

Checklist for inspection under The Payment of Gratuity Act, 1972

1. Notice of opening of establishment in “Form A”
2. The notice of specifying the name and designation of the officer authorized by the employer to receive on his behalf notices should displayed.
3. Nomination form in “Form F”
4. Abstract of the Act should be displayed at auspicious place.
5. Employer should submit notice of change in “Form B” if address of establishment has been changed.