

Full and Final Statement

Employee Code	52224748	Notice Period Days	90
Employee Name	Mr. Aniket Kumar .	Notice Period Served	90
Designation	Graduate Trainee	Notice Pay Recovery Days	0
Payroll Area / Location	LK/Lucknow SEZ-IT02-Unit 8-GF	Notice Pay Employer	0
Date of Joining	20-Nov-23	LWP days	0
Resignation Date	08-Nov-24	Gratuity Yrs	0
Last Working Date	05-Feb-25	AL Days Payable/ Recoverable	14.82 / -0.00
PAN No	KEYPK1764M		
PF No	GN/GGN/5572/644085		
Pension No	GN/GGN/5572/630960		

Earnings	Monthly Eligibility	(Salary On Demand Month) (February)	(Salary Hold Month) (November)		
Basic Salary	12,661.00	2,260.89	12,661.00	0.00	0.00
HRA	2,196.00	392.14	2,196.00	0.00	0.00
Advance Statutory Bonus	2,532.00	452.14	2,532.00	0.00	0.00
Total Monthly Components(A)	17,389.00	3,105.17	17,389.00	0.00	0.00
Additional Components					
PL Encashment(Non PF)	0.00	6,169.00	0.00	0.00	0.00
Holiday/Festival Allo	0.00	0.00	561.00	0.00	0.00
Shift Allowance-lob	0.00	0.00	2,050.00	0.00	0.00
Total Additional Components (B)	0.00	6,169.00	2,611.00	0.00	0.00
Monthly Gross Earnings (A+B = C)		9,274.17	20,000.00	0.00	0.00
Statutory Deductions					
Ee ESI contribution	0.00	20.00	112.00	0.00	0.00
Ee PF contribution	0.00	271.00	1,519.00	0.00	0.00
Statutory Deductions Total (D)	0.00	291.00	1,631.00	0.00	0.00
Other Deductions					

Other Deductions Total (E)					
Monthly Gross Deductions (Statutory + Other Deductions) (D +E = F)	0.00	291.00	1,631.00	0.00	0.00
Vendor Balance (Payable / Recoverable) for both India and GEO Books					
Vendor Balance Payable / Recoverable - Total G					
Full and Final amount (H)	27,352.17	8,983.17	18,369.00	0.00	0.00
Salary Hold Prior To November-2023 = I	0.00				
Grand Total (H + I = J)	27,352.17				
Received from Employee (K)	0.00				
Payable/ Recoverable (J - G + K = L)	27,352.17				
Paid already (M)	0.00				
Revised Payable / Recoverable (L - M = N)	27,352.17				

Disclaimers:

1. The Full and Final Settlement Sheet is a system generated document and does not required company seal and signature.
2. As per policy employee who serve 4 years 190 days are eligible for gratuity payout. Please note Gratuity deduction is being shown in F&F sheet with an assumption that the payout will made separately as per Gratuity Act in order to mitigate statutory compliance.
3. The full and final settlement was prepared on the basis of input received from the entire stakeholder (HR/IT/Admin). In case of any waiver you can get in touch with your EP/BP Partner.
4. In case any additional payout missing in your full and final settlement like shift allowance/on call allowance/weekend allowance/Performance Bonus please discuss with your EP/BP partner.
5. For any query related to claims please raise SSD in offboarding portal or drop mail to esclaimsalumni@hcl.com.
6. For PF related queries please raise queries by using below mention path.
Offboarding Portal --PF Portal-- Click on Grievance icon (available on right corner up on the portal)-- Select Category and write your query.
For Pension related queries post last working days please send mail to pensionhelpdesk@hcl.com.
For KYC correction e.g. Aadhar correction, UAN Query, Name Correction hcl_pf.withdrawal@hcl.com.
7. Employee can raise full &final settlement related queries in offboarding portal by using below mention path: -

Interact with HCL (Grievance) > Create a new Grievance > Select Issue type > Issue Description > Describe the issue & submit.