


Date :- 22/02/2019

The Trustees  
TATA Consultancy Services Employees Group Gratuity Scheme  
Mumbai

I the undersigned, hereby authorize The Trustees, TATA Consultancy Services Employees' Group Gratuity Scheme to adjust my outstanding dues against the Gratuity payable to me and remit the balance into my bank account as updated in the system.

Thanking you

Signature   
Name and Employee Number  
TCS – New Delhi

ANKIT KUMAR 1245152

**Provident Fund Undertaking**

Date: 22/02/2019

To

Tata Consultancy Services Ltd.

I the undersigned declare that I will transfer my Provident Fund (PF) accumulation / Pension to my new employer or I will withdraw my Provident Fund (PF) accumulation as permitted under the Employees' Provident Fund and Miscellaneous provisions Act, 1952 (EPF & MP Act).

  
Signature

Name of Employee ANKIT KUMAR

Employee Number & Base Branch 1245152 NEW DELHI

Contact/Mobile Number 9759688333

Personal Email id ankitceo@gmail.com

### 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)