

**Provisional Full & Final Statement**  
HCL TECH Ltd. - IOMC



Employee Code	51897063	Notice Period Days	60
Employee Name	Mr. Manchikanti S V Ganesh Sushanth	Notice Period Served	60
Designation	Analyst	Notice Pay Recovery Days	0
Payroll Area / Location	2C/Chennai-SEZ, Kanceehpuram, ETA 1, #	Notice Pay Employer	0
Date of Joining	20-Oct-20	LWP days	0
Resignation Date	14-Nov-21	Gratuity Yrs	0
Last Working Date	12-Jan-22	AL Days Payable/ Recoverable	11.59 /0.0
PAN No	KTXPS1535Q		
PF No	GN/GGN/5572/473093		
Pension No	GN/GGN/5572/459968		

Earnings	Monthly Eligibility	Salary current Month till LWD	Salary Hold 1 Month"((Janua ry)	Salary Hold 2 Month"((Dece mber)	Salary Hold 3 Month"((Nove mber)
Basic Salary	12,500.00	0.00	0.00	0.00	12,500.00
HRA	3,716.00	0.00	0.00	0.00	3,716.00
Advance Statutory Bonus	1,989.00	0.00	0.00	0.00	1,989.00
<b>Total Monthly Components(A)</b>	<b>18,205.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,205.00</b>
<b>Additional Components</b>					
PL Encashment	0.00	4,763.01	0.00	0.00	0.00
<b>Total Additional Components (B)</b>	<b>0.00</b>	<b>4,763.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Monthly Gross Earnings (A+B = C)</b>	<b>0.00</b>	<b>4,763.01</b>	<b>0.00</b>	<b>0.00</b>	<b>18,205.00</b>
<b>Statutory Deductions</b>					
Ee ESI contribution	0.00	0.00	0.00	0.00	122.00
Ee PF contribution	0.00	0.00	0.00	0.00	1,500.00
<b>Statutory Deductions Total (D)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,622.00</b>
<b>Other Deductions</b>					
<b>Other Deductions Total (E)</b>					

<b>Monthly Gross Deductions (Statutory + Other Deductions) (D +E = F)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,622.00</b>
<b>Vendor Balance (Payable / Recoverable)</b>					
<b>Vendor Balance Payable / Recoverable - Total G</b>					
<b>Full and Final amount = H</b>	<b>21,346.01</b>	<b>4,763.01</b>	<b>0.00</b>	<b>0.00</b>	<b>16,583.00</b>
<b>Salary Hold Prior To November-2021 =</b>	<b>0.00</b>				
<b>Grand Total ( H + I ) = J</b>	<b>21,346.01</b>				
<b>Payable/ Recoverable ( J - G = K )</b>	<b>21,346.00</b>				

#### **Disclaimers:**

1. The Provisional Full and Final Settlement Sheet is for information purposes only. It is only an indicator that any recovery is to be made from your full and final settlement. Please go through each points and settle your due on or before Last Working Day (LWD) for smooth Exit.
2. In case employee under CCLS- Vehicle lease foreclosure value, Pre-closure charges, Perquisite and all other applicable tax to be settled on or before last working date.
3. If you have opted company lease accommodation then please share NOC and pay the security amount on or before LWD.
4. As per policy employee who serve 4 years 190 days are eligible for gratuity payout. Please note Gratuity deduction is being shown in provision F&F sheet with an assumption that the payout will made separately as per Gratuity Act.
5. AL encashment amount will appear only in full and final settlement on the basis of your accrued AL till last working day. Provisional full and final sheet contains only tentative accrued AL days till your Last working date which is subject to change.
6. Un-Claimed Flexi/LTA Payable or Recoverable will be taken into Final F&F Settlement. Any claim made during the notice period will get adjusted in the Final F&F Settlement.
7. If you have any additional / variable payout pending, Please get it approved from your RM / EP/BP partner on or before Last Working Date.
8. Please submit and upload scan copies of your actual IT Investment / Savings Proofs in IT Declaration application on or before last working day in HCL.
9. Notice period short fall payment / Recovery in provisional FNF are system generated. Any waiver for Notice pay and period will consider in full and final settlement only.
10. Employees need to settle his/her travel advance/other advances/ company loan on or before the LWD.
11. Please obtain all the pending GCS claim approval from your RM on or before LWD.
12. Any salary/additional component which have the recovery clause will get recovered during F&F settlement.

13. For any Bond recovery waiver for example Family travel Agreement/Joining bonus/Retention bonus recovery etc., please get in touch with your EP/BP partner.
14. Please don't close your current bank account because as all the full and final amount will be remitted to your current salary account only.
15. Please note GST@18% is applicable on Notice period recovery and Service Agreement bond recovery.
16. For Company Car Bond Recovery amount will be differ based on the actual foreclosure amount and applicable taxes, needs to be settled separately.
17. For Company Lease Accommodation Bond, the NOC to be obtain from Landlord along with Security Deposit Refund Amount, if any.
18. This Provisional F&F is upload based on your resignation and without the RM & HR approvals.