

# Gratuity Claim Submission Document

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## Employee Details

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

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

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

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

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

**Date of Relieving/Retirement:** \_\_\_\_\_

## Claim Details

**Last Drawn Salary (Basic):** \_\_\_\_\_

**Total Years of Service:** \_\_\_\_\_

**Gratuity Amount Claimed:** \_\_\_\_\_

**Bank Account Number:** \_\_\_\_\_

**Bank Name & Branch:** \_\_\_\_\_

**IFSC Code:** \_\_\_\_\_

## Document Checklist

- Relieving/Retirement Letter (copy)
- Last Salary Payslip
- Service Certificate (if available)
- Self-attested ID Proof (Aadhaar/PAN/Passport)
- Cancelled Cheque (for bank account verification)

**Employee Signature:**

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

**Verified By (HR):**

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

## Important Notes

- Please ensure all the required documents are attached to avoid delays in claim processing.
- Gratuity is processed as per prevailing company policy and statutory regulations.
- Incorrect or incomplete details may result in rejection or delay of your claim.
- Contact your HR department for queries regarding the gratuity calculation or status.
- Keep a copy of this filled document and attached proofs for your personal records.