

**FULL & FINAL SETTLEMENT FORM**

Employee Name	Employee Number	Date of Joining	Date of Leaving
Vaishnavi M	MOB160003759	02-May-2016	16-Dec-2016
Actual Working Days LOP	Notice Working Days LOP	Availed EL	
0	0	0	
Components		Amount due to Employee (for 16 days)	Amount to be Recovered from Employee
Salary for the Month of Dec-2016 (16 days)		6577	
PF		500	
ESI		115	
Notice Pay against Gross ( 13 Days )		Nil	5344
Prof.Tax		0	
Net Salary		5962	
Over Time		0	
Others		0	
Other Deductions		Nil	0
Salary Advance		Nil	0
Night Shift Allowance		0	
Leave Encashment		Nil	
Performance Bonus		0	
Total		618	
Internet Allowance		Nil	
Phone Allowance		Nil	
Final Settlement Amount		618	

Prepared by

**Ragupathir**For **Mobius Knowledge Services Pvt Ltd.****Anand KN**  
**Group Director - Human Resources**