

END OF SERVICE GRATUITY

Calculation Sheet

EMPLOYEE INFORMATION

Employee Name		Employee ID	
Designation		Department	
Date of Joining		Date of Leaving	
Total Service Period		Reason for Leaving	

SALARY DETAILS (AT TERMINATION)

Basic Salary		Housing Allowance	
Transportation Allowance		Other Allowances	
Total Gross Salary		Gratuity Basis Salary	

GRATUITY CALCULATION BLOCK

Service Period Range	Years / Days	Calculation Basis	Amount
First 5 Years of Service			
Service Beyond 5 Years			
Gross Gratuity Amount			

DEDUCTIONS & ADJUSTMENTS

Pending Loans / Advances	
Unbilled Mobile/Asset Recoveries	
Notice Period Shortfall Deduction	
Other Deductions / Leave Encashment Adjustment	
Total Deductions	

NET SETTLEMENT SUMMARY

Net Payable Gratuity Amount	
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Prepared By (HR/Payroll)

Reviewed & Approved By (Finance)

Employee Acknowledgment & Signature

Declaration: I hereby acknowledge that the above calculation represents a full and final statement of my End of Service Gratuity benefits. Upon receipt of the Net Payable Amount, I release the Company from any further liabilities or claims regarding my employment.