

Employee Gratuity Disbursement Form

Employee Details

Employee Name:

Employee ID:

Department:

Designation:

Date of Joining:

Date of Leaving:

Gratuity Details

Total Years of Service:

Last Drawn Basic Salary:

Eligible Gratuity Amount:

Deductions (if any):

Net Amount Payable:

Disbursement Mode

Bank Name:

Account Number:

IFSC Code:

Prepared By:

Date:

Checked By:

Date:

Authorized Signatory:

Date:

Important Notes

- This form must be duly verified and authorized before processing gratuity disbursement.
- Ensure all fields are completed and supporting documents are attached.
- Incorrect or incomplete information may lead to delays in processing the payout.
- The amount will be credited to the employee's bank account as per the details provided.
- Retain a copy of this form for future reference and audit purposes.