Cybage Resignation Email – Finance Clearance

From: [ECS@cybage.com](mailto:ECS@cybage.com)

Subject: CybageMIS: ECS: Financial Clearance Process

Date: Fri/11/20/2018 7:50 PM

To: jigneshpat@cybage.com

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| Hi, |
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| Since you have initiated the resignation process, this email is sent to you.  Please find below mentioned details about Finance clearance process which you need to follow on your Last working day. |

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| * **Back up of Important documents: -** Please take the necessary printouts of your last 3 months pay slips and Form 16. These documents contain confidential information hence, any request to share the details on personal email id of an employee will not be considered. * **Finance clearance Process: -**  On Your Last Working day, you need to submit below mentioned forms to the Finance department between 3 pm to 6 pm. You can find all the required forms on the link: <http://cybintranet/sites/home/Finance/FinanceDocLib2/Forms.aspx>   1. **For Finance Clearance :** Duly filled and signed **Finance clearance forms**  (Resignee has to confirm from the HR Dept. regarding the leave encashment days, shortfall days, Negative UL or PL balance **at the time of HR clearance (i.e. on Last Working Day))**   2. **For submission of Investment proofs :** Duly filled and signed **Investment submission form** along with the hardcopies of investment proofs. Final Income tax calculation will be done on the basis of actual investment proofs submitted by employee & not on the basis of Online estimated Investment Declaration. Once the Full & Final settlement is processed then investment proofs will not be accepted.   3. **For submission of Medical Bills :** Duly filled and signed **Medical Reimbursement form** along with original medical bills. You can also provide medical bills for self, spouse, children & dependent parents If medical bills are not submitted, the medical amount, if applicable will be paid as medical allowance which is fully taxable.   **Calculation of Shortfall amount, if applicable :**In case of shortfall in the notice period, the calculation of shortfall amount is as follows -   * 1. Date of Resignation   2. Last working date as per policy = A + Notice Period as per policy   3. Actual last working day   4. No. of working days (excluding Saturday & Sunday) between Last working date as per policy & Actual last working date.   5. No. of days calculated in step D less available leave balance   6. {(100% of Gross Salary) / no. of working days in a month}\* No. of days calculated in step E. Amount calculated in step f will be the approximate amount to be paid by you. If there is any loan balance or any other amount is due from you then recovery will be extended to that amount.   For any query, kindly raise a ticket under the Finance Helpdesk.   * 1. **Employee’s Provident Fund:-** For details about the EPF withdrawal, please mail to [pf-withdrawal@cybage.com](mailto:pf-withdrawal@cybage.com) through your personal email ID.   2. **DL for ex-employees:-**  Once employee leaves the organization and employee has any query related to finance clearance then please mail to [Exit\_Finance@cybage.com](mailto:Exit_Finance@cybage.com) |
| **Ø Please note:--** | |
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| 1. The resignee has to confirm the details of leave encashment days, shortfall days, Negative UL or PL balance from HR dept. at the time of HR clearance   In case of any incentives pending from the company, the email from your manager regarding the incentive payment has to be reached to [Exit\_Finance@cybage.com](mailto:Exit_Finance@cybage.com) on or before your LWD.  Any queries related to leaves balance or pending incentives will not be entertained once the Finance clearance is done. FnF settlement document is the only document which will be issued by the Finance Dept. No further documents will be provided.  Finance clearance procedure will be done within 2 weeks from the Last working day (LWD).   1. If the net salary amount is negative due to any recovery on account of shortfall in notice period, loan etc., then an email regarding the same will be sent. Employee is required to pay the recovery amount to the finance dept. by a cheque within 10 days. 2. The Statement of Full & Final settlement will be sent on the personal e-mail address provided by the employee.   The F & F settlement amount will be credited to employee’s bank a/c by 7th of the next month. E.g. if LWD is in the month of June, the F & F amount will be credited in bank A/c by 7th July. In case 7th is a bank holiday, amount would be deposited on immediate next working day. |  |

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| This is an auto-generated email. Please do not reply to this email. |
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| **Regards,** |
| **Finance Department** |

