

# Relieving Formalities /Checklist

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## Record of release:

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1.0	Deepak R	Raaman VS	Rajesh B Shetty	01-Apr-2023	This document is derived from LTI document named 'Reliving Formalities Checklist' dated 01-Sep-2022
2.0	HRSS	HRSS	HRSS Head	01-Jan-2025	Footer updated as per Information classification labelling guideline.

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## 1 Purpose

The Purpose of this document addresses expectations from a separating associate while undergoing separation process. This document is to be referred as part of the Separation Policy and Process document.

## 2 Scope

This policy shall apply to all permanent associates of the company working in India.

## 3 Relieving Formalities Checklist

- a. Your SSC portal access will be valid for a period of 1 year from your last working day. You are requested to keep your Personal Information (like address, mail id, mobile no., etc.) up to date on SSC portal.
- b. An online clearance checklist will be enabled once resignation is approved by PP (People Partner).
- c. The clearance checklist can be viewed in SSC portal at (SSC->Payroll->trace my clearance form). This checklist will guide you on the clearances that are required from various stakeholders.
- d. Please note, manual follow-up on clearances is not required. Respective stakeholders will provide clearances as per their SLA.
- e. You are requested to apply for leave (if any), normalize attendance, book your timesheets and close any pending Leave Without Pay (LWP) reversals in the system before your LWD.
- f. After clearance from all stakeholders your Full and Final (FNF) settlement be processed in approx. 4 weeks from your LWD.
- g. The HRSS India Separations team will issue Relieving Letter to you on your LWD. However, your Service Letter (which supersedes the Relieving Letter) will be issued only after your FNF is completed.
- h. Please do note, your last months' salary will be processed along with your FNF settlement and hence, you are requested to keep your salary account active till such time.
- i. A provisional pay-slip can be viewed in SSC portal
- j. Form C declarations and submission of proof of investments should be done on the SSC portal before your LWD. If there are no investments or proofs related to investments, Form C submission can be ignored.
- k. Associate's Form 16 will be available for direct download from SSC Portal, once it is generated (tentatively in month of June for last financial year).

For any clarifications or assistance required on the above you can write to [HRSS.IndiaSeparations@ltimindtree.com](mailto:HRSS.IndiaSeparations@ltimindtree.com)

In case you are not satisfied with the response received, you can reach out to [Deepak.R@ltimindtree.com](mailto:Deepak.R@ltimindtree.com) for further assistance.

## 4 Retiral Benefits Details

Kindly note the processes to be followed for availing of the various Retiral Benefits that are applicable for you:

Retiral Benefit	Process
Provident Fund (PF) Withdrawal	<p>Login to SSC portal and fill-up online PF form, and then take a print and send duly signed forms to SSC for further processing. <b>Soft copy to be sent to <a href="mailto:RBS-SSC@larsentoubro.com">RBS-SSC@larsentoubro.com</a></b></p> <p><b>Hard copy to be couriered to</b></p> <p>Larsen &amp; Toubro Limited Shared Services Centre (SSC) Retirement Benefit Section 4th floor, Krislon House, Off. Saki Vihar Road, Saki Naka, Andheri-(E),</p>
Employee Pension Scheme (EPS) Withdrawal	Raise a helpdesk ticket on SSC Homepage.
Provident Fund (PF) Transfer	<p>A transfer application would need to be filled in with new employer. Please note your PF/UAN no. can be obtained from your payslip. Details of PF Trust are shared below;</p> <p><b>Trust Name:</b> Larsen &amp; Toubro Officers &amp; Supervisory Staff Provident Fund</p> <p><b>Trust Address:</b> Larsen &amp; Toubro Ltd. Shared Services Centre, 4th Floor, Krislon House, Opp. Ansa Estate, Off-Saki Road, Sakinaka, Andheri (E), Mumbai-400072 <a href="mailto:RBS-SSC@larsentoubro.com">RBS-SSC@larsentoubro.com</a></p>
Gratuity Settlement	<p>If eligible, Gratuity payout will be automatically processed by HRSS Team after your LWD.</p> <p>Note – Check the gratuity policy in SharePoint for gratuity eligibility guideline.</p>