

Gratuity Claim Submission Document

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.