

**SPECIFICATIONS/FORMAT FOR FILE USED FOR: PRGF GRATUITY RETURN**

Field	Data type	Width	Mandatory (Yes/No)	Description of field	Remark
<b>Employee Details:</b>					
Employee ID	Character	14	Yes	This is the employee ID: The employee must be a Mauritian Citizen and it is the NIC number.	Characters allowed A to Z & 0 to 9.
Surname of Employee	Character	80	Yes	This is the Surname of the Employee.	It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters.
Other Names of Employee	Character	80	Yes	This is the Other Names of the Employee.	It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters.
Date of Exit	Date	8	Yes	This is the date the contract of work with the employee ended.	Format is YYYYMMDD E.g. 20190913.
Reason for Exit	Character	1	Yes	This is the reason because of which Exit Statement was submitted.	List of Values is: D – Death R – Retirement
Date ‘relevant legal document’ submitted	Date	8	Yes (If reason of exit is Death)	This is the date pertaining to the relevant legal document submitted as per S95(2A)(c)(ii) of the Workers’ Rights Act	Format is YYYYMMDD E.g. 20190913. <b>Field should be left blank when reason of Exit is Retirement.</b>
Amount of Gratuity paid	Number	10	Yes	This is the gratuity computed in accordance with section 96(4) of the Workers’ Rights Act in lieu of contributions for his past services.	Amount should be greater than zero and should not contain decimal places or separator E.g. An amount should appear as 123456789
Date of payment of Gratuity	Date	8	Yes	This is the date on which amount of gratuity was paid to employee upon retirement or legal heirs / legal representative of the deceased worker.	Format is YYYYMMDD E.g. 20190913.
Mode of Payment	Character	1	Yes	This is the mode by which the gratuity payment was effected to the employee	List of Values is: C – Cash Q – Cheque B – Bank Transfer

Bank Name	Character	7	Yes (If mode of payment is by Bank Transfer)	This is the name of the bank in which the gratuity payment to the employee was effected. The corresponding bank key should be mentioned.	List of Values is:																																									
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Bank Account No.	Number	16	Yes (If mode of payment is Bank Transfer)	This is the Bank account number of the payment made to the employee// legal heirs or legal representative.	List of Values is:																																									
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Phone Number of Employee / legal heirs or legal representative	Number	7	No	Phone Number of Employee / legal heirs or legal representative	Numbers allowed 0 to 9. It should be of 7 characters only.
Mobile Number of Employee / legal heirs or legal representative	Number	8	No	Mobile Number of Employee / legal heirs or legal representative	Numbers allowed 0 to 9. Mobile number should be of 8 characters starting only with 5.
E-mail Address of Employee / legal heirs or legal representative	Character	50	No	Email address of Employee / legal heirs or legal representative	It must consist of a valid email address.
Cheque Number	Character	50	Yes (If mode of payment is Cheque)	This is the Cheque number of the payment made to the employee / legal heirs or legal representative.	It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9 and some other special characters.