



Business-friendly Solutions

Dear Vikash Kumar ,

Enclosed please find the draft working sheet for settlement on account of resignation.

Name	Vikash Kumar		
Emp Code (HuRes ID)		PS ID	16355
Date of Joining	26-Dec-2013		
Date of Resignation	07-Apr-2015		
Level	IS1		
Date of Relieving (LWD – Last Working Day)	20-Apr-2015		
Shortfall in Notice period	74		
Earnings			
Days	30	20	Remarks
Basic	6000.00	4000	
Conveyance Allowance	800.00	533.33	
HRA (House Rent Allowance)	6500.00	4333.33	
Supplementary Allowance	14386.00	9590.67	
Medical Allowance	417.00	278.00	
Special Allowance	0.00	0.00	
Special Allowance1	0.00	0.00	
Special Supplementary Allowance	6000.00	4000.00	
LTA (Leave Travel Assistance) [Annual]	11000.00	601.09	For 20 Days
Total	34103.00	23336.42	
Leave Encashment	On Basic	1800.00	For 9 Days
PEP (Performance Effectiveness Pay) [Annual]		0.00	
Salary for the previous month		0.00	
Shift Allowance		0.00	
Special Payment		10879	
ITC Product Sampling Scheme		0	
Incentives		0	
Employee Referral Payment		0	
TM-Notice Period Reimbursement		0	
Total Earnings	34103.00	36015.42	



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Deductions	Eligibility	Actual Amount	Remarks
Notice Recovery	On Basic	14800	For 74 Days
Training Expenses Recovery	If applicable	0	
Income Tax		0	@ 0.00%
PF (Provident Fund)		480.00	
Bond		0	
Loan		0	
Staff Club		0	
PT (Professional Tax)		200	
Loss of ID Card		0	
Notice Buyout Recovery		0	
Joining Bonus		0	
Excess Salary Paid, if any		0	
Emp Referral Deduction		0	
Joining / Sal Adv Recovery		0	
Special Payment Deduction		0	
Transport Deduction		0	
Relocation Expenses		0	
Amount received towards Dues recoverable		0	
Others (from Clearance Form)		0	
Total Deductions		15480	
Difference			
Cheque received towards Dues recoverable			
Post-dated cheques received			
Net Amount Payable / Recoverable		20535.42	

The sheet above shows the approximate amount towards your settlement on account of resignation and should not be treated as final. Please note you will be advised about the exact details of your account settlement once your Full and Final Settlement is done. In case of any clarifications, kindly get in touch with Lalitha.Ramakrishna@itcinfotech.com (Bangalore) / Nazia.Zeeshan@itcinfotech.com (Kolkata).

Regards,

Margalice
INDIA C&B Team

16/5/15



Business-friendly Solutions

25th May 2015

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Vikash Kumar** was employed with us from **26th December 2013 to 20th April 2015**. His last designation in the organization was **Associate IT Consultant**.

He has tendered his resignation on his own accord. His professional conduct during his tenure with us was good.

We wish him every success in his future endeavors.

For ITC INFOTECH INDIA LIMITED

Remadevi Thottahil
General Manager – Talent Management



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25th May 2015

Mr. Vikash Kumar
Noida

Dear Vikash,

This has reference to your letter dated 7th April 2015, resigning from the services of the Company. The same has been accepted with effect from close of working hours on 20th April 2015.

You are requested to complete the Clearance Formalities and handover all your files/assets/floppies etc. to Mr. Samuel Anand Kumar.

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 Regional Provident Fund office', West Bengal and courier it to Mr. Kunal Bhattacharya, ITC Infotech India Limited, ITC Centre, 8th Floor, 37, Jawaharlal Nehru Road, Kolkata – 700071, for either,

- a) Seeking transfer of your Provident Fund accumulations to your new employer (Form 13/13A to be taken from your new employer).
- b) Withdrawal of your Provident Fund accumulations, under this option please furnish your bank account particulars where you would like your PF amount to be credited. You are requested to keep the bank account in operational condition until your PF is settled.

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.

Remadevi Thottahil
General Manager – Talent Management

Encl: a/a

CC: SMG Dept.
CC: Personal File
CC: Finance Dept