

**Date: 03 May, 2024**

**Ref: SM3003**

**TO WHOM IT MAY CONCERN**

This letter is intended to serve as a letter of reference/ experience certificate in respect of

**Mr. Kuntal Das**, who was an employee with **Sureminds Solutions Pvt. Ltd.**

**Mr. Kuntal Das**, got relieved as an **International Customer Support** and his efforts during the period **17 July, 2023 to 29 March, 2024** are highly appreciated.

We wish him all the best in his future endeavours.

**With sincere regards,**



**Arunjyothi Reddy M**  
**HR Manager**  
**HR Dept.**  
**Sureminds Solutions Pvt. Ltd.**



**CIN: U72200TG2012PTC078965**

**Address: 1st and 2nd Floors, Plot No-471, Road No-10, Kakatiya Hills, Guttala Begumpet, Serlingampally Circle, Hyderabad, Rangareddy, Telangana, 500081.**

**Tel: 040-48541247, Email: [info@sureminds.co.in](mailto:info@sureminds.co.in), Website: [www.sureminds.co.in](http://www.sureminds.co.in)**

**Full and Final Settlement of March 2024**

**Employee Information:**

Employee Name : Kuntal Das  
 Employee Designation : International Customer Support  
 Employee ID : SM3003  
 Employee Department : IT

Date of Joining	: 17-07-2023	Resignation Date	: 29-02-2024
PAN	: EFHPD5580J	Relieving Date	: 29-03-2024
Bank Account Number	: 50100462039845 HDFC0002058	Payable Days	: 29
UAN Number	: 101736574523		
ESI Account Number	: NA		

<b>Earnings</b>	<b>Amount (Rs.)</b>	<b>Deductions</b>	<b>Amount (Rs.)</b>
Basic Pay	9,561.00	Professional Tax	150.00
HRA (House Rent Allowance)	3,824.00	Income Tax	00.00
CA (Conveyance Allowance)	1,497.00	Provident Fund	1,147.00
MA (Medical Allowance)	1,169.00	Employee State Insurance	00.00
SA (Special Allowance)	3,071.00		
Provident Fund	00.00		
Internet & Incentive Allowances	6,995.00		
<b>Total Earnings (A)</b>	<b>26,117.00</b>	<b>Total Deductions (B)</b>	<b>1,297.00</b>
<b>Net Pay (A-B) (Rounded):</b>			<b>24,820.00</b>

**Note:** This legally generated statement is not valid unless authorized.



With sincere regards,  
**Arunyjyothi Reddy M**  
**HR Manager**  
**HR Dept.**  
**Sureminds Solutions Pvt. Ltd.**

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 Hyderabad, Rangareddy, Telangana, 500081.**

**Tel: 040-48541247, Email: info@sureminds.co.in, Website: www.sureminds.co.in**

**Payslip for the month of January 2024**

**Employee Information:**

Employee Name	: Kuntal Das		
Employee Designation	: International Customer Support		
Employee ID	: SM3003		
Employee Department	: IT		
Date of Joining	: 17-07-2023	Total Days	: 31
PAN	: EFHPD5580J	Paid Days	: 31
Bank Account Number	: 50100462039845 HDFC0002058	Loss of Pay	: 00
PF Account Number	: 101736574523		
ESI Account Number	: NA		

Earnings	Amount (Rs.)	Deductions	Amount (Rs.)
Basic Pay	10,221.00	Professional Tax	200.00
HRA (House Rent Allowance)	4,088.00	Income Tax	00.00
CA (Conveyance Allowance)	1,600.00	Provident Fund	1,226.00
MA (Medical Allowance)	1,250.00	Employee State Insurance	00.00
SA (Special Allowance)	3,282.00	Others	00.00
Provident Fund	00.00		
Internet & Other Allowances	1,160.00		
<b>Total Earnings (A)</b>	<b>21,601.00</b>	<b>Total Deductions (B)</b>	<b>1,426.00</b>
<b>Net Pay (A-B) (Rounded):</b>			<b>20,175.00</b>

**Note:** This legally generated statement does not require any Authorization.

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**Tel: 040-48541247, Email: info@sureminds.co.in, Website: www.sureminds.co.in**

**Payslip for the month of November 2023**

**Employee Information:**

Employee Name	: Kuntal Das		
Employee Designation	: International Customer Support		
Employee ID	: SM3003		
Employee Department	: IT		
Date of Joining	: 17-07-2023	Total Days	: 30
PAN	: EFHPD5580J	Paid Days	: 29
Bank Account Number	: 50100462039845 HDFC0002058	Loss of Pay	: 01
PF Account Number	: 101736574523		
ESI Account Number	: NA		

Earnings	Amount (Rs.)	Deductions	Amount (Rs.)
Basic Pay	9,880.00	Professional Tax	150.00
HRA (House Rent Allowance)	3,952.00	Income Tax	00.00
CA (Conveyance Allowance)	1,547.00	Provident Fund	1,186.00
MA (Medical Allowance)	1,208.00	Employee State Insurance	00.00
SA (Special Allowance)	3,173.00	Others	00.00
Provident Fund	00.00		
Incentive & Internet Allowances	648.00		
<b>Total Earnings (A)</b>	<b>20,408.00</b>	<b>Total Deductions (B)</b>	<b>1,336.00</b>
<b>Net Pay (A-B) (Rounded):</b>			<b>19,072.00</b>

**Note:** This legally generated statement does not require any Authorization.

**CIN: U72200TG2012PTC078965**

**Address: Plot No: 81, 1st Floor, Sai Santhosh Towers, Ayyappa Society, Madhapur, Hyderabad- 500081, Telangana.**  
**Address: Novel Office - Salarpuria Triton #57, 13th Cross, Baldwins Road, Koramangala, Bengaluru, 560030, Karnataka.**  
**Tel: 040-48541247, Email: info@sureminds.co.in, Website: www.sureminds.co.in**

## Relieving Letter

**Date: 29 March, 2024**

**Emp ID: SM3003**

**Name : Mr. Kuntal Das**

**Designation : International Customer Support**

**Dear Kuntal Das,**

We wish to advise you that your resignation has been accepted and you have been relieved from your services, effective from the closure of office hours on **29 March, 2024**.

We thank you for your services to our company and wish you every success in your future endeavors.

**With sincere regards,**



**Arunjyothi Reddy M**  
**HR Manager**  
**HR Dept.**  
**Sureminds Solutions Pvt. Ltd.**

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