


BT e-Serv (India) Pvt.Ltd Tower B & C, Building No 6, Street DLF Cyber City (SEZ), Gurugram, Haryana				
Payslip for the month of October 2025				
Employee No.	617313821	Employee Name	MADHURIMA BASAK	
Location	KOLKATA	UAN No.	102212126965	
OUC	CSD2A	PAN No.	FHDPB0807D	
Designation	CS SUPPORT ADVISOR	Aadhaar No.	904493590883	
DOB	26.12.2001	PF Number	GN/GGN/29381/38659	
DOJ	07.06.2024	Pension No.	GN/GGN/29381/38659	
Days Paid	31.00	ESI No.	4021311510	
LWOP Days	0.00	Days in Month	31.00	
EARNINGS & ALLOWANCES		UNITS	INR	DEDUCTIONS
				INR
Basic Salary			9,187.50	Employee PF contribu
HRA			4,593.75	Ee ESI contribution
Special Allowance			3,835.42	Prof Tax - Full peri
Interim Statutory Bonus			2,800.00	
Incentive Payment			1,463.00	
*Holiday Payment	1.00		680.56	

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DOB	26.12.2001	PF Number	GN/GGN/29381/38659
DOJ	07.06.2024	Pension No.	GN/GGN/29381/38659
Days Paid	30.00	ESI No.	4021311510
LWOP Days	0.00	Days in Month	30.00
EARNINGS & ALLOWANCES		UNITS	INR
DEDUCTIONS			INR
Basic Salary			9,187.50
HRA			4,593.75
Special Allowance			3,835.42
Interim Statutory Bonus			2,800.00
Incentive Payment			2,156.00
*Holiday Payment	3.00		2,722.24
Employee PF contribu			1,563.00
Ee ESI contribution			154.00
Prof Tax - Full peri			150.00
Pre Payment Offset			23,428.00
Total Payments			25,294.91
Total Deductions			25,295.00
(*) denotes back pay adjustment.			
OTHERS		PAY SUMMARY	AMOUNT(INR)
		Net Pay	0.00
Bank Name	IFSC Code	Bank A/C Number	AMOUNT(INR)
			0.00
Net Pay in Words : ZERO			

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Notice Acceptance - Madhurima Basak

From Sumantika Mitra (CSD2A R) <sumantika.mitra@bt.com>
Date Tue 21/10/2025 20:32
To Madhurima Basak (CSD2A R) <madhurima.basak@bt.com>
Cc Trip Sengupta (CSD2A R) <triparna.2.sengupta@bt.com>

General

Hello Madhurima,

Regret that you have decided to leave BT.

As discussed, you want to quit from the current job role to due to an another opportunity outside.

I am accepting your resignation as on **16th Oct 2025** with effective last working day as **15th December 2025**. Please be informed there is a **60 days of Notice Period to be served**.

- After the resignation is processed in the system, the Annual leaves and Sick leaves are calculated on pro-rata basis. In case there is any leave taken post the leave balance exhausted, will be considered as Unpaid leave.
- The option to buy-out is unfortunately not there as I'd appreciate your support with a smooth handover.
- Current Annual leave – 9.05 days available

Note: Any short fall of notice period will be recovered in Full and final settlement and will attract GST.

Recovery amount can be calculated as per below:

1 day salary (FTE salary/12/30) multiplied by no. of notice shortfall days + 18%GST

Illustration given below: Please be informed this is the calculation based on your FTE, the final calculation will be done by the Financial team and they will share the Quotation with you. For any further discussion regarding your Full and Final, please reach out to the concern team.

Resignation Date	16-Oct-25
Leaving Date	15-Dec-25
Notice period days	60
Notice serve day	60
Notice short fall	0
Annual FTE Salary	245,000
Notice Deduction Amount	0.0
	Formula [(FTE Salary/12/30)x days shortfall]
18% GST on Notice Deduction Amount	0
Total Deduction (Notice Deduction Amount + GST)	0.0

Employee actions on exit clearance:

- Kindly ensure that you've received the resignation acceptance mail from Line Manager
- GST is applicable on Notice period deduction, Cab deduction and BT assets loss @18%

- Also ensure that you've submitted all investment proofs and reimbursements to ADP before Last Working Day
- Handover of all company assets to respective functional departments on or before last working day
- Ensure all investment proofs, claims and reimbursements are submitted on or before last working day
- To check status of clearance from all functional departments and drive closure on pending items on or before last working day
- Do not leave BT without completing exit clearance process
- OneHub access will be removed on LWD and the lost data can not be retrieve

Important Note:

1. F&F will be settled within 45 days from last working day (subject to receive approval from all BT functions in Exit Tool)
2. Download all salary slips for future reference, so as to avoid any follow up with F&F team later on
3. Relieving letter will be shared post F&F settlement
4. Form 16 will be shared with all who leaved before 31st March, by the end of June
5. F&F amount will be credited in BT salary account only.
6. The designation on relieving letter will be mentioned the same as reflecting on the last month salary slip

For any further discussion regarding your Full and Final, please reach out to the Finance Team.

Regards,

Sumantika Mitra (She/Her)

Team Leader - Business | GBS



This email contains information from BT that might be privileged or confidential. And it's only meant for the person above. If that's not you, we're sorry - we must have sent it to you by mistake. Please email us to let us know, and don't copy or forward it to anyone else. Thanks.

We monitor our email systems and may record all our emails.

British Telecommunications plc

R/O : One Braham Street, London E1 8EE

Registered in England: No 1800000

Think before you print. Please consider the environment before printing this email

General

From: Madhurima Basak (CSD2A R) <madhurima.basak@bt.com>

Sent: 16 October 2025 16:33

To: Sumantika Mitra (CSD2A R) <sumantika.mitra@bt.com>; Trip Sengupta (CSD2A R) <triparna.2.sengupta@bt.com>

Cc: Soumita Manna (CSD2A R) <soumita.manna@bt.com>; Rohit Singh (CSD2A R) <rohit.5.singh@bt.com>

Subject: Formal notice for resignation

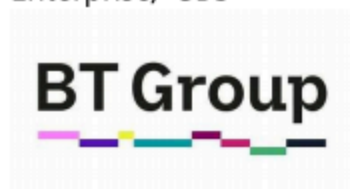
Hello Sumantika,


Please accept this E mail as formal notification of my intention to resign from my position as Customer Service Support Advisor with BT. I would like to thank you for the opportunity to have worked in the position for the past time in employment. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and look back at my time here as a valuable period of my professional life.

During the notice period, I will do what I can to make the transition as smooth as possible and will support in whatever way I can. Please let me know if there is anything further, I can do to assist in this process or any feedbacks you wanted to share.

I wish you all the best for your continued success.

Madhurima Basak
Customer Service Support Advisor
BT Business Billing
Enterprise/ GBS



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