



Concentrix Daksh Services India Private Limited.

Unitech Cyber Park, Tower - C,
15th Floor, 60 Meter Road, Sector - 39,
Gurgaon - 122016, Haryana, India
Tel : +91-124-4593800
Fax : +91-124-4285033

Ref.: SC/182441/BANGALORE/CGD/2015

Date: 07-Jan-2015

Relieving Cum Experience Certificate

To Whomsoever It May Concern

This is to certify that Sanjay Kumar (182441) worked with Concentrix Daksh Services India Private Limited, from 19-Sep-2011 To 06-Dec-2014 and last held the post of Sr. Practitioner-CRM Operations.

During his tenure his conduct was found satisfactory and there are no outstanding dues against him.

He left on his own accord and we wish him all the best in his future endeavors.

Sincerely,

Concentrix Daksh Services India Private Limited

CORP/SEP/ART/FNFS/EL1F/1.1

This is a system generated letter and does not require any signatures.

Concentrix Daksh Services India Private Limited

(formerly known as IBM Daksh Business Process Services Private Limited)

Registered Office: 1st Floor, Birla Towers, 25 Barakhamba Road, Connaught Place, New Delhi – 110001

Corporate Identity Number: U72200DL1999PTC102972

Phone: 91-124-4635100 Fax: 91-124-4263511

Email: info.india@cx.concentrix.com Website: www.concentrix.com

Annexure

Leave Encashment

1. EL Balance = 30 days (Max) or EL Balance as on Last Working Day (LWD) whichever is less.
2. Formula for leave encashment calculation:

Last drawn Basic Salary / 22 x EL Balance

Notice Period Recovery

Formula for Notice period recovery calculation:

Last drawn Basic Salary / 30 x Short fall in notice period.

PF Details

This is for your information that your PF accumulations during your tenure in Concentrix Daksh have been deposited with the Employees Provident Fund Organization as per the Employee Provident Fund and Miscellaneous Provisions act 1952. In order to claim your accumulations in the provident fund you have the following two options:

An employee can apply for PF Transfer/withdrawal after completion of 60 days from his/her LWD.

1. **Transfer** to the new company's PF account – Login to EPFO portal (<http://www.epfindia.gov.in/>) Online Transfer Claim Portal (OTCP) and apply for PF transfer. Post applying PF Transfer through Online Portal, kindly take print of application form, sign the same and send it to us at below mentioned address:

2. **Withdrawal** - You can only apply for withdrawal after separation subject to the conditions of Para 69 of the Employee Provident Fund Scheme 1952. Download the Form-19 and 10C and fill it up clearly & completely in capital letters for withdrawal of your PF Amount. You can courier the hard copies or can submit the same at below mentioned address. Once received your hard copy PF application (Forms), we will approve your application and return back to you within 15-20 working days through courier. Then you will submit the same approved application in RPFC (PF Office), and PF office will transfer your PF amount in your Saving Bank A/c, which you will mentioned in your PF Forms.

We require the following for processing your PF form -

- 1) Copy of any photo ID issued by the Govt. (Eg. PAN card, passport, voter ID. etc.)
- 2) Photocopy of Bank Passbook or Bank statement or crossed cheque leaf written as cancelled & your name should be mentioned over it.
- 3) Employee ID, personal e-Mail ID and contact numbers.

Site for Forms - http://epfindia.com/downloads_forms.htm

Contact details for PF Transfer or Withdrawal :

To,
Retirals Team (Labour Relations)
Concentrix Daksh Services India Private Limited
5th Floor, Infinity Tower-B, DLF Cyber City Phase – II
Sector- 25A, Gurgaon-122002
e-Mail id - retirals@cx.concentrix.com
Phone No.: 0124-4359987

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