

**FORM 'O'**

[See-Sub-rule ⑩ 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 A&N Islands Payment of Gratuity Rules, 1973 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 authorized in this behalf for the purpose of answering all material question relating to the application on the .....day of 19.....at.....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/defense.

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

Given under my hand seal this.....day of ..... 19.....

Controlling Authority

NOTE :- Strike out the words and paragraphs not applicable.