

**Payment of Gratuity Act, 1972 & Tamil Nadu Rules, 1973**

1	Name of the establishment	
2	Nature and description of work	
3	Name and address of the responsible officer	
4	Date of commencement	
5	Probable date of Completion	
6	No. of employees present on the date of inspection	Male – Female – Total –
	Max no. of employees employed on any day during 12 months	Male – Female – Total –
	Weekly Holidays	
	Date of Payment :	
7	Name and address of the employer's representative present during Inspection	

**PERTAINING TO NOTICE**

1. The notice in English and in a language understood by majority of employees showing in bold letters the name of the officer, with designation, authorized by the employer to receive on his behalf the notice under the Act or the Rules, and has not been displayed conspicuously at or near the main entrance of the establishment. [As per Rule 4(1).]
2. Fresh notice required to be displayed in lieu of illegible notice / notice requiring change has not been displayed-[As per Rule 4(2).]

**NOTICE OF COMMENCEMENT/COMPLETION**

1. Notice of opening of the establishment in Form “A” has not submitted to the controlling authority of the area, though statutory time limit of 30 days has already expired – [As per Rule 3(1).]
2. Notice of change in form “B” intimating the change in the name & address of employer or business has not been submitted to the Controlling Authority of the area even though a period of 30 days has expired-[As per Rule 3(2)]
3. Notice of Closure in Form “C” intimating the intention of closure of the business has not been submitted to the controlling authority at least sixty days before the closure.[ As per Rule 3(3)]

**DISPLAY OF ABSTRACT OF THE ACT**

1. An Abstract of the Act & Rules in Form “U” has not been displayed at a conspicuous place at or near the main entrance of the establishment in English & in the language understood  
By the majority of the employees – [As per Rule 20.]

**PERTAINING TO REGISTER AND RECORDS**

1. In the following cases, duplicate copy of the nomination in form “F” duly attested by the employer (As token of the recording of the nomination) has not been returned to employee-[As per Rule 6(2).]

Sl. No	Name& Designation of the Employees

2. Details of personnel resigned/ retired/ died/disable during the last 3 years, their gratuity entitlement and amount of gratuity paid to them with date as per their entitlement was not provided on demand.[ As per Section 7B (1) (a).]

Sl.No	Name & designation of the personnel	Date of Joining	Date of separation	Last salary Drawn	Amount of gratuity, if paid	Date of payment of gratuity, if paid

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**Specific provisions regarding Payment of Gratuity Act, 1972 & Tamil Nadu Rules, 1973**

1. Payment of Gratuity:-

(I) In the following cases, the employer failed to determine the amount of gratuity and give notice in writing to the persons to whom gratuity is payable and also to the controlling authority – [As per Section 7 (2).]

Sl. No.	Name of the persons	Employees.	Remarks:

(II) In the following cases, the employer has failed to issue notice in form “L”/form “M” as the case may be to the applicant employee within 15 days of receipt of application endorsing copy to the controlling Authority–[As per Rule 8(1)(i)]

Sl. No.	Name of the persons	Employees.	Remarks:

(III) In the following case the amount of gratuity paid to the persons falls short by the sum indicated below against each person-[As per Section 4(2).]

Sl. No	Name of the person	Date of employment	Date of termination	Total No. of completed years of service	Rates of wages last drawn	Amount of gratuity payable	Amount of gratuity actually paid	Difference	Remarks

2. There was delay in paying the gratuity to the following personnel and owing to this interest admissible was not paid to the following officials/officers [As per Section 7(3A)]

**Other irregularities**

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