

Simplified Gratuity Calculation Table

Employee Name	Employee ID	Date of Joining	Date of Leaving	Years of Service	Last Drawn Salary	Formula	Gratuity Amount (â,¹)
John Doe	EMP001	12-Mar-2013	18-Apr-2024	11.1	â,¹50,000	(Salary Ã— 15 Ã— Years) / 26	â,¹319,615
Anita Sharma	EMP024	08-Jan-2018	30-May-2024	6.4	â,¹35,000	(Salary Ã— 15 Ã— Years) / 26	â,¹128,653
Ravi Kumar	EMP113	01-Sep-2014	10-Jun-2024	9.8	â,¹42,500	(Salary Ã— 15 Ã— Years) / 26	â,¹239,423
Pooja Patel	EMP078	21-Feb-2015	25-May-2024	9.3	â,¹38,000	(Salary Ã— 15 Ã— Years) / 26	â,¹203,038

Important Notes

- Gratuity is calculated as per the Payment of Gratuity Act, 1972.
- Years of service are rounded down to the nearest year if months are less than six.
- Gratuity is payable only after completion of at least 5 years of continuous service.
- Last drawn salary includes basic and dearness allowance only.
- The maximum limit of gratuity payable is subject to government regulations and may change.
- This table is a simplified template for sample reference purposes only.