

Resignation Accepted - Alok Kumar Pandey (2003762)

Team HR <Helpdesk.paytmbank@peoplestrong.com>

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To: Alok Kumar Pandey <alok.pandey@paytmbank.com>

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You can go through the separation policy link on DeepPurple to understand more details about the separation process. However, we are putting down key points that are expected of you during your notice period.

As a part of the separation process, you are to:

1. Serve the full **notice period**.
 1. Any shortfall in notice period shall be recoverable from you
 2. The management may, in its discretion, relieve an employee who has given notice and has resigned from the employment of the Company before the completion of notice period, without payment of salary for the remaining unexpired period of the notice.
2. Comply with the **terms and condition of the appointment letter** and carry out your conduct in accordance with the **company's code of conduct**.
3. **Complete the knowledge transfer** and handing over of tasks according to the reporting manager's instructions, and complete the responsibilities handled by you.
 1. The task of handing over of responsibilities includes transfer of data, ownership, enabling understanding of process, and do's & don'ts all in written format, to avoid any ambiguity in handover and does not mean merely sharing superficial information.
 2. Transfer of knowledge and ownership not done as required to carry on the work without interruption, or any behaviour issues reported by the reporting manager or team members during notice period will be termed as non-amicable separation and may lead to extension of notice period, if required.
4. Once you have exited from the company, you'll not represent the company or speak on behalf of the company in any capacity.
5. Please be informed that post your relieving as well you are bound to abide by the Non-Disclosure Agreement signed at the time of joining which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses
6. If you are holding a statutory position (Director, CS, holding shares on behalf of the company, Signatory in Bank, Nodal Officer, Compliance Officer, MLRO, Principal Officer, etc.) you need to communicate to your HOD and HRBP within 7 days of your resignation to ensure a suitable replacement is appointed for business continuity and compliance purposes.
7. **Ensure No Dues Clearances (NDC)** by Relevant Stakeholders: To avoid any delay or discrepancies in the full & final settlement (F&F) you must clear and/or submit the details as per the below mentioned table on or before your last working day at the company. You can review the status of your NDC on Elevate2.0 >>Separation >> Exit Stage

No Dues Clearances & Reimbursements:

All No Dues Clearances will have to be taken on or before the LWD. You can reach out to stakeholders as mentioned in the below table for clearances.

Clearances about	Items to be cleared	Point of Contact	Recommended timelines
Knowledge Transfer	Completion of Knowledge Transition & Data transition Approval for Attendance Regularization, Leave, Expenses, etc.	Manager	On or before the LWD

Physical Assets: All company assets need to be handed back on or before the LWD	IT Assets: Biometric, Headphone/External HDD, RAM, Data Card, Sim Card Cancellation, Testing Equipment, Laptop, Laptop Charger, Mouse, Keyboard, Mobile, Mobile Charger, any other IT Assets that might have been given to you.	[itassetadmin@paytmbank.com]itassetadmin@paytmbank.com	On or before the last working day (LWD)
	ID Card	scc@paytmbank.com	
	Fastag (if applicable)	rakesh2.dubey@paytmbank.com	
	EDC Device, Sound Box, Dynamic QR, or any other device / merchandise / spares and consumables (if applicable)	rakesh2.dubey@paytmbank.com sumit.tyagi@paytmbank.com	
Financial Assets & Reimbursements	Non CTC Reimbursements: Mobile and broadband bills, Travel reimbursements or any other applicable reimbursements	travelreimbursement@paytmbank.com	At least 15 days before the LWD.
	CTC based Reimbursements / Payments: Car Lease Closure, Mediclaim Deduction, FBP reimbursements, Joining Bonus, Retention Bonus, PLI, LTIP, etc.	mypay@paytmbank.com	
	Salary Advances, Travel advances, team outing advances, Forex advances or any other advance taken from the company that has not been adjusted against the reimbursements, if any.	Niyati.gupta@paytmbank.com & Gagan.deep@paytmbank.com	

Other important tasks to be completed:

- **Leave & Attendance:** Please ensure that your attendance & leaves are approved as per the attendance policy before the last working day, else they will be considered as LEAVE WITHOUT PAY.
 - In case of any query you can write myattendance@paytmbank.com
- **Car Lease (if applicable):** If you have availed of the Car Lease program, then you are to connect with Orix to clear/transfer/foreclose car lease at least one month before your last working day.
 - Spoc: Gaurav Panchal Mobile: 09717176695 | panchal@orixindiaft.co
- **ESOP (If Applicable):** Any vested ESOPs that you have not exercised need to be exercised within 90 days from the date of Resignation. As per the ESOP Policy. To exercise the ESOPs you'll need to make the required payment against the exercised price and applicable taxes. If you fail to exercise the vested ESOPs within 90 days from the date of Resignation, the same will be surrendered back to the company (lapsed) and you'll not be eligible to exercise them going forward.

- It is strongly advised that you complete ESOP exercise process through ESOP Portal- Qapita before your last working day.
- In case of any query you can reach out to - esop.exercise@paytm.com or esop.exercise@paytm.com
- **Non CTC Reimbursement:**
 - All the reimbursement forms with supporting bills should be shared with the reimbursement team as per the applicable reimbursement process.
 - travelreimbursement@paytmbank.com for reimbursement of: Local conveyance, outstation conveyance, team outing advances, Relocation, Forex, Learning.
 - No bills or claims or special approval or waiver will be entertained on or after the last working day.
- **CTC Reimbursement:**
 - All CTC based reimbursements will need to be submitted on Elevate2.0 > Payroll > CTC Reimbursement. If you do not submit the relevant reimbursement documents, then the amount earmarked for these reimbursements will be processed as a taxable income as a part of the F&F settlement
 - In case of any query, you can reach out to mypay@paytmbank.com
 - No reimbursements will be entertained on or after the last working day.
- **Other payments and recoveries, if applicable:**
 - Other amounts like Joining Bonus, Retention Bonus, Relocation expenses, LTIP and PLI, etc will be processed for recoveries, if any, as per the terms of the payments made.
 - In case of any query, you can reach out to mypay@paytmbank.com
- **Submission of Investment Proofs:**
 - All Investment proofs need to be submitted on Elevate2.0 > Payroll > Investment Proof Submission at least 15 days prior to your last working day.
 - In case if you do not submit the investment proofs, your payments will be processed assuming that such investments were not made by you and accordingly the taxes will be calculated and deducted from your full & final settlement. You may be able to claim them as a part of your Income tax returns filing as per the income tax rules.
 - In case of any query, you can reach out to mypay@paytmbank.com
- **Important Documents (Salary Slip/Appointment Letter/Etc.)**
 - Please download/collect your Salary slips, Appraisal Letter, Appointment Letter & Form-16 before the last working day from Elevate 2.0
 - Please note that you will not share or claim any other dues after handing over this clearance form
- Complete the Self declaration and Exit Interview Survey on Elevate

Full & Final (F&F) Settlement:

- **Payment process**
 - As per policy, your F&F settlement will be completed within 45 days' time from your last working day. However, it is contingent on the No Dues Clearances being completed. Hence, you are requested to ensure that all dues are cleared on or before the last working day. In case of non-completion of no dues clearance, the company will have the right to recover any such dues from you including but not limited to deduction from your full and final settlement amount.
 - Please note that your F&F settlement will be credited to your Bank account updated on the PS portal. Steps to check your Bank Account details here (Elevate2.0 > My Profile > Bank Account Details)
 - Your full and final statement will be shared with you on your personal email ID via Exit team. You can update your personal email id details here (Elevate2.0 > My Profile > personal email id)
- **Relieving Letter:**
 - Relieving letter will be issued to you within a day's time of sharing the F&F statement in case there is no recovery.
 - If there's recovery in the F&F Statement, then the relieving letter will be issued to you post settlement of the recovery amount.

In case of any further queries related to the above formalities, please feel free to reach out to myexit@paytmbank.com for clarification.

We would like to thank you for your contribution and services to the company and would like to wish you all the very best in your future endeavours!!

Regards,
Human Resources Department