

### CHECK LIST ON LAST WORKING DAY

Employee Name: ANKIT KUMAR Employee No: 1245152

Received Separation Kit from HR: Yes ☒ No ☐

Exit Interview Completed on Ultimatix by employee : Yes ☒ No ☐

Link - HR& Talent Management – iTalent-My box

Resignation letter submitted to Business HR by employee: Yes ☒ No ☐

Resignation Letter Date: 26-11-2018 Date of Release: 22-02-2019

Notice period shortfall if any (mention days): \_\_\_\_\_

DD Received / On line : Yes ☐ No ☒ Amount: \_\_\_\_\_

Separation Officer: VIJAY RAWAT

Was resignation submitted Onsite?: Yes ☐ No ☒ Overseas agreement (applicable): Yes ☐ No ☒

Service Agreement (applicable): Yes ☐ No ☒

DD Received/ On-line: Yes ☐ No ☒ Amount: \_\_\_\_\_

PF Options: PF Transfer ☒ PF Withdrawal ☐ PF Undertaking completed ☐

PF Withdrawal Form attached: Yes ☐ No ☒ Pension Form attached: Yes ☐ No ☒

Superannuation Form attached: Yes ☐ No ☒

Pl. note C3B and above are eligible for superannuation.

Do you have valid visa / work permit processed by TCS: Yes ☐ No ☒

If yes, did you informed Travel / FDFU for cancellation: Yes ☐ No ☐

Timesheet filled till last working day: Yes ☒ No ☐

Any Leave availed during the Notice Period: Yes ☐ No ☒

(Loss of Pay/ Leave Without Pay if any specify start date & end date)