay, and no nomination so accepted shall be invalid merely because it was filed after the specified period.

(2) Within thirty days of the receipt of nomination in Form 'F' under sub-rule (1), the employer shall get the service particulars of the employee, as mentioned in the form of nomination, verified with reference to the records of the establishment and return to the employee, after obtaining a receipt thereof, the duplicate copy of the nomination in Form 'F' duly attested either by the employer or an officer authorised in this behalf by him, as a token of recording of the nomination by the employer and the other copy of the nomination shall be recorded.

(3) An employee who has no family at the time of making a nomination shall, within ninety days of acquiring a family submit in the manner specified in sub-rule (1), a fresh nomination, as required under sub-section (4) of section 6, duplicate in Form 'G' to the employer and thereafter the provisions of sub-rule (2) shall apply *mutatis mutandis* as if it was made under sub-rule (1).

(4) A notice of modification of a nomination, including cases where a nominee predeceases an employee, shall be submitted in duplicate in Form 'H' to the employer in the manner specified in sub-rule (1), and thereafter the provisions of sub-rule (2) shall apply *mutatis mutandis*.

(5) A nomination or a fresh nomination or a notice of modification of nomination shall be signed by the employee or, if illiterate, shall bear his thumb impression, in the presence of two witnesses, who shall also sign a declaration to that effect in the nomination, fresh nomination or notice of modification of nomination as the case may be.

(6) A nomination, fresh nomination or notice of modification of nomination shall take effect from the date of receipt thereof by the employer.

**7. Application for gratuity:-**(1) An employee who is eligible for payment of gratuity under the Act, or any person authorised in writing, to act on his behalf, shall apply, ordinarily within thirty days from the date the gratuity became payable, in Form 'I' to the employer:

Provided that where the date of superannuation or retirement of an employee is known, the employee may apply, to the employer before thirty days of the date of superannuation or retirement.

(2) A nominee of an employee who is eligible for payment of gratuity under the second proviso to sub-section (1) of section 4 shall apply, ordinarily, within thirty days from the date of gratuity become payable to him, in Form 'J' to the employer.

Provided that an application in plain paper with relevant particulars shall also be accepted. The employer may obtain such other particulars as may be deemed necessary by him.

(3) A legal heir of an employee who is eligible for payment of gratuity under the second proviso to sub-section (1) of section 4 shall apply, ordinarily within

### *The Payment of Gratuity (Central) Rules, 1972*

one year from the date of gratuity became payable to him, in Form 'K' to the employer.

(4) Where gratuity becomes payable under the Act before the commencement of these rules, the periods of limitation specified in sub-rules (1), (2) and (3) shall be deemed to be operative from the date of such commencement.

(5) An application for payment of gratuity filed after the expiry of the periods specified in this rule shall also be entertained by the employer, if the applicant adduces sufficient cause for the delay in preferring his claim, and no claim for gratuity under the Act shall be invalid merely because the claimant failed to present his application within the specified period. Any dispute in this regard shall be referred to the controlling authority for his decision.

(6) An application under this rule shall be presented to the employer either by personal service or by registered post acknowledgement due.

**8. Notice for payment of gratuity:-**(1) Within fifteen days of the receipt of an application under rule 7 for payment of gratuity, the employer shall, -

- (i) if the claim is found admissible on verification, issue a notice in Form 'L' to the applicant employee, nominee or legal heir, as the case may be, specifying the amount of gratuity payable and fixing a date, not being later than the thirtieth day after the date of receipt of the application, for payment thereof, or
- (ii) if the claim for gratuity is not found admissible, issue a notice in Form 'M' to the applicant employee, nominee or legal heir, as the case may be, specifying the reasons why the claim for gratuity is not considered admissible.

In either case a copy of the notice shall be endorsed to the controlling authority.

(2) In case payment of gratuity is due to be made in the employer's office, the date fixed for the purpose in the notice in Form 'L' under clause (i) of sub-rule (1) shall be re-fixed by the employer, if a written application in this behalf is made by the payee explaining why it is not possible for him to be present in person on the date specified.

(3) If the claimant for gratuity is a nominee or a legal heir, the employer may ask for such witness or evidence as may be deemed relevant for establishing his identity or maintainability of his claim, as the case may be. In that case, the time limit specified for issuance of notices under sub-rule (1) shall be operative with effect from the date such witness or evidence, as the case may be, called for by the employer is furnished to the employer.

(4) A notice in Form 'L' or Form 'M' shall be served on the applicant either by personal service after taking receipt or by registered post with acknowledgement due.

(5) A notice under sub-section (2) of section 7 shall be in Form 'L'.

**9. Mode of payment of gratuity:-**The gratuity payable under the Act shall be paid in cash or, if so desired by the payee, in Demand Draft or bank cheque to the eligible employee, nominee or legal heir, as the case may be:

Provided that in case the eligible employee, nominee or legal heir, as the case may be, so desires and the amount of gratuity payable is less than one thousand rupees, payment may be made by postal money order after deducting the postal money order commission thereof from the amount payable:

Provided further that intimation about the details of payment shall also be given by the employer to the controlling authority of the area:

## **The Payment of Gratuity (Central) Rules, 1972**

<sup>1</sup>[Provided further that in the case of nominee, or an heir, who is minor, the Controlling Authority shall invest the gratuity amount deposited with him for the benefit of such minor in term deposit with the State Bank of India or any of its subsidiaries or any Nationalised Bank.

*Explanation:*—"Nationalised Bank" means a corresponding new bank specified in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970) or a corresponding new bank specified in the First Schedule of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (40 of 1980).]

### **10. Application to controlling authority for direction:-** (1) If an employer—

- (i) refuses to accept a nomination or to entertain an application sought to be filed under rule 7, or
- (ii) issues a notice under sub-rule (1) of rule 8 either specifying an amount of gratuity which is considered by the applicant less than what is payable or rejecting eligibility to payment of gratuity, or
- (iii) having received an application under rule 7 fails to issue any notice as required under rule 8 within the time specified therein,

the claimant employee, nominee or legal heir, as the case may be, may within ninety days of the occurrence of the cause for the application, apply in Form 'N' to the controlling authority for issuing a direction under sub-section (4) of section 7 with as many extra copies as are the opposite party:

Provided that the controlling authority may accept any application under this sub-rule, on sufficient cause being shown by the applicant, after the expiry of the specified period.

(2) Application under sub-rule (1) and other documents relevant to such an application shall be presented in person to the controlling authority or shall be sent by registered post acknowledgement due.

**11. Procedure for dealing with application for direction:-** (1) On receipt of an application under rule 10, the Controlling Authority shall, by issuing a notice in Form 'O', call upon the applicant as well as the employer to appear before him on a specified date, time and place, either by himself or through his authorised representative together with all relevant documents and witnesses, if any,

(2) Any person desiring to act on behalf of an employer or employee, nominee or legal heir, as the case may be, shall present to the controlling authority a letter of authority from the employer or the person concerned, as the case may be, on whose behalf he seeks to act together with a written statement explaining his interest in the matter and praying for permission so to act. The Controlling Authority shall record thereon an order either according to his approval or specifying, in the case of refusal to grant the permission prayed for, the reasons for the refusal.

(3) A party appearing by an authorised representative shall be bound by the acts of the representative.

(4) After completion of hearing on the date fixed under sub-rule (1), or after such further evidence, examination of documents, witnesses, hearing and enquiry, as may be deemed necessary, the Controlling Authority shall record his finding as to whether any amount is payable to the applicant under the Act. A copy of the finding shall be given to each of the parties.

(5) If the employer concerned fails to appear on the specified date of hearing after due service of notice without sufficient cause, the controlling authority may

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<sup>1</sup> Ins. by G.S.R. 77, dated 2nd February, 1991 (w.e.f. 1-2-1991).

### **The Payment of Gratuity (Central) Rules, 1972**

proceed to hear and determine the application *ex parte*. If the applicant fails to appear on the specified date of hearing without sufficient cause, the controlling authority may dismiss the application:

Provided that an order under this sub-rule may, on good cause being shown within thirty days of the said order, be reviewed and the application re-heard after giving not less than fourteen days' notice to the opposite party of the date fixed for re-hearing of the application.

**12. Place and time of hearing:-**The sitting of the controlling authority shall be held at such times and at such places as he may fix and he shall inform the parties of the same in such manner as he thinks fit.

**13. Administration of oath:-**The controlling authority may authorise a clerk of his office to administer oaths for the purpose of making affidavits.

**14. Summoning and attendance of witnesses:-**The controlling authority may, at any stage of the proceedings before him, either upon or without an application by any of the parties involved in the proceedings before him, and on such terms as may appear to the controlling authority just, issue summons to any person in Form 'P' either to give evidence or to produce documents or for both purposes on a specified date, time and place.

**15. Service of summons or notice:-**(1) Subject to the provisions of sub-rule (2) any notice, summons, process or order issued by the controlling authority may be served either personally or by registered post acknowledgement due or in any other manner as prescribed under the Code of Civil Procedure, 1908 (At 5 of 1908).

(2) Where there are numerous persons as parties to any proceeding before the controlling authority and such persons are members of any trade union or association or are represented by an authorised person, the service of notice on the Secretary, or where there is no Secretary, on the principal officer of the trade union or association, or on the authorised person shall be deemed to be service on such persons.

**16. Maintenance of records of cases by the controlling authority:-**(1) The controlling authority shall record the particulars of each case under section 7, in Form 'Q' and at the time of passing orders shall sign and date the particulars so recorded.

(2) The controlling authority shall, while passing orders in each case, also record the findings on the merits of the case and file it together with the memoranda of evidence with the order sheet.

(3) Any record, other than a record of any order or direction, which is required by these rules to be signed by the controlling authority, may be signed on behalf of and under the direction of the controlling authority by any subordinate officer appointed in writing for this purpose by the controlling authority.

**17. Direction for payment of gratuity:-**If a finding, is recorded under sub-rule (4) of rule 11 that the applicant is entitled to payment of gratuity under the Act, the controlling authority shall issue a notice to the employer concerned in Form 'R' specifying the amount payable and directing payment thereof to the applicant under intimation to the controlling authority within thirty days from the date of the receipt of the notice by the employer. A copy of the notice shall be endorsed to the applicant employee, nominee or legal heir, as the case may be.

**18. Appeal:-**(1) The Memorandum of appeal under sub-section (7) of section 7 of the Act shall be submitted to the appellate authority with a copy thereof to

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the opposite party and the controlling authority either through delivery in person or under registered post acknowledgement due.

(2) The Memorandum of appeal shall contain the facts of the case, the decision of the controlling authority, the grounds of appeal and the relief sought.

(3) There shall be appended to the Memorandum of appeal a certified copy of the finding of the controlling authority and direction for payment of gratuity.

(4) On receipt of the copy of Memorandum of appeal, the controlling authority shall forward records of the case to the appellate authority.

(5) Within 14 days of the receipt of the copy of the Memorandum of appeal, the opposite party shall submit his comments of each paragraph of the Memorandum with additional pleas, if any, to the appellate authority with a copy to the appellant.

(6) The appellate authority shall record its decision after giving the parties to the appeal a reasonable opportunity of being heard. A copy of the decision shall be given to the parties to the appeal and a copy thereof shall be sent to the controlling authority returning his records of the case.

(7) The controlling authority shall, on receipt of the decision of the appellate authority, make necessary entry in the records of the case maintained in Form 'Q', under sub-rule (1) of rule 16.

(8) On receipt of the decision of the appellate authority, the controlling authority shall, if required under that decision, modify his direction for payment of gratuity and issue a notice to the employer concerned in Form 'S' specifying the modified amount payable and directing payment thereof to the applicant, under intimation to the controlling authority within fifteen days of the receipt of the notice by the employer. A copy of the notice shall be endorsed to the appellant employee, nominee or legal heir, as the case may be and to the appellate authority.

**19. Application for recovery of gratuity:-**Where an employer fails to pay the gratuity due under the Act in accordance with the notice by the controlling authority under rule 17 or rule 18, as the case may be, the employee concerned, his nominee or legal heir, as the case may be, to whom the gratuity is payable may apply to the controlling authority in duplicate in Form 'T' for recovery thereof under section 8 of the Act.

**20. Display of abstract of the Act and Rules:-**The employer shall display an abstract of the Act and the Rules made thereunder 1[as given in Form 'U'] in English and in the language understood by the majority of the employees at conspicuous place at or near the main entrance of the establishment.

**The Payment of Gratuity (Central) Rules, 1972**

**FORM 'A'**  
**[SEE SUB-RULE (1) OF RULE 3]**  
**NOTICE OF OPENING**

1. Name and address of the Establishment.
2. Name and designation of the Employer.
3. Number of persons employed.
4. Maximum number of persons employed on any day during the preceding twelve months with date.
5. Number of employees covered by the Act.
6. Nature of industry.
7. Whether seasonal.
8. Date of opening.
9. Details of Head Office/B ranches.
  - (a) Name and address of the head office.      Number of employees.
  - (b) Names and addresses of other branches in India.

- 1.
- 2.
- 3.

I verify that the information furnished above is true to the best of my knowledge and belief.

Place  
Date

Signature of the employer  
with name and designation

To  
The Controlling Authority  
.....  
.....

**FORM 'B'**  
**[SEE SUB-RULE (2) OF RULE 3]**  
**NOTICE OF CHANGE**

Name and address of the Establishment,  
Take notice that following changes have taken place with effect from.....in the particulars furnished by me in notice dated ..... on Form 'A'.

Name  
Address  
Name of the employer.  
Nature of business

Place  
Date

Signature of the employer  
with name and designation

To  
The Controlling Authority  
.....  
.....

**The Payment of Gratuity (Central) Rules, 1972**

**FORM 'C'  
[SEE SUB-RULE (3) OF RULE 3 ]  
NOTICE OF CLOSURE**

Take notice that it is intended to close down the establishment with effect from ..... The other details are furnished below.

1. Name and address of the establishment.
2. Name and designation of the Head Office, if any.
3. Name and designation of the employer.
4. Number of persons in employment.
5. Number of employees entitled to Gratuity.
6. Amount of Gratuity involved.

Place

Date

Signature of the employer  
with name and designation

To

The Controlling Authority

.....  
.....

**FORM 'D'  
[SEE SUB-RULE (1) OF RULE 5 ]  
NOTICE FOR EXCLUDING HUSBAND FROM FAMILY**

From.....

1. Name of the female employee.
2. Name or description of establishment where employed.
3. Post held with Ticket or Serial No., if any.
4. Department/B ranch/Section where employed.
5. Permanent address.

Take notice that I, Shrimati.....desire to exclude my husband Shri.....from my family for the purposes of the Payment of Gratuity Act, 1972.

Place

Date

Signature/Thumb impression  
of the employer

**DECLARATION BY WITNESSES**

The above notice was signed/thumb impressed before me.

Name in full and full address of witnesses.

Signature of witnesses

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |

Place

Date

To

The Controlling Authority  
(Through the employer)  
[Name and address of the employer here]

**The Payment of Gratuity (Central) Rules, 1972**

**FOR USE BY THE EMPLOYER**

Received and recorded in this establishment

Reference No.

.....  
Signature of the employer or an  
Officer authorised in this behalf  
by the employer

Date: .....

To

1. (E mployee)
2. The Controlling Authority.

**FORM 'E'**

**[SEE SUB-RULE (2 ) OF RULE 5 ]**

**NOTICE OF WITHDRAWAL OF NOTICE FOR EXCLUDING HUSBAND FROM FAMILY**

1. Name of the female employee.
2. Name or description of establishment where employed.
3. Post held with Ticket or Serial No., if any.
4. Department/B ranch/Section where employed.
5. Permanent address.

Take notice that I, Shrimati.....hereby withdraw the notice dated  
..... whereby I exclude my husband Shri ..... from my family for the  
purposes of the Payment of Gratuity Act, 1972. The earlier notice was recorded  
under your reference No.....dated.....

Place

Date

.....  
Signature/Thumb impression  
of the employer

**DECLARATION BY WITNESSES**

The above notice of withdrawal was signed/thumb impressed before me.  
Name in full and full address of witnesses.

Signature of witnesses

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |

Place

Date

To

The Controlling Authority  
(Through the employer)  
[Name and address of the employer here]

**FOR USE BY THE EMPLOYER**

Received and recorded in this establishment

Reference No.

Date

Signature of the employer or  
officer authorised  
Seal or rubber stamp of the  
Establishment

**The Payment of Gratuity (Central) Rules, 1972**

To

1. (Employee)
2. The Controlling Authority.

**FORM 'F'**  
**[SEE SUB-RULE (1) OF RULE 6]**  
**NOMINATION**

To .....

[Give here name or description of the establishment with full address]

I, Shri/ Shrimati/ Kumari ..... [Name in full here] whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before the amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father/mother/parents is/are not dependant on me.  
(b) My husband's father/mother/parents is/are not dependant on my husband.
5. I have excluded my husband from my family by a notice dated the.....to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

**NOMINEE(S)**

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
1.			
2.			
3.			
so on.			

**STATEMENT**

1. Name of employee in full.
2. Sex.
3. Religion.
4. Whether unmarried/married/widow/widower.
5. Department /B ranch/Section where employed.
6. Post held with Ticket or Serial No. if any.
7. Date of appointment.
8. Permanent address.  
Village ..... Thana ..... Sub-division.....Post Office .....

District ..... State.....

Place

Date

Signature/Thumb impression  
of the employer

**The Payment of Gratuity (Central) Rules, 1972**

**DECLARATION BY WITNESSES**

Nomination signed/thumb impressed before me.  
Name in full and full address of witnesses.

Signature of witnesses

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |

Place  
Date

**CERTIFICATE BY THE EMPLOYER**

Certified that the particulars of the above nomination have been verified and recorded in this establishment.  
Employer's Reference No., if any

Date

Signature of the employer/  
officer authorised  
Designation  
Name and address of the  
Establishment or  
rubber stamp thereof.

**ACKNOWLEDGMENT BY THE EMPLOYEE**

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date

Signature of the employee

*Note:* Strike out the words not applicable.

**FORM 'G'**

**[SEE SUB-RULE (3) OF RULE 6]  
FRESH NOMINATION**

To .....

[Give here name or description of the establishment with full address]

I, Shri/Shrimati.....[Name in full here] whose particulars are given in the statement below, have acquired a family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972 with effect from the.....[date here] in the manner indicated below and therefore nominate afresh the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) nominated is a/are member(s) of my family within the meaning of clause (h) of section (2) of the said Act.

3. (a) My father/mother/parents is/are not dependant on me.

(b) My husband's father/mother/parents is/are not dependant on my husband.

4. I have excluded my husband from my family by a notice dated the.....to the controlling authority in terms of the proviso to clause (h) of section 2 of the said Act.

**The Payment of Gratuity (Central) Rules, 1972**

**NOMINEE(S)**

<b>Name in full with full address of nominee(s)</b>	<b>Relationship with the employee</b>	<b>Age of nominee</b>	<b>Proportion by which the gratuity will be shared</b>
1.			
2.			
3.			
so on.			

**MANNER OF ACQUIRING A "FAMILY"**

.....  
 [Here give details as to how a family was acquired, i.e., whether by marriage or parents being rendered dependent or through other process like adoption].

**STATEMENT**

1. Name of employee in full.
2. Sex.
3. Religion.
4. Whether unmarried/married/widow/widower.
5. Department /B ranch/Section where employed.
6. Post held with Ticket or Serial No. if any.
7. Date of appointment.
8. Permanent address.

Village ..... Thana..... Sub-division ..... Post Office .....

District.....State.....

Place

Date

Signature/Thumb impression  
of the employee

**DECLARATION BY WITNESSES**

Fresh nomination signed/thumb impressed before me.

Name in full and full address of witnesses.

1.

2.

1.

2.

Signature of witnesses

Place

Date

**CERTIFICATE BY THE EMPLOYER**

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

E employer's Reference No., if any

.....  
 Signature of the employer/  
 officer authorised  
 Designation

Date: .....

Name and address of the  
 Establishment or  
 rubber stamp thereof.

**The Payment of Gratuity (Central) Rules, 1972**

**ACKNOWLEDGMENT BY THE EMPLOYEE**

Received the duplicate copy of nomination in Form .....filed by me on .....duly certified by the employer.

Date

Signature of the employee

Note: Strike out the words not applicable.

**FORM 'H'**  
**[SEE SUB-RULE (4 ) OF RULE 6 ]**  
**MODIFICATION OF NOMINATION**

To .....  
[Give here name or description of the establishment with full address]  
I, Shri/Shrimati/Kumari .....[Name in full here] whose particulars are given in the statement below, hereby give notice that the nomination filed by me on ..... [date] and recorded under your reference No. ....dated..... shall stand modified in the following manner.

[Here give details of modifications intended]

**STATEMENT**

1. Name of employee in full.
2. Sex.
3. Religion.
4. Whether unmarried/married/widow/widower.
5. Department /Branch/Section where employed.
6. Post held with Ticket or Serial No. if any.
7. Date of appointment.
8. Address in full.

Place

Date

.....  
Signature/Thumb impression  
of the employer

**DECLARATION BY WITNESSES**

Modification of nomination signed/thumb impressed before me.  
Name in full and full address of witnesses.

- 1.
- 2.

- 1.
- 2.

Signature of witnesses

Place

Date

**CERTIFICATE BY THE EMPLOYER**

Certified that the above modification have been recorded.  
Employer's Reference No., if any

.....  
Signature of the employer/  
officer authorised  
Designation  
Name and address of the  
Establishment or  
rubber stamp thereof.

*The Payment of Gratuity (Central) Rules, 1972*

**ACKNOWLEDGMENT BY THE EMPLOYEE**

Received the duplicate copy of the notice for modification in Form 'H' filed by me on..... duly certified by the employer.

Date

Signature of the employee

Note:-Strike out the words not applicable.

**FORM 'I'**

**[SEE SUB-RULE (1) OF RULE 7]**

**APPLICATION OF GRATUITY BY AN EMPLOYEE**

To .....[Give here name or description of the establishment with full address]

Sir/Gentlemen,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972 on account of my superannuation/retirement/resignation after completion of not less than five years of continuous service/total disablement due to diseases with effect from the.....Necessary particulars relating to my appointment in the establishment are given in the statement below:

**STATEMENT**

1. Name in full.
2. Address in full.
3. Department / Branch/Section where last employed.
4. Post held with Ticket No. or Serial No. if any.
5. Date of appointment.
6. Date and cause of termination of service.
7. Total period of service.
8. Amount of wages last drawn.
9. Amount of gratuity claimed.

I was rendered totally disabled as a result of

[Here give the details of the nature of disease or accident]

The evidence/witnesses in support of my total disablement are as follows:

.....

[Here give details]

3. Payment may please be made in cash/open or crossed bank cheque.
4. As the amount of gratuity payable is less than rupees one thousand, I shall request you to arrange for payment of the sum due to me by Postal Money Order at the address mentioned above after deducting postal money order commission therefrom.

Yours faithfully,

Place

Signature/Thumb impression of

Date: .....

the applicant employee.

Note: 1. Strike out the words not applicable.

2. Strike out paragraph or paragraphs not applicable.

**FORM 'J'**

**[SEE SUB-RULE (2) OF RULE 7]**

**APPLICATION FOR GRATUITY BY A NOMINEE**

To ..... [Give here name or description of the establishment with full address]

Sir/Gentlemen,

**The Payment of Gratuity (Central) Rules, 1972**

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972 as a nominee of late.....[Name of the employee] who was an employee of your ..... establishment and died on the.....The gratuity is payable on account of the death of the aforesaid employee while in service/superannuation of the aforesaid employee on.....retirement or/resignation of the aforesaid employee on.....after completion of .....years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from .....Necessary particulars relating to my claim given in the statement below:

**STATEMENT**

1. Name of applicant nominee.
2. Address in full of the applicant nominee.
3. Marital status of the applicant nominee (unmarried/married/widow/widower)
4. Name in full of the employee.
5. Marital status of employee.
6. Relationship of the nominee with employee.
7. Total period of service of the employee.
8. Date of appointment of the employee.
9. Date and cause of termination of service of the employee.
10. Department /B ranch/Section where the employee last worked.
11. Post last held by the employee with Ticket or Serial No. if any.
12. Total wages last drawn by the employee.
13. Date of death and evidence/witness as proof of death of the employee.
14. Reference No. of recorded nomination, if available.
15. Total gratuity claimed.
16. Share of gratuity claimed.

2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.

3. Payment may please be made in cash/crossed or open bank cheque.

4. As the amount payable is less than rupees one thousand, I shall request you to arrange for payment of the sum due to me by Postal Money Order at the address mentioned above after deducting Postal Money Order commission therefrom.

Yours faithfully,

Place

.....  
Signature/Thumb impression of

Date

the applicant employee.

Note:

1. Strike out the words not applicable.
2. Strike out paragraph or paragraphs not applicable.

**FORM 'K'**

**[SEE SUB-RULE (3) OF RULE 7]**

**APPLICATION FOR GRATUITY BY A LEGAL HEIR**

To .....

[Give here name or description of the establishment with full address]

Sir/Gentlemen,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972 as a legal heir of late.....[Name of the employee] who

**The Payment of Gratuity (Central) Rules, 1972**

was an employee of your .....establishment and died on the.....without making any nomination. The gratuity is payable on account of the death of the aforesaid employee while in service/superannuation of the aforesaid employee on the..... retirement or resignation of the aforesaid employee on the ..... after completion of .....years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from the.....Necessary particulars relating to my claim given in the statement below:

**STATEMENT**

1. Name of applicant legal heir.
2. Address in full of the applicant legal heir.
3. Marital status of the applicant legal heir (unmarried/married/widow/widower)
4. Name in full of the employee.
5. Relationship of the applicant with employee.
6. Religion of both the applicant and the employee.
7. Date of appointment and total period of service of the employee.
8. Department /B ranch/Section where the employee worked last.
9. Post last held by the employee with Ticket or Serial No. if any.
10. Total wages last drawn by the employee.
11. Date and cause of termination of service of the employee (death or otherwise).
12. Date of death of the employee and evidence/witness in support thereof.
13. Total gratuity payable to employee.
14. Percentage of the gratuity claimed.
15. Basis of the claim and evidence/witness in support thereof.

2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.

3. Payment may please be made in cash/crossed or open bank cheque.

4. As the amount payable is less than rupees one thousand, I shall request you to arrange for payment of the sum due to me by Postal Money Order at the address mentioned above, after deducting Postal Money Order commission therefrom.

Yours faithfully,

Place

.....  
Signature/Thumb impression of

Date

the applicant employee.

Note: 1. Strike out the words not applicable.

**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.

**The Payment of Gratuity (Central) Rules, 1972**

2. Please call at..... [Here specify place] on ..... [dated] 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: ..... 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:

.....  
Note: Strike out the words not applicable.

**FORM 'M'**

**[SEE CLAUSE (I I) OF SUB-RULE (1) OF RULE 8 ]  
NOTICE REJECTING CLAIM FOR PAYMENT OF GRATUITY**

To.....[Name and address of the applicant  
employee/nominee/legal heir]

You are hereby informed as required under clause (ii) of sub-rule (i) of rule 8 of the Payment of Gratuity (Central) Rules, 1972 that your claim for payment of gratuity as indicated on your application in Form..... under the said rules is not admissible for the reasons stated below:

**REASON**

**[HERE SPECIFY THE REASONS]**

Place  
Date

.....  
Signature of the employer  
Authorised Officer  
Name or description of  
establishment or rubber  
stamp thereof.

Copy to: The Controlling Authority:

.....  
Note: Strike out the words not applicable.

**FORM 'N'**

**[SEE SUB-RULE (I) OF RULE 10 ]  
APPLICATION FOR DIRECTION**

B efore the controlling authority under the Payment of Gratuity Act, 1972.  
Application No. Date

Between

.....  
[Name in full of the applicant with full address]  
and  
.....  
[Name in full of the employer concerned with full address]

**The Payment of Gratuity (Central) Rules, 1972**

The applicant is an employee of the above-mentioned employer / a nominee of late ..... an employee of the above mentioned employer /a legal heir of late .....and employee of the above-mentioned employer, and is entitled to payment of gratuity under section 4 of the Payment of Gratuity Act, 1972, on account of his own/aforesaid employee's superannuation on..... (date)/his own retirement/aforesaid employee's resignation on .....[date] after completion of.....years of continuous service/his own/aforesaid employee's total disablement with effect from .....[date] due to accident/disease/death of the aforesaid employee on.....

2. The applicant submitted an application under rule .....of the Payment of Gratuity Act, 1972 on the ..... but the above-mentioned employer refused to entertain it/issued a notice dated the..... under clause.....of sub-rule of rule ..... offering an amount of gratuity which is less than my due/issued a notice dated the..... under clause.....of sub-rule.....of rule.....rejecting my eligibility to payment of gratuity. The duplicate copy of the said notice is enclosed.

3. The applicant submits that there is a dispute on the matter.  
[Specify the dispute]

4. The applicant furnishes the necessary particulars in the annexure hereto and prays that the Controlling Authority may be pleased to determine the amount of gratuity payable to the petitioner and direct the above mentioned employer to pay the same to the petitioner.

5. The applicant declares that the particulars furnished in the annexure hereto are true and correct to the best of his knowledge and belief.  
Date .....

Signature of the applicant/Thumb  
impression of the applicant

**ANNEXURE**

1. Name in full of applicant with full address.
2. Basis of claim: [Death / Superannuation / Retirement / Resignation / Disablement of employee].
3. Name and address in full of the employee.
4. Marital status of the employee (unmarried/married/widow/widower)
5. Name and address in full of the employer.
6. Department /B ranch/Section where the employee was employed [if known].
7. Post held by the employee with Ticket or Serial No. if any [if known]
8. Date of appointment of the employee [if known]
9. Date and cause of termination of service of the employee. [Superannuation / retirement / resignation / disablement / death.]
10. Total period of service by the employee.
11. Wages last drawn by the employee.
12. If the employee is dead, date and cause thereof.
13. Evidence/witness in support of death of the employee.
14. If a nominee, No. and date of recording of nomination with the employer.
15. Evidence/witness in support of being a legal heir, if a legal heir.
16. Total gratuity payable to the employee [if known].
17. Percentage of gratuity payable to the applicant as a nominee/legal heir.
18. Amount of gratuity claimed by the applicant.

**The Payment of Gratuity (Central) Rules, 1972**

Place Signature of the applicant/Thumb  
Date impression of the applicant  
Note: Strike out the words not applicable.

**FORM 'O'**

**[SEE SUB-RULE (1) OF RULE 11 ]**

**NOTICE FOR APPEARANCE BEFORE THE CONTROLLING AUTHORITY**

From: The Controlling Authority under the Payment of Gratuity Act, 1972.  
To

.....  
[Name and address of the employee/applicant]  
Whereas Shri....., employee under you/a nominee(s) legal heir(s) of

Shri.....an employee under the above-mentioned employer, has/have filed an application under sub-rule (1) of rule 10 of the Payment of Gratuity (Central) Rules, 1972 alleging that.....

**[A copy of the said application is enclosed]**

Now, therefore, you are hereby called upon to appear before me at..... [place] either personally or through a person duly authorised in this behalf for the purpose of answering all material questions relating to the application on the.....day of ..... 20 ..... At ..... o'clock in the forenoon/afternoon is support of/to answer the allegation; and as the day fixed for your appearance is appointed for final disposal of the application, you must be prepared to produce on that day all the witnesses upon whose evidence, and the documents upon which you intend to rely in support of your allegation/defence.

Take notice that the default of your appearance on the day before-mentioned the application will be dismissed/heard and determined in your absence.

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

Note: Strike out the words and paragraphs not applicable.

**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.

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

**The Payment of Gratuity (Central) Rules, 1972**

**Notes 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.

**FORM 'Q'**

**[SEE SUB-RULE (1) OF RULE 19 ]**

**PARTICULARS OF APPLICATION UNDER SECTION 7**

1. Serial No.
2. Date of the Application
3. Name and address of the applicant.
4. Name and address of the employer.
5. Amount of gratuity claimed.
6. Dates of hearing.
7. Findings with date.
8. Amount awarded.
9. Cost, if any, awarded.
10. Date of notice issued for payment of gratuity.
11. Date of appeal, if any,
12. Decision of the appellate authority.
13. Date of Issue of Final Notice for payment of gratuity.
14. Date of payment of gratuity by E mployer with mode of payment.
15. Date of Receipt of application for recovery of Gratuity.
16. Date of Issue of Recovery Certificate.
17. Date of Recovery.
18. Other remarks.
19. Signed
20. Date

**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.

**The Payment of Gratuity (Central) Rules, 1972**

**FORM 'S'  
(SEE SUB-RULE (5) OF RULE 18 )  
NOTICE FOR PAYMENT OF GRATUITY AS DETERMINED BY APPELLATE  
AUTHORITY**

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

Whereas a notice was given to you on .....Form 'R'  
requiring you to make a payment of Rs.....to Shri/ Smt./  
Kumari.....as gratuity due under the Payment of Gratuity  
Act, 1972;

Whereas you/the applicant went in appeal before the appellate authority,  
who has decided that an amount of Rs. .... is due to be paid to  
Shri/Smt./Kumari ..... as gratuity due under the Payment of Gratuity  
Act, 1972;

Now, therefore, I hereby direct to pay the said sum of Rs .....to  
Shri/Smt./Kumari ..... 1[within 15 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:

1. The Applicant  
He is advised to contact the employer for collecting payment.
  2. The Appellate Authority
- Note:-The portion not applicable to be deleted.

**FORM 'T'  
[SEE RULE 19 ]  
APPLICATION FOR RECOVERY OF GRATUITY**

Before the Controlling Authority under the Payment of Gratuity Act, 1972.  
Application No..... Date.....

Between.....  
[Name in full of the applicant with address]

and

[Name in full of the employer with full address]

The applicant is an employee of the above-mentioned employer/a nominee  
of late.....an employee of the above mentioned employer/a legal heir of  
late.....an employee of the above mentioned employer, and you were  
pleased to direct the said employer in your notice dated the ..... under  
rule.....of the Payment of Gratuity (Central) Rules, 1972 for payment of a  
sum of Rs. ....as gratuity payable under the Payment of Gratuity Act, 1972.

2. The applicant submits that the said employer failed to pay the said  
amount of gratuity to me as directed by you although I approached him for  
payment.

3. The applicant therefore prays that a certificate may be issued under  
section.....of the said Act for the recovery of the said sum of Rs  
due to me as gratuity in terms of your direction.

Place

Signature/Thumb impression

1 Substituted by G.S.R. 947, dated 10-7-1978 (w.e.f. 22-7-1978).

**The Payment of Gratuity (Central) Rules, 1972**

Date \_\_\_\_\_ of the applicant.

Note:-Strike out the words not applicable.

<sup>1</sup>[FORM 'U']

**ABSTRACT OF THE ACT AND RULES**

**1. Extent of the Act:-**The Act extends to the whole of India;

Provided that insofar as it relates to plantations or ports, it shall not extend to the State of Jammu and Kashmir. [Section 1(2)]

**2. To whom the Act applies:-**The Act applies to (a) every factory, mine, oilfield, plantation, port and railway company; (b) every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishments in State, in which ten or more persons are employed, or were employed, on any day of the preceding twelve months; and (c) such other establishment, or class of establishments, in which ten or more employees are employed, or were employed, on any day of the preceding twelve months, as the Central Government may, by notification, specify in this behalf. [Section 1(3)].

**3. Definitions:-**(a) "Appropriate Government" means-

- (i) in relation to an establishment;
  - (a) belonging to, or under the control of, the Central Government,
  - (b) having branches in more than one State,
  - (c) of a factory belonging to, or under the control of, the Central Government,
  - (d) of a major port, mine, oilfield or railway company, the Central Government.
- (ii) in any other case, the State Government. [Section 2(a)].

(b) "Completed year of service" means continuous service for one year; [Section 2(b)].

(c) "Continuous Service" means uninterrupted service and includes service which is interrupted by sickness, accident, leave, lay-off, strike or a lock-out or cessation of work not due to any fault of the employees concerned, whether such uninterrupted or interrupted service was rendered before or after the commencement of this Act.

*Explanation I:-*In the case of an employee who is not in uninterrupted service for one year, he shall be deemed to be in continuous service if he has been actually employed by an employer, during the twelve months immediately preceding the year for not less than-

- (i) 190 days, if employed below the ground in a mine, or
- (ii) 240 days, in any other case, except when he is employed in a seasonal establishment.

*Explanation II:-*An employee of a seasonal establishment shall be deemed to be in continuous service if he has actually worked for not less than seventy-five per cent of the number of days on which the establishment was in operation during the year. [Section 2(d)].

(d) "Controlling authority" means an authority appointed by an appropriate Government under section 3. [Section 2(d)].

(e) "family", in relation to an employee, shall be deemed to consist of-

- (i) in the case of a male employee, himself, his wife, his children, whether married or unmarried, his dependent parents and the widow and children, of his predeceased son, if any,

## *The Payment of Gratuity (Central) Rules, 1972*

(ii) in the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependant parents and the dependent parents of her husband and the widow and children of her predeceased son, if any;

Provided that if a female employee, by a notice in writing to the controlling authority, expresses her desire to exclude her husband from her family, the husband and his dependent parents shall no longer be deemed for the purposes of this Act, to be included in the family of such female employee unless the said notice is subsequently withdrawn by such female employee.

*Explanation:*—Where the personal law of an employee permits the adoption by him of a child, any child lawfully adopted by him shall be deemed to be included in his family, and where a child of an employee has been adopted by another person and such adoption is, under the personal law of the person making such adoption lawful, such child shall be deemed to be excluded from the family of the employee, [Section 2(h)].

**4. Nomination:**—(1) Each employee, who has completed one year of service, after the commencement of the Payment of Gratuity (Central) Rules, 1972, shall make within thirty days of completion of one year of service, a nomination [Section 6(1) read with Rule 8, 6(1)].

(2) If an employee has a family at the time of making a nomination, the nomination shall be made in favour of one or more members of his family and any nomination made by such employee in favour of a person who is not member of his family shall be void. [Section 6(3)].

(3) If at the time of making a nomination, the employee has no family, the nomination can be made in favour of any person or persons, but if the employee subsequently acquires a family, such nomination shall forthwith become invalid and the employee shall make within 90 days a fresh nomination in favour of one or more members of his family. [Section 6 (4) read with rule 6(3)].

(4) A nomination or a fresh nomination or a notice of modification of nomination shall be signed by the employee or, if illiterate, shall bear his thumb impression in the presence of two witnesses, who shall also sign declaration to that effect in that nomination, fresh nomination or notice of modification of nomination as the case may be. [Rule 6(5)].

(5) A nomination may, subject to the provisions of sub-sections (3) and (4) of section 6 be modified by an employee any time after giving to his employer a written notice of his intention to do so. [Section 6(5)].

(6) A nomination or fresh nomination or notice of modification of nomination shall take effect from the date of receipt of the same by the employer. [Rule 6(6)].

**5. Application for gratuity:**—(1) An employee who is eligible for payment of gratuity under the Act, or any person authorised, in writing, to act on his behalf, shall apply ordinarily within thirty days from the date of gratuity became payable.

Provided that where the date of superannuation or retirement of an employee is known, the employee may apply to the employer before thirty days of the date of superannuation or retirement. [Rule 7(1)].

(2) A nominee of an employee who is eligible for payment of gratuity shall apply, ordinarily within thirty days from the date the gratuity became payable to him, to the employer. [Rule 7(2)].

(3) A legal heir of an employee who is eligible for payment of gratuity shall apply, ordinarily within one year from the date of gratuity became payable to him, to the employer. [Rule 7(3)].

### **The Payment of Gratuity (Central) Rules, 1972**

(4) An application for payment of gratuity filed after the expiry of the periods specified above shall also be entertained by the employer if the applicant adduces a sufficient cause for the delay. [Rule 7(5)].

**6. Payment of gratuity:-**(1) Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years—

- (a) on his superannuation, or
- (b) on his retirement or registration, or
- (c) on his death or disablement due to accident or disease;

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement;

Provided further that in case of death of the employee, gratuity payable to him shall be paid to his nominee or, if no nomination has been made, to his heirs, and where any such nominees or heirs is a minor the shares of such minor, shall be deposited with the controlling authority who shall invest the same for the benefit of such minor in such bank or other financial institution as may be prescribed, until such minor attains majority.

Disablement means such disablement which incapacitates an employee for the work which he was capable of performing before the accident or disease resulting in such disablement. [Section 4(1)].

(2) For every completed year of service or part thereof in excess of six months, the employer shall pay gratuity to an employee at the rate of fifteen day's wages based on the rate of wages last drawn by the employee concerned:

Provided that in the case of a piece-rated employee, daily wages shall be computed on the average of the total wages received by him for a period of three months immediately preceding the termination of his employment, and, for this purpose, the wages paid for any overtime work shall not be taken into account.

Provided further that in the case of an employee employed in seasonal establishment, the employer shall pay the gratuity at the rate of seven days' wages for each season [Section 4(2)].

*Explanation:-*In case of a monthly rated employee, the fifteen days' wages shall be calculated by dividing the monthly rate of wages last drawn by him by twenty-six and multiplying quotient by fifteen.

(3) The amount of gratuity payable to an employee shall not exceed twenty months wages. [Section 4(3)].

**7. Forfeiture of gratuity:-**(1) The gratuity of an employee, whose services have been terminated for any act, wilful omission or negligence causing any damage or loss to, or destruction of, property belonging to the employer, shall be forfeited to the extent of the damage or loss so caused;

(2) The gratuity payable to an employee shall be wholly forfeited—

- (a) If the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or
- (b) If the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment. [Section 4(6)].

**8. Notice of opening, change or closure of the establishment:-**(1) A notice shall be submitted by the employer to the controlling authority of the area within thirty days of any change in the name, address, employer or nature of business. [Rule 3 (2)].

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(2) Where an employer intends to close down the business he shall submit a notice to the controlling authority of the area at least sixty days before the intended closure. [Rule 3(3)].

#### **9. Application to Controlling Authority for direction:-**If an employer-

- (i) refuses to accept a nomination or to entertain an application for payment of gratuity, or
- (ii) issues a notice either specifying an amount of gratuity which is considered by the applicant less than what is payable or rejecting eligibility to payment of gratuity, or
- (iii) having received an application for payment of gratuity, fails to issue notice within fifteen days; the claimant employee, nominee, or legal heir, as the case may be, may within ninety days of the occurrence of the cause for the application, apply to the controlling authority for issuing a direction under sub-section (4) of section 7 with as many extra copies as are the opposite party:

Provided that Controlling Authority may accept any application on sufficient cause being shown by the applicant after the expiry of the period of ninety days. [Rule 10.]

**10. Appeal:-**Any person aggrieved by an order of the controlling authority may, within sixty days from the date of the receipt of the order, prefer an appeal to the Regional Labour Commissioner (Central) of the area, who has been appointed as the appellate authority by the Central Government:

Provided that the appellate authority may, if it is satisfied that the appellant was prevented by sufficient cause from preferring the appeal within the said period of sixty days, extend the said period by a further period of sixty days. [Section 7(7)].

**11. Machinery for enforcement of the Act or Rules in Central spheres:-** All Assistant Labour Commissioners (Central) have been appointed as Controlling Authorities and all the Regional Labour Commissioners (Central) as Appellate Authorities.

**12. Powers of the Controlling Authority:-**The Controlling Authority for the purpose of conducting an inquiry as to the amount of gratuity payable to an employee or as to the admissibility of any claim of, or in relation to, an employee for payment of gratuity, or as to the person entitled to receive the gratuity, shall have the same powers as are vested in court, under the Code of Civil Procedure, 1908 in respect of the following matters, namely:-

- (a) enforcing the attendance of any person or examining him on oath;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavits; and
- (d) issuing commissions for the examination of witnesses. [Section 7(5)].

**13. Recovery of gratuity:-**If the amount of gratuity payable is not paid by the employer, within the prescribed time, to the person entitled thereto, the controlling authority shall, on an application made to it in this behalf by the aggrieved person, issue a certificate for that amount to the Collector, who shall recover the same, together with compound interest thereon at the rate of nine per cent per annum, from the date of expiry of the prescribed time, as arrears of land revenue and pay the same to the person entitled thereto. [Section 8].

**14. Protection of gratuity:-**No gratuity payable under the Payment of Gratuity Act and rules made thereunder shall be liable to attachment in

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execution of any decree or order of any civil, revenue or criminal court, [Section 13.]

**15. Penalties for offences:-**(1) Whoever, for the purpose of avoiding any payment to be made by himself or of enabling any other person to avoid such payment, knowingly makes or causes to be made any false statement or false representation, shall be punishable with imprisonment for term which may extend to six months, or with fine which may extend to one thousand rupees, or with both;

(2) An employer who contravenes, or makes default in complying with, any of the provisions of the Act or any rule or order made thereunder shall be punishable with imprisonment for term which may extend to one year, or with fine which may extend to one thousand rupees, or with both;

Provided that if the offence relates to non-payment of any gratuity payable under the Payment of Gratuity Act, the employer shall be punishable with imprisonment for a term which shall not be less than three months unless the Court trying the offence, for reasons to be recorded by it in writing, is of opinion that a lesser term of imprisonment or the imposition of a fine would meet the ends of justice. [Section 9(2)].

**16. Display of notice:-**The employer shall display conspicuously a notice at or near the main entrance of the establishment in bold letters in English and in the language understood by the majority of the employees specifying the name of the officer with designation authorised by the employer to receive on his behalf notices under the Payment of Gratuity Act or the rules made thereunder. [Rule 4].

**17. Display of abstract of the Act and Rules:-**The employer shall display an abstract of the Payment of Gratuity Act and the rules made thereunder in English and in the language understood by the majority of the employees at a conspicuous place at or near the main entrance of the establishment. [Rule 20].

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