|  |  |  |
| --- | --- | --- |
| **Full & Final Settlement details for Payroll Working** | | |
| Name | : |  |
| Emp Code | : |  |
| Personal Contact Details | : |  |
| Personal Mail ID | : |  |
| Grade | : |  |
| Designation | : |  |
| Department | : |  |
| Date of Joining | : |  |
| Date of Resignation | : |  |
| Date of Relieving (as per policy) | : |  |
| Actual Date of Relieving | : |  |
| Notice Period Served (Days) | : |  |
| Reason for Leaving | : |  |
| Early Release Approval & Reason | : |  |
| PLP Percentage, If Any | : |  |
| Any other Payments (Please Specify) | : |  |
| Notice Period to be paid (Days) | : |  |
| Notice Period to be recovered (Days) | : |  |
| Notice Period Waived (Days) | : |  |
| Leave Encashment Details | | |
| > Balance Leaves | : |  |
| > Adjusted Leaves | : |  |
| > Leaves to be encashed | : |  |
|  | | |
| Trainee - Bond End Date | : |  |
| Status - Academic Document / Bond Amount | : |  |
| Iconnect Closure | : |  |
|  | | |
| Retention Bonus Paid (If any) | : |  |
| Salary Advance / Loan | : |  |
| Salary Hold (for the month) | : |  |
| Any other Recovery (Please Specify) | : |  |
| Submission date from HR to Finance | : |  |
| Created by |  |  |
| Verified by |  |  |
| Sign of Head HR |  |  |