

Full and Final Statement

Employee Code	51852377	Notice Period Days	90
Employee Name	Mr. Mohd Shariq	Notice Period Served	90
Designation	CONSULTANT	Notice Pay Recovery Days	0
Payroll Area / Location	2C/Chennai-SEZ, Kanceehpuram,	Notice Pay Employer	0
Date of Joining	16-Dec-19	LWP days	0
Resignation Date	22-Sep-22	Gratuity Yrs	0
Last Working Date	20-Dec-22	AL Days Payable/ Recoverable	20.50 / -0.00
PAN No	CECPS2641D		
PF No	GN/GGN/5572/453967		
Pension No	GN/GGN/5572/440842		

Earnings	Monthly Eligibility	(Salary Hold Month) (February)	(Salary On Demand Month) (January)	(Salary Hold Month) (September)	
Basic Salary	40,379.00	0.00	0.00	37,562.00	0.00
HRA	40,379.00	0.00	0.00	37,562.00	0.00
Car Allowance	17,500.00	0.00	0.00	17,500.00	0.00
BHA Allowance	4,000.00	0.00	0.00	4,000.00	0.00
Fuel and Vehicle Maitaina	9,925.00	0.00	0.00	9,925.00	0.00
Compensatory Allowance	12,830.00	0.00	0.00	9,132.00	0.00
Engagement PB	8,077.00	0.00	0.00	7,514.00	0.00
Food Wallet	2,000.00	0.00	0.00	2,000.00	0.00
Total Monthly Components(A)	135,090.00	0.00	0.00	125,195.00	0.00
Additional Components					
Arr.PL Encashment(Non PF)	0.00	0.00	27,215.00	0.00	0.00
Arr.Unclaimed Fuel VM & D	0.00	0.00	650.96	0.00	0.00
Total Additional Components (B)	0.00	0.00	27,865.96	0.00	0.00
Monthly Gross Earnings (A+B = C)		0.00	27,865.96	125,195.00	0.00
Statutory Deductions					
Income Tax	0.00	58,455.00	0.00	0.00	0.00
Ee PF contribution	0.00	0.00	0.00	4,507.00	0.00

Ee VPF contribution	0.00	0.00	0.00	3,005.00	0.00
Prof Tax - Full period	0.00	0.00	0.00	200.00	0.00
Statutory Deductions Total (D)	0.00	58,455.00	0.00	7,712.00	0.00
Other Deductions					
Other Deductions Total (E)					
Monthly Gross Deductions (Statutory + Other Deductions) (D +E = F)	0.00	58,455.00	0.00	7,712.00	0.00
Vendor Balance (Payable / Recoverable) for both India and GEO Books					
Vendor Balance Payable / Recoverable - Total G					
Full and Final amount (H)	86,893.96	-58,455.00	27,865.96	117,483.00	0.00
Salary Hold Prior To September-2019 = I	0.00				
Grand Total (H + I = J)	86,893.96				
Received from Employee (K)	0.00				
Payable/ Recoverable (J - G + K = L)	86,893.96				
Paid already (M)	145,348.96				
Revised Payable / Recoverable (L - M = N)	-58,455.00				

Disclaimers:

1. The Full and Final Settlement Sheet is a system generated document and does not required company seal and signature.
2. As per policy employee who serve 4 years 190 days are eligible for gratuity payout. Please note Gratuity deduction is being shown in F&F sheet with an assumption that the payout will made separately as per Gratuity Act in order to mitigate statutory compliance.
3. The full and final settlement was prepared on the basis of input received from the entire stakeholder (HR/IT/Admin). In case of any waiver you can get in touch with your EP/BP Partner.
4. In case any additional payout missing in your full and final settlement like shift allowance/on call allowance/weekend allowance/Performance Bonus please discuss with your EP/BP partner.
5. For any query related to CVCS please discuss with GCS (Global Cash Claim) Team.
6. For PF related query please get in touch one to one with pfhelpdesk@hcl.com.
7. For Full and final settlement related queries please get in touch with fnfsettlement@hcl.com.