

Employee Name:	Muzibur Rehaman	Synergy ID	10292266
Grade	01	Designation	CNNon Employee
Portal Id	196315	Last Working Day	30-Sep-2024
Manager Name	Velavar Pounraja	Date Of Notice	16-Sep-2024
Date Of Joining	06-Nov-2019	Company	Dell Bus Proc.Sol.Ind
Location	Bangalore IPS	Building Name	SEZ Global Village

Reason for Clearance:	Contractor Exit		
Current Project	SMWE		
Permanent Address	M.Rehaman, 103, Saipaduka Apartment, Nandigama, Andhra Pradesh, PIN: 521185		
Email ID	muzibur.mi@gmail.com	Contact No	8142786416
Submitted On	9/30/2024 10:21:16 AM	Submitted By	196315

Hospitalization Declaration	
I, Muzibur Rehaman do hereby declare and confirm to NTT DATA Global Delivery Services Limited(hereinafter referred to as “the Company”, which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that with respect to Group Hospitalization Insurance reimbursement,	
<input type="checkbox"/>	I have no claims pending to be settled by Medi Assist.
<input type="checkbox"/>	I have a claim to be settled by Medi Assist per the details given below:
Claims Reimbursement Amount:	
Submitted for (Name of the Dependent):	
Submitted on (Date of Submission):	
Is the reimbursement a part of the	
<input type="checkbox"/>	Group Hospitalization Insurance or
<input type="checkbox"/>	Additional Hospitalization Insurance for Dependent Parents and In laws
I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy.	
I undertake and agree to fully indemnify the Company in full form and against all consequences, liabilities, actions, suits, proceedings, damages, costs, claims, demands, expenses, or losses whatsoever which may be taken or made against the Company or incurred or become payable by the Company by reason of or on account of or arising out of my above mentioned insurance claims.	

Leave Encashment Declaration				
<input type="checkbox"/>	I hereby declare that I have not received any amount as Leave Encashment from my previous employments and also not claimed any Income Tax exemption over and above Rs.3.0 lakhs in my entire lifetime of service.			
OR				
<input type="checkbox"/>	I hereby declare that I have received Leave Encashment earlier from my previous employments and the details are as under:			
S.No.	Period of Employment	Leave Encashment Amount	Tax Exemption claimed	Remarks
1				
2				
3				
<input type="checkbox"/>	I hereby declare that what is stated above is true and correct. Any Income tax liability arising out of wrong declaration will be my responsibility.			
Submitted on (Date of Submission)				

Finance Declaration	
<input type="checkbox"/>	I hereby agree to compensate to NTT DATA Global Delivery Services Private Limited, in case of any negative net salary comes on account of notice pay recovery, non-submission of income tax proof and any other recoveries as per company policy while computing my final settlement proceedings.
<input type="checkbox"/>	Any Comments: Please raise Laptop Pickup request

Function: Hard Line Manager

Items to consider	Action Needed
Send request to Corp IT if Email ID is to be Retained(only exceptions subject to InfoSec approvals)	No
Has the access revoked for Project Servers?	Not Applicable
Has the time sheets reviewed and approved?	Yes
Any Comments	Please proceed with laptop collection
Submitted On	9/30/2024 10:52:56 AM
Submitted By	112816

Function: Facilities

Items to consider	Approver comments (as needed)
Are the cupboard / desk keys returned?	Not Applicable
Telephone/Mobile/SIM Card handed-over?	Not Applicable
Any Comments	NA
Submitted On	9/30/2024 11:21:41 AM
Submitted By	166130