



January 31, 2017

Mr. Raghu  
Bangalore

Dear Raghu,

This has reference to your letter dated November 3, 2016, resigning from the services of the Company. The same has been accepted with effect from close of working hours on January 31, 2017.

You are requested to complete the Clearance Formalities and handover all your files/assets/floppies etc. to Mr. Ravindranath Singh.

Please get in touch with Talent Management Department to seek settlement of your employment account as well as other employee benefits as may be applicable in your case. Please note that any payment due from you in lieu of shortfall in notice period for resignation shall be adjusted in the settlement.

In respect of your PF accumulation you are requested to address a letter to 'The Regional Provident Fund office', West Bengal and courier it to Mr. Kunal Bhattacharya, ITC Infotech India Limited, ITC Centre, 8th Floor, 37, Jawaharlal Nehru Road, Kolkata – 700071, for either,

- a) Seeking transfer of your Provident Fund accumulations to your new employer (Form 13/13A to be taken from your new employer).
- b) Withdrawal of your Provident Fund accumulations, under this option please furnish your bank account particulars where you would like your PF amount to be credited. You are requested to keep the bank account in operational condition until your PF is settled.

You shall be relieved from the services of the Company on settlement of dues if any.

We wish you good luck in all your future endeavors.

For ITC INFOTECH INDIA LIMITED

**Vinuta Shankar**  
**Senior Manager - Talent Management**

Encl: a/a

CC: SMG Dept.  
CC: Personal File  
CC: Finance Dept