

Full and Final Statement



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,	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 / -0.00
PAN No	KTXPS1535Q		
PF No	GN/GGN/5572/473093		
Pension No	GN/GGN/5572/459968		

Earnings	Monthly Eligibility	(Salary On Demand Month) (February)	(Salary Hold Month) (November)		
Basic Salary	12,500.00	0.00	12,500.00	0.00	0.00
HRA	3,716.00	0.00	3,716.00	0.00	0.00
Advance Statutory Bonus	1,989.00	0.00	1,989.00	0.00	0.00
Total Monthly Components(A)	18,205.00	0.00	18,205.00	0.00	0.00
Additional Components					
Arr.PL Encashment(Non PF)	0.00	4,763.00	0.00	0.00	0.00
Total Additional Components (B)	0.00	4,763.00	0.00	0.00	0.00
Monthly Gross Earnings (A+B = C)		4,763.00	18,205.00	0.00	0.00
Statutory Deductions					
Ee ESI contribution	0.00	0.00	122.00	0.00	0.00
Ee PF contribution	0.00	0.00	1,500.00	0.00	0.00
Statutory Deductions Total (D)	0.00	0.00	1,622.00	0.00	0.00
Other Deductions					
Arr.ID Card Recovery	0.00	500.00	0.00	0.00	0.00
Arr.Access Card Recovery	0.00	500.00	0.00	0.00	0.00

Other Deductions Total (E)	0.00	1,000.00	0.00	0.00	0.00
Monthly Gross Deductions (Statutory + Other Deductions) (D +E = F)	0.00	1,000.00	1,622.00	0.00	0.00
Vendor Balance (Payable / Recoverable) for both India and GEO Books					
Vendor Balance Payable / Recoverable - Total G					
Full and Final amount (H)	20,346	3,763.00	16,583.00	0.00	0.00
Salary Hold Prior To November-2020 = I	0.00				
Grand Total (H + I = J)	20,346.00				
Received from Employee (K)	0.00				
Payable/ Recoverable (J - G + K = L)	20,346.00				
Paid already (M)	0.00				
Revised Payable / Recoverable (L - M = N)	20,346.00				

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 fufsettlement@hcl.com.

