



Navin Sharma <navin.sharma@paytmpayments.com>

Resignation Accepted - Navin Sharma (1100368)

1 message

Team HR <hrhelpdesk@peoplestrong.com>
Reply-To: hrhelpdesk@peoplestrong.com
To: navin.sharma@paytmpayments.com

Mon, Dec 19, 2022 at 11:02 AM

Dear Navin Sharma,

We acknowledge the receipt of your resignation dated Dec 17, 2022. Your exit has been approved and your notice period will be subject to the company's separation policy.

You can go through the separation policy link on DeepPurple to understand more details about the separation process. However, we are putting down key points that are expected of you during your notice period.

As a part of the separation process, you are to:

1. Serve the full **notice period**.
 - a. Any shortfall in notice period shall be recoverable from you
 - b. The management may, in its discretion, relieve an employee who has given notice and has resigned from the employment of the Company before the completion of notice period, without payment of salary for the remaining unexpired period of the notice.
2. Comply with the **terms and condition of the appointment letter** and carry out your conduct in accordance with the **company's code of conduct**.
3. **Complete the knowledge transfer** and handing over of tasks according to the reporting manager's instructions, and complete the responsibilities handled by you.
 - a. The task of handing over of responsibilities includes transfer of data, ownership, enabling understanding of process, and do's & don'ts all in written format, to avoid any ambiguity in handover and does not mean merely sharing superficial information.
 - b. Transfer of knowledge and ownership not done as required to carry on the work without interruption, or any behaviour issues reported by the reporting manager or team members during notice period will be termed as non-amicable separation and may lead to extension of notice period , if required.
4. Once you have exited from the company, you'll not represent the company or speak on behalf of the company in any capacity.
5. Please be informed that post your relieving as well you are bound to abide by the Non-Disclosure Agreement signed at the time of joining which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses
6. If you are holding a statutory position (Director, CS, holding shares on behalf of the company, Signatory in Bank, Nodal Officer, Compliance Officer, MLRO, Principal Officer, etc.) you need to communicate to your HOD and HRBP within 7 days of your resignation to ensure a suitable replacement is appointed for business continuity and compliance purposes.
7. **Ensure No Dues Clearances (NDC)** by Relevant Stakeholders: To avoid any delay or discrepancies in the full & final settlement (F&F) you must clear and/or submit the details as per the below mentioned table on or before your last working day at the company. You can review the status of your NDC on Elevate2.0
>>Separation >> Exit Stage

No Dues Clearances & Reimbursements:

All No Dues Clearances will have to be taken on or before the LWD. You can reach out to stakeholders as mentioned in the below table for clearances.

Clearances about	Items to be cleared	Point of Contact	Recommended timelines

Knowledge Transfer	Completion of Knowledge Transition & Data transition Approval for Attendance Regularization, Leave, Expenses, etc.	Manager	On or before the LWD
Physical Assets: All company assets need to be handed back on or before the LWD	IT Assets: Biometric, Headphone/External HDD, RAM, Data Card, Sim Card Cancellation, Testing Equipment, Laptop, Laptop Charger, Mouse, Keyboard, Mobile, Mobile Charger, any other IT Assets that might have been given to you.	it.assets@paytm.com	On or before the last working day (LWD)
	ID Card	admin@paytm.com	
	Fastag (if applicable)	fastag.exit@paytm.com	
	EDC Device, Sound Box, Dynamic QR, or any other device / merchandise / spares and consumables (if applicable)	inventory.clearance@paytm.com	
Financial Assets & Reimbursements	Non CTC Reimbursements: Mobile and broadband bills, Travel reimbursements or any other applicable reimbursements	mobilereimbursement@paytm.com travelreimbursement@paytm.com	At least 15 days before the LWD.
	CTC based Reimbursements / Payments: Car Lease Closure, Mediclaim Deduction, FBP reimbursements, Joining Bonus, Retention Bonus, PLI, LTIP, etc.	mypay@paytm.com	
	Salary Advances, Travel advances, team outing advances, Forex advances or any other advance taken from the company that has not been adjusted against the reimbursements, if any.	nand3.kishore@paytm.com	

Other important tasks to be completed:

- **Leave & Attendance:** Please ensure that your attendance & leaves are approved as per the attendance policy before the last working day, else they will be considered as LEAVE WITHOUT PAY.
 - In case of any query you can write to myattendance@paytm.com
- **Car Lease (if applicable):** If you have availed of the Car Lease program, then you are to connect with Orix to clear/transfer/foreclose car lease at least one month before your last working day.
 - Spoc: Gaurav Panchal Mobile: 09717176695 | panchal@orixindiaft.com)
- **ESOP (If Applicable):** Any vested ESOPs that you have not exercised need to be exercised within 90 days from your last working day as per the ESOP Policy. To exercise the ESOPs you'll need to make the required payment against the exercised price and applicable taxes. If you fail to exercise the vested ESOPs within 90 days from your last working day, the same will be surrendered back to the company and you'll not be eligible to exercise them going forward.
 - In case of any query you can reach out to esop@paytm.com
- **Non CTC Reimbursement:**
 - All the reimbursement forms with supporting bills should be shared with the reimbursement team as per the applicable reimbursement process.

- travelreimbursement@paytm.com for reimbursement of: Local conveyance, outstation conveyance, team outing advances, Relocation, Forex, Learning
- mobile reimbursement@paytm.com for reimbursement of: Mobile and broadband bill reimbursements
- No bills or claims or special approval or waiver will be entertained on or after the last working day.
- **CTC Reimbursement:**
 - All CTC based reimbursements will need to be submitted on elevate2.0 > Payroll > CTC Reimbursement. If you do not submit the relevant reimbursement documents, then the amount earmarked for these reimbursements will be processed as a taxable income as a part of the F&F settlement
 - In case of any query, you can reach out to mypay@paytm.com
 - No reimbursements will be entertained on or after the last working day.
- **Other payments and recoveries, if applicable:**
 - Other amounts like Joining Bonus, Retention Bonus, Relocation expenses, LTIP and PLI, etc will be processed for recoveries, if any, as per the terms of the payments made.
 - In case of any query, you can reach out to mypay@paytm.com
- **Submission of Investment Proofs:**
 - All Investment proofs need to be submitted on elevate2.0 > Payroll > Investment Proof Submission at least 15 days prior to your last working day.
 - In case if you do not submit the investment proofs, your payments will be processed assuming that such investments were not made by you and accordingly the taxes will be calculated and deducted from your full & final settlement. You may be able to claim them as a part of your Income tax returns filing as per the income tax rules.
 - In case of any query, you can reach out to mypay@paytm.com
- **Important Documents (Salary Slip/Appointment Letter/Etc.)**
 - Please download/collect your Salary slips, Appraisal Letter, Appointment Letter & Form-16 before the last working day from Elevate 2.0
 - Please note that you will not share or claim any other dues after handing over this clearance form
- Complete the Self declaration and Exit Interview Survey on Elevate

Full & Final (F&F) Settlement:

- **Payment process**
 - As per policy, your F&F settlement will be completed within 45 days' time from your last working day. However, it is contingent on the No Dues Clearances being completed. Hence, you are requested to ensure that all dues are cleared on or before the last working day. In case of non-completion of no dues clearance, the company will have the right to recover any such dues from you including but not limited to deduction from your full and final settlement amount.
 - Please note that your F&F settlement will be credited to your Bank account updated on the PS portal. Steps to check your Bank Account details here (Elevate2.0 > My Profile > Bank Account Details)
 - Your full and final statement will be shared with you on your personal email ID via Exit team. You can update your personal email id details here (Elevate2.0 > My Profile > personal email id)
- **Relieving Letter:**
 - Relieving letter will be issued to you within a day's time of sharing the F&F statement in case there is no recovery.
 - If there's recovery in the F&F Statement, then the relieving letter will be issued to you post settlement of the recovery amount.

In case of any further queries related to the above formalities, please feel free to reach out to myexit@paytm.com for clarification.

We would like to thank you for your contribution and services to the company and would like to wish you all the very best in your future endeavours!!

Regards,
Human Resources Department



PSPL/EXP/2022/1

Emp. Code: 00865781

November 02, 2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Navin Sharma** was associated with us as **Operation Executive SG01A** from **December 30, 2021**. He resigned on **April 30, 2022** and he was relieved of his duties on the day of **April 30, 2022** closing hours.

His full and final settlement amount would be subject to company policies and related clearances.

We wish all the best for future endeavors.

For Paytm Services Private Limited

A handwritten signature in blue ink, appearing to read "Navin Sharma".

Authorized Signatory



PPSL/EXP/2023/001100368

Emp Code:1100368

February 28, 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Navin Sharma** was associated with us as **Operation Executive SG01A** from **01-May-22**. He resigned on 17-Dec-22 and he was relieved of his duties on the day of **14-Jan-23** closing hours.

His full and final settlement amount would be subject to company policies and related clearances.

We wish all the best for future endeavors.

For **Paytm Payments Services Limited**

A handwritten signature in blue ink, followed by a circular blue stamp. The stamp contains the text "PAYTM PAYMENTS SERVICES LIMITED" around the perimeter.

Authorized Signatory

Employee Code :1100368	Employee Name :Navin Sharma	DOJ :01 May 2022	DOL :	Proposed DOL :
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HRA EXEMPTION CALCULATION FOR THE MONTH OF NOVEMBER 2022 FY:April 2022 - March 2023

PARTICULAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
BASIC SALARY	0.00	5050.00	10100.00	10100.00	10100.00	8965.00	12370.00	12370.00	12370.00	12370.00	12370.00	12370.00	118535.00
METRO STATUS	-	-	-	-	-	-	-	-	-	-	-	-	-
HRA (C2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59268.00
RENT RECEIVED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAID DAYS	0.00	15.00	31.00	30.00	31.00	31.00	30.00	31.00	0.00	0.00	0.00	0.00	199.00
METRO BASIS (C1)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47414.00
EXCESS OF 10% (C3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MINIMUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Rent Received From Date : 01 May 2022 To Date :31 Mar 2023

Disclaimer: This is a system generated payslip, does not require any signature.

Emp Code : 1100368	Location : Noida
Emp Name : Navin Sharma	IFSC Code : PYTM0123456
Department : Merchant Ops (Online)- Onboarding Risk	Bank A/c No. : 919557299406 (PAYTM BANK)
Designation : Operation Executive	Entity : Paytm Payments Services Limited
Grade : SG01A	PAN : GRSPS0425Q
Gender : M	PF No. : DSNHP22096090000010358
DOB : 01 Dec 1997	PF UAN. : 101674052224
DOJ : 01 May 2022	ESI No. : ESI13114981730
Payable Days: 30.00	Group Date Of Joining 30 Dec 2021

Earnings					Deductions	
Description	Rate	Monthly	Arrear	Total	Description	Amount
Basic	12370.00	12370.00	-1135.00	11235.00	PF	1752.00
House Rental Allowance	6185.00	6185.00	-567.00	5618.00		
Special Allowance	1875.00	1875.00	-813.00	1062.00		
Statutory Bonus	2300.00	2300.00	0.00	2300.00		
GROSS EARNINGS	22730.00	22730.00	-2515.00	20215.00	GROSS DEDUCTIONS	1752.00

Net Pay : 18463.00 (EIGHTEEN THOUSAND FOUR HUNDRED SIXTY THREE ONLY)

Income Tax Worksheet for the Period April 2022 - March 2023

*You have opted for Old Tax Regime

Description	Gross	Exempt	Taxable	Deduction Under Chapter VI-A		Taxable HRA Calculation(Non-Metro)	
Basic	118535.00	0.00	118535.00	Investments u/s 80C		Rent Paid	0.00
House Rental Allowance	59268.00	0.00	59268.00	Previous Employer Chapter VI A	2277.00	From: 01/05/2022	
Special Allowance	11553.00	0.00	11553.00	Provident Fund	17583.00	To: 31/03/2023	
Statutory Bonus	24150.00	0.00	24150.00			1. Actual HRA	59268.00
						2. 40% or 50% of Basic	47414.00
						3. Rent - 10% Basic	0.00
						Least of above is exempt	0.00
Gross	213506.00	0.00	213506.00	Total Investments u/s 80C	19860.00	Taxable HRA	59268.00
Tax Working				U/S 80C	19860.00	TDS Deducted Monthly	
Standard Deduction			50000.00	Total Ded Under Chapter VI-A	19860.00	Month	Amount
Previous Employer Taxable Income			26547.00			May-2022	0.00
Previous Employer Professional Tax			0			June-2022	0.00
Professional Tax			0			July-2022	0.00
Under Chapter VI-A			19860.00			August-2022	0.00
Any Other Income			0.00			September-2022	0.00
Taxable Income			170200.00			October-2022	0.00
Total Tax			0.00			Tax Deducted on Perq.	0.00
Tax Rebate u/s 87a			0.00			Total	0.00
Surcharge			0.00				
Tax Due			0.00				
Health and Education Cess			0.00				
Net Tax			0.00				
Tax Deducted (Previous Employer)			0.00				
Tax Deducted on Perq.			0.00				
Tax Deducted on Any Other Income.			0.00				
Tax Deducted Till Date			0.00				
Tax to be Deducted			0.00				
Tax per month			0.00				
Tax on Non-Recurring Earnings			0.00				
Tax Deduction for this month			0.00	Total Any Other Income			

Disclaimer: This is a system generated payslip, does not require any signature.

Employee Code :1100368	Employee Name :Navin Sharma	DOJ :01 May 2022	DOL :	Proposed DOL :
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HRA EXEMPTION CALCULATION FOR THE MONTH OF OCTOBER 2022 FY:April 2022 - March 2023

PARTICULAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
BASIC SALARY	0.00	5050.00	10100.00	10100.00	10100.00	8965.00	12370.00	12370.00	12370.00	12370.00	12370.00	12370.00	118535.00
METRO STATUS	-	-	-	-	-	-	-	-	-	-	-	-	-
HRA (C2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59268.00
RENT RECEIVED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAID DAYS	0.00	15.00	31.00	30.00	31.00	31.00	30.00	0.00	0.00	0.00	0.00	0.00	168.00
METRO BASIS (C1)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47414.00
EXCESS OF 10% (C3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MINIMUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Rent Received From Date : 01 May 2022 To Date :31 Mar 2023

Disclaimer: This is a system generated payslip, does not require any signature.

Pay Slip for the month of September 2022
All amounts are in INR

Emp Code : 1100368	Location : Noida
Emp Name : NAVIN SHARMA	IFSC Code : PYTM0123456
Department : Merchant Ops (Online)- Onboarding Risk	Bank A/c No. : 919557299406 (PAYTM BANK)
Designation : Operation Executive	Entity : Paytm Payments Services Limited
Grade : SG01A	PAN : GRSPS0425Q
Gender : M	PF No. : DSNHP22096090000010358
DOB : 01 Dec 1997	PF UAN. : 101674052224
DOJ : 01 May 2022	ESI No. : ESI13114981730
Payable Days: 31.00	Group Date Of Joining 30 Dec 2021

Earnings					Deductions	
Description	Rate	Monthly	Arrear	Total	Description	Amount
Basic	10100.00	10100.00	0.00	10100.00	PF	1518.00
House Rental Allowance	5050.00	5050.00	0.00	5050.00	ESI	133.00
Special Allowance	248.00	248.00	0.00	248.00		
Statutory Bonus	2300.00	2300.00	0.00	2300.00		
GROSS EARNINGS	17698.00	17698.00	0.00	17698.00	GROSS DEDUCTIONS	1651.00

Net Pay : 16047.00 (SIXTEEN THOUSAND FORTY SEVEN ONLY)

Income Tax Worksheet for the Period April 2022 - March 2023

*You have opted for Old Tax Regime

Description	Gross	Exempt	Taxable	Deduction Under Chapter VI-A		Taxable HRA Calculation(Non-Metro)	
Basic	106050.00	0.00	106050.00	Investments u/s 80C		Rent Paid	0.00
House Rental Allowance	53025.00	0.00	53025.00	Provident Fund	15938.00	From: 01/05/2022	
Special Allowance	2604.00	0.00	2604.00	Previous Employer Chapter VI A	2277.00	To: 31/03/2023	
Statutory Bonus	24150.00	0.00	24150.00			1. Actual HRA	53025.00
						2. 40% or 50% of Basic	42420.00
						3. Rent - 10% Basic	0.00
						Least of above is exempt	0.00
Gross	185829.00	0.00	185829.00	Total Investments u/s 80C	18215.00	Taxable HRA	53025.00
Tax Working				U/S 80C	18215.00		
Standard Deduction			50000.00	Total Ded Under Chapter VI-A	18215.00	TDS Deducted Monthly	
Previous Employer Taxable Income			26547.00			Month	Amount
Previous Employer Professional Tax			0			May-2022	0.00
Professional Tax			0			June-2022	0.00
Under Chapter VI-A			18215.00			July-2022	0.00
Any Other Income			0.00			August-2022	0.00
Taxable Income			144170.00			September-2022	0.00
Total Tax			0.00			Tax Deducted on Perq.	0.00
Tax Rebate u/s 87a			0.00			Total	0.00
Surcharge			0.00				
Tax Due			0.00				
Health and Education Cess			0.00				
Net Tax			0.00				
Tax Deducted (Previous Employer)			0.00				
Tax Deducted on Perq.			0.00				
Tax Deducted on Any Other Income.			0.00				
Tax Deducted Till Date			0.00				
Tax to be Deducted			0.00				
Tax per month			0.00				
Tax on Non-Recurring Earnings			0.00				
Tax Deduction for this month			0.00	Total Any Other Income			

Disclaimer: This is a system generated payslip, does not require any signature.

Employee Code :1100368	Employee Name :NAVIN SHARMA	DOJ :01 May 2022	DOL :	Proposed DOL :
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HRA EXEMPTION CALCULATION FOR THE MONTH OF SEPTEMBER 2022 FY:April 2022 - March 2023

PARTICULAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
BASIC SALARY	0.00	5050.00	10100.00	10100.00	10100.00	10100.00	10100.00	10100.00	10100.00	10100.00	10100.00	10100.00	106050.00
METRO STATUS	-	-	-	-	-	-	-	-	-	-	-	-	-
HRA (C2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53025.00
RENT RECEIVED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAID DAYS	0.00	15.00	31.00	30.00	31.00	31.00	0.00	0.00	0.00	0.00	0.00	0.00	138.00
METRO BASIS (C1)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42420.00
EXCESS OF 10% (C3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MINIMUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Rent Received From Date : 01 May 2022 To Date :31 Mar 2023

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