

Standard Gratuity Calculation Statement

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|------------------------------------|-------------------|
| Employee Name | John Doe |
| Employee ID | EMP123456 |
| Department | Finance |
| Designation | Senior Accountant |
| Date of Joining | 10-Feb-2015 |
| Date of Leaving | 15-Jun-2024 |
| Total Years of Service | 9 Years 4 Months |
| Last Drawn Basic Salary | â‚¹50,000 |
| Dearness Allowance (if applicable) | â‚¹5,000 |

Gratuity Calculation

| | |
|--------------------------|---|
| Formula Used | Gratuity = (Basic + DA) Ã— 15 Ã— No. of years of service / 26 |
| Computation | (â‚¹50,000 + â‚¹5,000) Ã— 15 Ã— 9 / 26 = â‚¹12,90,769.23 |
| Eligible Gratuity Amount | â‚¹12,90,769 |

Payout Details

| | |
|------------------|---------------|
| Payment Method | Bank Transfer |
| Bank Account No. | XXXXX1234 |
| Payment Date | 30-Jun-2024 |

Important Notes

- Gratuity is calculated as per the Payment of Gratuity Act, 1972.
- Only completed years of service are considered for gratuity calculation.
- The statutory maximum limit for gratuity payment applies as per government rules.
- If any days in the final year is more than 6 months, then it is considered as a full year.
- This statement should be kept confidential and used only for payroll purposes.