

**manuj.dubey@fullertonindia.com**

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**From:** "Nikunj Chitalia" <itmantra.nikunj.chitalia@fullertonindia.com>  
**Date:** 22 March 2018 11:39  
**To:** <manuj.dubey@fullertonindia.com>  
**Subject:** Fw: Record Resignation of Manuj Dubey Raised on 2018-Mar-22 11:30 has been Approved.

Separation Intimation of Manuj Dubey Raised on 2018-Mar-22 11:30 has been Approved.

Details:

Emp Id: 165016  
 Emp Name: Manuj Dubey  
 Mail Id:  
 Designation: Assistant Manager, Technology  
 Grade: O 4  
 Location: 0999\_Central\_MH\_BOM\_Corp Off  
 Resignation Letter Date: 2018-Mar-19  
 Last working date: 2018-Apr-17

Note:

1) On approval salary processing will be on hold. Contact your local HC SPOC for the process on approval for release of salary.

2) If you are an authorized signatory in any of the Fullerton India Bank account, you will not sign cheque/NEFT/RTGS instruction with immediate effect.

3) We would like to remind you of your obligation under the Secrecy & Confidentiality clause of your terms and conditions of your employment as follows:

*You will not either during your employment with the Company, except as required in the ordinary course of your duties with the Company, and at all times after the termination of your employment for any cause whatsoever, directly or indirectly disclose, utilize, divulge, authorize or permit to be disclosed for your own benefit or for any other person or organization such information which you may have acquired as a result of your employment with the Company, to anyone not properly entitled thereto any trade secrets, know-how and any confidential information relating to the business or financial conditions of the Company, or its affiliates or its clients.*

*You are once again advised of the above condition that you will not divulge or use such confidential information against the interest of Fullerton India / FFH Group companies in India.*

4) This is not a relieving letter but only a separation intimation. Relieving letter will be issued only after satisfactory completion of separation formalities including settlement of dues.

5) Arrange to clear all your dues and handover all Company assets before your release date. Where applicable, shortage of notice period will be adjusted against your final dues.

6) To avail Tax benefits submit scanned copies of investment proofs to the settlements team within 1 week. In the absence of investment proofs tax deductions will be made in final settlement.

7) Claim your bills towards the FBP option, if applicable.

8) For any PF related queries write to [EmployeeCompliance@fullertonindia.com](mailto:EmployeeCompliance@fullertonindia.com). In case you wish to withdraw your PF, collect the PF form from the local HC team or Employee Compliance team. Submission of following documents are mandatory, PF Settlement application will be

rejected without these document:

- Copy of 1st page of the bank Pass Book / Statement with the IFS code mentioned on it (account no. mentioned on the PF form) OR
- Cancelled blank cheque (account no. mentioned on the PF form).

In case if you want to transfer your PF contact the new organization for PF transfer forms.

9) For any Separation related queries please write to [settlementqueries@fullertonindia.com](mailto:settlementqueries@fullertonindia.com)

*This is a system generated email, do not reply.*

This is a system generated mail, "Do not Reply". Contact your Local HC team in case of clarifications or raise queries on the Sapphire help desk.