



Business-friendly Solutions

6th August 2009

Mr. Sarma NRM Tallapragada
Bangalore

Dear Sarma,

This has reference to your letter dated 29th June 2009, resigning from the services of the Company. The same has been accepted with effect from close of working hours on 6th August 2009.

You are requested to complete the Clearance Formalities (format enclosed) and handover all your files/assets/floppies etc. to Mr. Sunil Gupta.

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 Trustees, India Associated Tobacco Companies (IATC) Provident Fund and courier it to the undersigned, either,

a) Seeking transfer of your Provident Fund accumulations to your new employer (Form 13/13A) to be taken from your new employer. You will be given 120 days time from your last working date to send the Form 13/13A from your New Employer to our PF dept., failing which your PF Settlement will be effected without any further reference to you, directly to your Bank account or

b) Withdrawal of your Provident Fund accumulations (subject to statutory conditions and deductions of Income Tax as applicable if you have been a PF member for a period less than 5 years). Under this option please furnish your bank account particulars where you would like us to credit your amount.

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.


Prakash Ranjan
AGM - Talent Management

Encl: a/a

CC: Mr. Sunil Gupta
CC: Mr. Sujoy Chatterjee
CC: Personal File
CC: Finance Dept