

Has the employee got all claims (paid through payroll) approved from all levels before Last working Date?

Yes ☒ No ☐

If no - Pl. provide details to your SO

Any pending NSA ( Night Shift Allowances) -- yes ☐ No ☒

If yes share the details ( month /date, WON, Project name and supervisor' approval)

Has the employee downloaded the Annual Compensation/Promotion letter, last 6 months pay slips & last 3 years Form 16 for future reference?

Yes ☒ No ☐

Are you availing cab facility, if yes – Pl. get clearance from admin and de-subscribe in the ultimaitx as well.

Any asset tagged against your name , if yes: Pl. get on-line clearance from Admin/IS/IRC/project-Laptop/RSA token/ drawer key/ Photon etc..

Retention Incentive:- Are you eligible for RI. **NO**

If yes – Pl. share details with your SO.

**ASSOCIATE CONTACT DETAILS**

Employee Name	:	ANKIT KUMAR
Employee No	:	1245152
Phone Number (residence)	:	9759688333
Mobile Number	:	9759688333
Email ID	:	ankitceo@gmail.com
Present Address	:	R.No. 8, U79/11, DLF 3, GURGAON, 122002
Permanent Address	:	H.No. 211, DHARIYALA, P.O. SHAPUR SITLAKHERA, HARIDWAR, 247663
Signature	:	<u>Ankit Kumar</u>
Date	:	22/02/2019



