

**Provisional Full & Final Statement**  
HCL Technologies Ltd.



Employee Code	51492920	Notice Period Days	90
Employee Name	Mr. Gaurav Gupta	Notice Period Served	75
Designation	TEST LEAD	Notice Pay Recovery Days	15
Payroll Area / Location	NR/NoidaSEZ-T5-U12-2(3-4),3(2),6(6),7(1-	Notice Pay Employer	0
Date of Joining	13-Mar-14	LWP days	0
Resignation Date	22-Aug-22	Gratuity Yrs	9
Last Working Date	04-Nov-22	AL Days Payable/ Recoverable	43.88 /0.0
PAN No	AQDPG9657J		
PF No	GN/GGN/5572/285726		
Pension No	GN/GGN/5572/272602		

Earnings	Monthly Eligibility	Salary current Month till LWD	Salary Hold 1 Month"((Octob er)	Salary Hold 2 Month"((Sept ember)	Salary Hold 3 Month"((Augu st)
Basic Salary	16,133.00	0.00	0.00	0.00	16,133.00
HRA	8,808.00	0.00	0.00	0.00	8,808.00
Car Allowance	12,500.00	0.00	0.00	0.00	12,500.00
Holiday Allowance	5,000.00	0.00	0.00	0.00	5,000.00
Fuel and Vehicle Maitaina	8,000.00	0.00	0.00	0.00	8,000.00
Engagement PB	3,227.00	0.00	0.00	0.00	3,227.00
Food Wallet	2,000.00	0.00	0.00	0.00	2,000.00
<b>Total Monthly Components(A)</b>	<b>55,668.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,668.00</b>
<b>Additional Components</b>					
Gratuity	0.00	83,767.50	0.00	0.00	0.00
PL Encashment	0.00	23,273.95	0.00	0.00	0.00
<b>Total Additional Components (B)</b>	<b>0.00</b>	<b>107,041.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Monthly Gross Earnings (A+B = C)</b>	<b>0.00</b>	<b>107,041.45</b>	<b>0.00</b>	<b>0.00</b>	<b>55,668.00</b>
<b>Statutory Deductions</b>					
Ee PF contribution	0.00	0.00	0.00	0.00	1,936.00
<b>Statutory Deductions Total (D)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,936.00</b>

Other Deductions					
Medical Prem. Recoverable	0.00	0.00	0.00	0.00	1,369.91
Gratuity Deduction	0.00	83,767.50	0.00	0.00	0.00
Notice Pay Recoverable	0.00	7,956.00	0.00	0.00	0.00
Other Deductions Total (E)	0.00	91,723.50	0.00	0.00	1,369.91
Monthly Gross Deductions (Statutory + Other Deductions) (D +E = F)	0.00	91,723.50	0.00	0.00	3,305.91
Vendor Balance (Payable / Recoverable)					
Vendor Balance Payable / Recoverable - Total G					
Full and Final amount = H	67,680.04	15,317.95	0.00	0.00	52,362.09
Salary Hold Prior To August-2022 = I	0.00				
Grand Total ( H + I ) = J	67,680.04				
Payable/ Recoverable ( J - G = K )	67,680.00				

#### Disclaimers:

1. The Provisional Full and Final Settlement Sheet is for information purposes only. It is only an indicator that any recovery is to be made from your full and final settlement. Please go through each points and settle your due on or before Last Working Day (LWD) for smooth Exit.
2. In case employee under CCLS- Vehicle lease foreclosure value, Pre-closure charges, Perquisite and all other applicable tax to be settled on or before last working date.
3. If you have opted company lease accommodation then please share NOC and pay the security amount on or before LWD.
4. As per policy employee who serve 4 years 190 days are eligible for gratuity payout. Please note Gratuity deduction is being shown in provision F&F sheet with an assumption that the payout will made separately as per Gratuity Act.
5. AL encashment amount will appear only in full and final settlement on the basis of your accrued AL till last working day. Provisional full and final sheet contains only tentative accrued AL days till your Last working date which is subject to change.
6. Un-Claimed Flexi/LTA Payable or Recoverable will be taken into Final F&F Settlement. Any claim made during the notice period will get adjusted in the Final F&F Settlement.
7. If you have any additional / variable payout pending, Please get it approved from your RM / EP/BP partner on or before Last Working Date.
8. Please submit and upload scan copies of your actual IT Investment / Savings Proofs in IT Declaration application on or before last working day in HCL.

9. Notice period short fall payment / Recovery in provisional FNF are system generated. Any waiver for Notice pay and period will consider in full and final settlement only.
10. Employees need to settle his/her travel advance/other advances/ company loan on or before the LWD.
11. Please obtain all the pending GCS claim approval from your RM on or before LWD.
12. Any salary/additional component which have the recovery clause will get recovered during F&F settlement.
13. For any Bond recovery waiver for example Family travel Agreement/Joining bonus/Retention bonus recovery etc., please get in touch with your EP/BP partner.
14. Please don't close your current bank account because as all the full and final amount will be remitted to your current salary account only.
15. Please note GST@18% is applicable on Notice period recovery and Service Agreement bond recovery.
16. For Company Car Bond Recovery amount will be differ based on the actual foreclosure amount and applicable taxes, needs to be settled separately.
17. For Company Lease Accommodation Bond, the NOC to be obtain from Landlord along with Security Deposit Refund Amount, if any.
18. This Provisional F&F is upload based on your resignation and without the RM & HR approvals.