

Gratuity Computation, Claim (Form I) & Dispute

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Computes the gratuity due under the Payment of Gratuity Act, drafts the Form I claim to the employer, and — where the employer withholds, delays or under-pays — prepares the dispute application to the Controlling Authority, with the interest and the grounds.

Purpose of this tool & output

Compute gratuity, draft the Form I claim, and prepare a dispute representation where an employer withholds or under-pays it

How the output is used

Use the gratuity computation and the drafted Form I to claim from the employer, and where it is withheld, delayed or under-paid, file the application to the Controlling Authority with the interest and the grounds.

Who receives it

The employer (the Form I claim); on dispute, the Controlling Authority under the Payment of Gratuity Act.

How to submit / file it

Serve Form I on the employer within the time allowed, and on non-payment or under-payment file the application to the Controlling Authority with the computation, the interest for delay and the evidence.

Who should vet it

No professional is needed for the Form I claim; a contested forfeiture or a large dispute before the Controlling Authority may warrant a labour lawyer.

Important cautions

Gratuity is due after five years (with the 4-years-plus-240-days rule), delayed payment carries simple interest, and forfeiture is allowed only in narrow circumstances; the statutory ceiling caps the amount. This is a drafting aid.

Companion documents

No related documents are listed on the portal for this tool.

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.