

# Gratuity Disbursement Approval Document

[Company/Organization Name]

Date: \_\_\_\_\_

## Employee Details

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Date of Leaving: \_\_\_\_\_

## Gratuity Details

Total Service Period: \_\_\_\_\_

Last Drawn Salary: \_\_\_\_\_

Eligible Gratuity Amount: \_\_\_\_\_

Approved Gratuity Amount: \_\_\_\_\_

Disbursement Method: \_\_\_\_\_

Bank Account Details: \_\_\_\_\_

## Approval Comments (if any)

\_\_\_\_\_

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Approved By

## Important Notes:

- This document must be reviewed and approved by authorized personnel before disbursement.
- Ensure all employee and gratuity details are accurate to avoid processing delays.
- Maintain this document for audit and compliance purposes.
- Disbursement should be in accordance with company policy and statutory regulations.