

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, an 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 20at o'clock in the forenoon/afternoon in 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 in default of your appearance on the day before mentioned the application will be dismissed/heard and determined in your absence.

Give under my hand and seal, this day of 20

Controlling Authority

Note: Strike out the words and paragraphs not applicable.