

Murugan, Prithiviraj

From: FORMS@inautix.co.in
Sent: Friday, April 20, 2018 5:22 PM
To: Murugan, Prithiviraj
Cc: Diwakar, Constance
Subject: Approved :The Resignation process of Prithiviraj Murugan (16311)

Hi Prithiviraj Murugan,

Please complete the following as part of your exit formalities:

1. Exit interview will be scheduled on a suitable date and you will need to meet **Thamarai Krishnamoorthi [HR Chennai]** and **Lasika Patwardhan [HR Pune]** within 2 business days prior to the date of relieving for a brief exit interview discussion.
- 2.
3. Discussion.

4. Please submit a hard copy of your exit interview form to **Thamarai Krishnamoorthi [HR Chennai]** and **Lasika Patwardhan [HR Pune]** on the day of Exit Interview.

5. All future communication will be sent to your permanent address available in Associate Database. In case of any change in the address, please update Associate Database immediately.

6. Please ensure to get approvals on all pending leaves, regularizations, shift allowance & OT request before your last working date. If you leave during the year without having taken your full pro-rata holiday entitlement, you will be entitled to payment.
- 7.
8. Payment for the accrued but unused annual leave entitlement, depending upon the number of days worked. Such amount will be calculated on your fixed salary. The accrued but unused leave may be taken during the notice period; however this is subject to management.
- 9.
10. Approval based on business requirements, at the sole discretion of iNautix Technologies. If you leave during the year having taken more than your proportionate entitlement, iNautix Technologies will make a deduction from your final salary or settlement.
- 11.
12. in respect of that excess leave taken.

13. Please ensure to make all outstanding payments as soon as you are notified by the Finance Department to avoid your salary being stopped.

14. The Settlement Form duly completed online by all concerned will necessarily have to reach HR by 6.00 PM on the day of leaving. Settlement Form that are completed within the stipulated timeframe will be processed on the same day.

15. PF - As per IT Act, you are allowed to close your PF account and withdraw the accumulations, only if you are not contributing to PF in India (through any other employer) for a minimum period of 60 days prior to the date of your claim. If you would like to close your PF account, please follow the steps below:
 - 16.
 17. If you are employed in India and contributing to PF through your new employer, please initiate PF transfer process through them. In all other cases, please get in touch with Ramesh Sundaram for closure of your PF account.
18. Income Tax - Please submit IT proofs, if any, to Ramesh Sundaram before your last working day, so that they can be included for the tax computation during your full and final settlement. If no proofs are submitted, no tax will be deducted.
- 19.
20. Your access will be allowed for the declarations made on hrworkways. Rent receipts and medical reimbursement vouchers have to be submitted to Hewitt along with relevant vouchers generated through hrworkways. Please note that access to hrworkways will be revoked on your last working day.
- 21.
22. Your last working day. Please also ensure print all required pay slips and tax computation sheets, before your access to hrworkways gets revoked.

For further clarifications, please feel free to contact Constance Diwakar.

P.S : Click here to access the [**Forms system**](#).

Regards,
Karthick Krishnamoorthy

Note : This is an auto generated mail. Please do not respond to it.