

Checklist relating to Inspection under the Payment of Gratuity Act,1972 and rules made thereunder

Section & Or Rules	Subject
Rule 3(1)	To ensure that a notice in Form-A is served by the employer concerned of a factory,shop,establishment or plantation to the Controlling Authority of area.
Rule 3(2)	To ensure that any change taking place in regard to the information furnished in Form-A is intimated in Form B to the Controlling Authority within thirty days of such change.
Rule 3(3)	To ensure that the employer serves a notice in Form-C on the Controlling Authority of the area at least sixty days before the intended closure of his business.
Rule 4(1)	To ensure that an abstract of the Act and Rules made thereunder in English and in Hindi and in a language understood by the majority of employees specifying the name of the officer with designation authorised by the employer to receive on his behalf notices or applications under the Act and the Rules is displayed at a conspicuous place of the factory,plantation,shop or establishment by the employer.
Rule 4(2)	To ensure that an abstract of the Act and Rules made thereunder in English and in Hindi and in a language understood by the majority of employees is displayed at a conspicuous place at or nearabout the main entrance of the factory,plantation,shop or establishment as the case may be.
Sec 6 and Rule 6(2)	To ensure that within thirty days of receipt of Nomination in Form-F ,the service particulars of the employee is verified with reference to the record of the factory,plantation ,shop or establishment,and after obtaining a receipt therefor ,the duplicate copy of the nomination in Form-F duly attested either by the employer concerned or an officer authorised in this behalf by him,as a token of recording of nomination by the employer concerned is returned to the employee concerned and the other copy is preserved permanently for further reference.
Sec 7 and Rule 8(1i)	To ensure that within thirty days of receipt of application for payment of gratuity,a notice in duplicate in Form-L is issued by the employer concerned to the applicant employee ,nominee or heir,as the case may be specifying the amount of gratuity payable and fixing a date not being later than forty-fifth day after the date of receipt of the application,for the payment thereof.
Sec 7 and Rule 8(1ii)	To ensure that a notice in duplicate in Form-M is issued by the employer concerned to the applicant employee ,nominee or heir,as the case may be specifying the reason why the claim for gratuity is not considered admissible.
Sec 7 and Rule 8(4)	To ensure that notice in Form-L or M is served on the applicant either by personal service after taking receipt or by registered post with acknowledgement due.
Rule 9(4)	To ensure that a register recording the details of payment made on account of gratuity is maintained by the employer.