

Under the Payment of Gratuity Act, every establishment has to comply with **Form “A”- Notice of Opening i.e.** within thirty days of these rules becoming applicable to an establishment, a notice (in **Form “A” – Notice of Opening**) shall be submitted by the employer to Controlling Authority – [Assistant Labour Commissioner \(Central\)](#)

**Who will do what?**

1. The format (Enclosed Form A) will be filled and signed by respective Branch Managers in case of branches and Designated Managers in case of Offices [e.g.CCC](#).
2. The submission of the forms to the respective Asst. Labour Commissioners office (Central) will be done by FMG Team in the region. Branches/offices would need to align with there respective FMG resource to do the needful at the earliest post the forms have been filled.
3. Any relative data on manpower count etc will be given by HR-Operation Team. ([Prasad.Chudji@kotak.com](mailto:Prasad.Chudji@kotak.com) )
4. Incase of any delay in submission then we might have to deposit the same with necessary penalties.

**User Guide for filling form A**

1. Name and address of the Establishment – Please write the name of the branch/office address
2. Name and designation of the employer – Name of the Branch Manager in case of branches;
  - Name of the Designated Manager in case of Offices
3. Number of persons employed – Number of employees working on Kotak Mahindra Bank rolls
  - (Please don't account for Outsource, Housekeeping, pantry, etc. who are not on the rolls of Bank)
4. Maximum number of persons employed on any day during the preceding twelve months with date – Same as No.3 above
5. Number of employees covered by the Act – Same as no.3 above
6. Nature of industry – Banking
7. Whether Seasonal – No
8. Date of Opening – Please write date of opening of the branch/office
9. Details of Head office/Branches – This is already updated in the Format
10. Total number of employees – Please check with HR for the latest number, it is updated as on 31/03/2007
11. Name and addresses of other branches in India – Please give the total number of branches as on date (Check the intranet - locator for latest figures)
12. The Forms should be duly signed and stamped with Bank Seal.
13. The Forms will be signed by Branch Manager in case of branches and Designated Managers in case of Offices
14. The FMG team will submit the same to Controlling Authority, ALC (Central) office and take the acknowledgement.
15. The acknowledged copy should be stored at branches/offices for Labour Compliance. In case of branches the same could be kept in the BM file.

Further the Payment of Gratuity act mandates Form B & Form C also. (Formats enclosed). **These forms to be submitted only in the events of a change (e.g. change of address & closure respectively.**