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Payslip with Rate

Select Month: January 

Payslip for the Month of January 2025

Name	: Ria Khetan	PAN	: HUNPK1511C
EmpCode	: E6656	Bank	:
Designation	: Associate	SBAccNo	:
Department	: Operations	Paid Days	: 22
Job Role	: Associate	PFAccNo	: MHBAN28555030000011563
Location	: Kolkata	Total Days	: 31
UAN	: 102159415125	ESIC IP No.	: 4119965825
Date of Joining	: 10/01/2025	Last working Date	:

Earnings	₹ Rate	₹ Amount	Deductions	₹ Amount
Basic	7,106.00	5,043.00	Provident Fund	1,091.00
HRA	3,553.00	2,521.00	E.S.I.C	95.00
Conveyance	1,600.00	1,135.00	Professional Tax	110.00
Statutory Bonus	1,400.00	994.00		
Special Allowance	3,356.00	2,382.00		
Internet Allowance	750.00	532.00		

Total Earnings	17,765.00	12,607.00	Total Deductions	1,296.00
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Amount Payable : 11,311.00

Amount Payable in words : Eleven Thousand Three Hundred Eleven Only

Message:

Computer generated payslip, Hence signature not required

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Payslip with Rate

Select Month: February

Payslip for the Month of February 2025

Name	: Ria Khetan	PAN	: HUNPK1511C
EmpCode	: E6656	Bank	:
Designation	: Associate	SBAccNo	:
Department	: Operations	Paid Days	: 28
Job Role	: Associate	PFAccNo	: MHBAN28555030000011563
Location	: Kolkata	Total Days	: 28
UAN	: 102159415125	ESIC IP No.	: 4119965825
Date of Joining	: 10/01/2025	Last working Date	:

Earnings	₹ Rate	₹ Amount	Deductions	₹ Amount
Basic	7,106.00	7,106.00	Provident Fund	1,537.00
HRA	3,553.00	3,553.00	E.S.I.C	133.00
Conveyance	1,600.00	1,600.00	Professional Tax	130.00
Statutory Bonus	1,400.00	1,400.00		
Special Allowance	3,356.00	3,356.00		
Internet Allowance	750.00	750.00		
Daily Night Allowance	4,200.00	4,200.00		
Total Earnings	21,965.00	21,965.00	Total Deductions	1,800.00

Amount Payable : 20,165.00
Amount Payable in words : Twenty Thousand One Hundred Sixty Five Only

Message:
Computer generated payslip, Hence signature not required

Resignation Acceptance

1 message

HRD <hrd@netscribes.com>
To: Ria.Khetan@netscribes.com
Cc: HRD <HRD@netscribes.com>, Satyajit.Dey@netscribes.com, Sourav.Nag@netscribes.com

Sat, 22 Mar, 2025 at 10:27

Dear Ria,

We acknowledge the receipt of your resignation letter effective 02 March 2025. We will cherish your association with the Netscribes family, and regret that you need to move on.

It has been a pleasure working with you. We would like to thank you for your contribution and efforts, and wish you good luck in all future endeavors.

Details regarding your resignation is mentioned below :

Date of Resignation	02 March 2025
Resignation Accepted by	Sourav Nag
Employment Status	Probation
Notice Period	30 days
Last Day of Working [as per notice period]	28 March 2025
Actual Last Day of Working	02 April 2025
Shortfall in Notice Period [if any]	0 days
Exit Type	Full notice period served
Manager Comments	All The Best

We are listing down some quick points to help you plan things better:

Leaves during Notice Period:

- Any leave(s) taken during notice period will be considered as leave without pay
- Optional leave(s) and Compensatory off(s) (if there is a residue) can be availed during the notice period subject to approval from the reporting manager

Other Important Points:

- Download your Form 16 and past payslips
- Ensure that your timesheet and attendance module is updated
- If you are a Project Manager, please communicate the new PM details to QMS. This will help us assign the projects accordingly

We hope that this was of help. Please feel free to connect with HRD for any further queries.

Best wishes,
HRD