



Separation process has been initiated for Ms. Shruti Shashwati (478611)

1 message

AxisBank <donotreply@tsrdarashaw.com>
To: shruti.shashwati@axisbank.com, shrutishashwati@gmail.com
Cc: HR.DoNotReply@axisbank.com, axisbank@tsrdarashaw.com

Wed, Dec 4, 2024 at 20:04

Dear Ms. Shruti Shashwati,

This is to confirm that your Last Working Date as approved by the competent authority is 24-12-2024.

Please refer to the attached separation guidelines which will ensure a hassle-free exit.

Commonly asked questions about Employee Exit procedure are also attached for your reference.

Your relieving formalities will be completed in 30 days from the date of your all 'Exit Checklist' item clearance or relieving date, whichever is later.

Please raise tickets through Unidesk in case of any queries.

Regards,
Team HR
Axis Bank Ltd.

*****This is a system generated communication and does not require signature.*****

Attachments :

- 1) Commonly asked questions about Employee Exit procedure

This e-mail contains PRIVILEGED AND CONFIDENTIAL INFORMATION intended solely for the use of the addressee(s). If you are not the intended recipient, please notify the sender by e-mail and delete the original message. Further, you are not to copy, disclose, or distribute this e-mail or its contents to any other person and any such actions are unlawful. This e-mail may contain viruses. TSR Darashaw Private Limited has taken every reasonable precaution to minimize this risk, but is not liable for any damage you may sustain as a result of any virus in this e-mail. You should carry out your own virus checks before opening the e-mail or attachment. TSR Darashaw Private Limited reserves the right to monitor and review the content of all messages sent to or from this e-mail address. Messages sent to or from this e-mail address may be stored on the TSR Darashaw Private Limited e-mail system.

HR/185199/RL/4786110125193

Date: January 01, 2025

MS. SHRUTI SHASHWATI

Madam,

Relieving Letter

This has reference to your resignation letter dated **November 25, 2024**. The Competent Authority has accepted the same and you stand relieved from the services of the Bank as at the close of business on **December 24, 2024**.

You are advised that you will continue your obligations under the banking secrecy provisions to keep confidential all the customer data and the other information in respect of the Bank's business which have come to your knowledge while in services of the bank.

We thank you for your contributions made during your services with the Bank.

We wish you success in all your future endeavors.

Regards,
Suraj Kumar
Human Resources
Axis Bank Ltd.

Signature Not Verified

Digitally Signed by: Suraj Kumar
Date : 01-Jan-2025 04:19:23
Location : MUMBAI

This is a digitally signed document and does not require physical signature.

HR/185199/EC/4786110125193

Date: January 01, 2025

TO WHOMSOEVER IT MAY CONCERN

Experience Certificate

We certify that **MS. SHRUTI SHASHWATI, Employee Number 478611** was working with **Axis Bank Ltd.** from **September 30, 2024** to **December 24, 2024**. Her employment details are as follows:

Last Designation Held	:	ASSISTANT MANAGER
Role	:	BRANCH:BRANCH RELATIONSHIP OFFICER
Location	:	SECTOR-46 GURGAON

We wish her success in all her future endeavours.

Regards,
Suraj Kumar
Human Resources
Axis Bank Ltd.

Signature Not Verified

Digitally Signed by: Suraj Kumar
Date : 01-Jan-2025 04:19:21
Location : MUMBAI

This is a digitally signed document and does not require physical signature.



AXIS BANK LTD

PAYSHEET FOR THE MONTH OF OCTOBER - 2024

EMPLOYEE NUMBER	: 478611	BANK ACCOUNT	: 924010006805212	STANDARD DAYS	: 31
NAME	: SHRUTI SHASHWATI	PF ACCOUNT	: 478611	LOP DAYS	: 0
DESIGNATION	: ASSISTANT MANAGER	JOINING DATE	: 30-SEP-2024	REFUND DAYS	: 0
POSTED LOCATION	: N1720:SECTOR-46 GURGAON				
GROUP DOJ	: 30-SEP-2024				

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	TOTAL
BASIC	8,572.00	8,572.00	286.00	8,858.00	EMPLOYEE PF	1,875.00
HOUSE RENT ALLOWANCE	4,286.00	4,286.00	143.00	4,429.00	GROUP TERM LIFE	256.00
LOCATION PAY	3,000.00	3,000.00	100.00	3,100.00	BENEVOLENT FUND	255.00
LEAVE TRAVEL ALLOWANCE	1,250.00	1,250.00	42.00	1,292.00		
SPECIAL ALLOWANCE	4,650.00	4,650.00	155.00	4,805.00		
MOBILE HANDSET ALLOWANCE	3,333.00	3,333.00	111.00	3,444.00		
BROADBAND INTERNET	1,000.00	1,000.00	33.00	1,033.00		
STATUTORY BONUS..	1,400.00	1,400.00	47.00	1,447.00		
GROSS EARNINGS				28,408.00	GROSS DEDUCTIONS	
NET SALARY PAYABLE				26,022.00		
NET SALARY PAYABLE(IN WORDS) : TWENTY SIX THOUSAND TWENTY TWO ONLY						

INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2024 - 2025

PARTICULARS	INCOME TAX CALCULATION				DETAILS OF PERQUISITES			
	CUMULATIVE ADD: PROJECTED (UP TO SEP 24)	ADD: CURRENT (FOR 5 MONTHS)	ANNUAL (OCT 24)		INVESTMENT DETAILS			
BASIC	0.00	42,860.00	8,858.00	51,718.00				
HOUSE RENT ALLOWANCE	0.00	21,430.00	4,429.00	25,859.00				
LOCATION PAY	0.00	15,000.00	3,100.00	18,100.00	SLAB WISE TAX DETAILS			
LEAVE TRAVEL ALLOWANCE	0.00	6,250.00	1,292.00	7,542.00	FROM AMT	TO AMT	TAX RATE %	TAX AMT
SPECIAL ALLOWANCE	0.00	23,250.00	4,805.00	28,055.00				
MOBILE HANDSET ALLOWANCE	0.00	16,665.00	3,444.00	20,109.00				
BROADBAND INTERNET	0.00	5,000.00	1,033.00	6,033.00	0.00	90,870.00	0.00	0.00
STATUTORY BONUS..	0.00	7,000.00	1,447.00	8,447.00			Total	0.00
TOTAL	0.00	1,37,455.00	28,408.00	1,65,863.00	DETAIL OF TAX DEDUCTED TILL CURRENT MONTH			
SALARY FOR THE YEAR				1,65,863.00	ELEMENT DESCRIPTION			
ADD : INCOME RECEIVED FROM PREVIOUS EMPLOYER SALARY				0.00	TAX AMT			
GROSS INCOME				1,65,863.00				
LESS : STANDARD DEDUCTION				75,000.00				
ADD : OTHER TAXABLE INCOME REPORTED BY THE EMPLOYEE				0.00				
GROSS TAXABLE INCOME				90,863.00				
Less: Deductions U/s 80CCD(1b), 80CCD(2)				0.00				
INCOME CHARGEABLE TO TAX (ROUNDED OFF)				90,870.00				
INCOME TAX DEDUCTION								
TOTAL INCOME TAX PAYABLE				0.00				
MARGINAL TAX TO BE RECOVERED FOR THIS MONTH				0.00				
LESS TAX DEDUCTED AT SOURCE TILL CURRENT MONTH				0.00				
REMAINING TAX PAYABLE/REFUNDABLE				0.00				
TAX PAYABLE/REFUNDABLE PER MONTH				0.00				

1% Extra! Now that's a real deal.

1% extra interest on Fixed Deposits
exclusively for Axis Bank employees.

To avail, visit **AXIS MOBILE** or
www.axisbank.com



For internal circulation only

 **AXIS BANK**



AXIS BANK LTD

PAYSHEET FOR THE MONTH OF NOVEMBER - 2024

EMPLOYEE NUMBER	: 478611	BANK ACCOUNT	: 924010006805212	STANDARD DAYS	: 30
NAME	: SHRUTI SHASHWATI	PF ACCOUNT	: 478611	LOP DAYS	: 5
DESIGNATION	: ASSISTANT MANAGER	JOINING DATE	: 30-SEP-2024	REFUND DAYS	: 0
POSTED LOCATION	: N1720:SECTOR-46 GURGAON	LWD	: 24-DEC-2024		
GROUP DOJ	: 30-SEP-2024				

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	TOTAL
BASIC	8,572.00	7,143.00	0.00	7,143.00	EMPLOYEE PF	1,800.00
HOUSE RENT ALLOWANCE	4,286.00	3,572.00	0.00	3,572.00	GROUP TERM LIFE	256.00
LOCATION PAY	3,000.00	2,500.00	0.00	2,500.00	BENEVOLENT FUND	255.00
LEAVE TRAVEL ALLOWANCE	1,250.00	1,042.00	0.00	1,042.00		
SPECIAL ALLOWANCE	4,650.00	3,875.00	0.00	3,875.00		
MOBILE HANDSET ALLOWANCE	3,333.00	2,778.00	0.00	2,778.00		
BROADBAND INTERNET	1,000.00	833.00	0.00	833.00		
STATUTORY BONUS..	1,400.00	1,167.00	0.00	1,167.00		
GROSS EARNINGS				22,910.00	GROSS DEDUCTIONS	
NET SALARY PAYABLE				20,599.00		
NET SALARY PAYABLE(IN WORDS) : TWENTY THOUSAND FIVE HUNDRED NINETY NINE ONLY						

INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2024 - 2025

PARTICULARS	INCOME TAX CALCULATION				DETAILS OF PERQUISITES			
	CUMULATIVE (UP TO OCT 24)	ADD: PROJECTED (FOR 1 MONTHS)	CURRENT (NOV 24)	ANNUAL	INVESTMENT DETAILS			
					FROM AMT	TO AMT	TAX RATE %	TAX AMT
BASIC	8,858.00	6,636.00	7,143.00	22,637.00				
HOUSE RENT ALLOWANCE	4,429.00	3,318.00	3,572.00	11,319.00				
LOCATION PAY	3,100.00	2,323.00	2,500.00	7,923.00				
LEAVE TRAVEL ALLOWANCE	1,292.00	968.00	1,042.00	3,302.00				
SPECIAL ALLOWANCE	4,805.00	3,600.00	3,875.00	12,280.00				
MOBILE HANDSET ALLOWANCE	3,444.00	2,580.00	2,778.00	8,802.00				
BROADBAND INTERNET	1,033.00	774.00	833.00	2,640.00				
STATUTORY BONUS..	1,447.00	1,084.00	1,167.00	3,698.00				
TOTAL	28,408.00	21,283.00	22,910.00	72,601.00				
SALARY FOR THE YEAR				72,601.00				
ADD : INCOME RECEIVED FROM PREVIOUS EMPLOYER SALARY				0.00				
GROSS INCOME				72,601.00				
LESS : STANDARD DEDUCTION				72,601.00				
ADD : OTHER TAXABLE INCOME REPORTED BY THE EMPLOYEE				0.00				
GROSS TAXABLE INCOME				0.00				
Less: Deductions U/s 80CCD(1b), 80CCD(2)				0.00				
TOTAL INCOME TAX PAYABLE				0.00				
MARGINAL TAX TO BE RECOVERED FOR THIS MONTH				0.00				
LESS TAX DEDUCTED AT SOURCE TILL CURRENT MONTH				0.00				
REMAINING TAX PAYABLE/REFUNDABLE				0.00				
TAX PAYABLE/REFUNDABLE PER MONTH				0.00				

LEAVE DETAILS

LOP DETAILS

EMP NO	EMP NAME	LOP TYPE	FROM DATE	TO DATE
478611	Shruti Shashwati	RESIGNATION SALARY HOLD	26-NOV-2024	30-NOV-2024

1% Extra!
Now that's a real deal.

1% extra interest on Fixed Deposits
exclusively for Axis Bank employees.

To avail, visit **AXIS MOBILE** or
www.axisbank.com



For internal circulation only





AXIS BANK LTD

FULL AND FINAL SETTLEMENT

EMP. NO	: 478611	DESIGNATION	: Assistant Manager	BANK NAME	: AXIS BANK LTD
NAME	: SHRUTI SHASHWATI	PF ACCOUNT NO	: 478611	SAVINGS A/C NO	: 924010006805212
GENDER	: FEMALE	LENGTH OF SERVICE	: 2 MTHS 25 DAYS	BRANCH:BRANCH	: RELATIONSHIP OFFICER
DOJ	: 30/09/2024	LOP DAYS	: 0	LOCATION	: N1720:SECTOR-46 GURGAON
DOC	:	LOP REF. DAYS	: 5	ZONE	:
RESIGNATION DATE	: 25/11/2024	SAL. PAID TILL	: 30/11/2024	ATTACH BRANCH CODE	: N1720
RELIEVING DATE	: 24/12/2024	POSTED BRANCH DESC	: N1720:SECTOR-46 GURGAON	ATTACH BRANCH NAME	: SECTOR-46 GURGAON
LWD	: 24/12/2024	REASON	: RESIGNATION	POSTED BRANCH CODE	: 1720
EPS ACCOUNT NO	: MH/BAN/45239/332875	Extra PL Recovery Days	: 0	Extra PL Recovery Reverse Days	: 0

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	TOTAL	
BASIC	8,572.00	6,636.00	1,429.00	8,065.00	EMPLOYEE PF GR MEDICLAIM POLICY	1,747.00	
HOUSE RENT ALLOWANCE	4,286.00	3,318.00	714.00	4,032.00		119.00	
LOCATION PAY	3,000.00	2,323.00	500.00	2,823.00			
LEAVE TRAVEL ALLOWANCE	1,250.00	968.00	208.00	1,176.00			
SPECIAL ALLOWANCE	4,650.00	3,600.00	775.00	4,375.00			
MOBILE HANDSET ALLOWANCE	3,333.00	2,580.00	556.00	3,136.00			
BROADBAND INTERNET	1,000.00	774.00	167.00	941.00			
STATUTORY BONUS..	1,400.00	1,084.00	233.00	1,317.00			
TOTAL				GROSS EARNINGS	25,865.00	GROSS DEDUCTIONS	1,866.00
NET SALARY PAYABLE / RECOVERABLE					23,999.00		
NET SALARY PAYABLE (IN WORDS)	TWENTY THREE THOUSAND NINE HUNDRED NINETY NINE ONLY						

INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2024 - 2025

INCOME TAX CALCULATION				DETAILS OF PERQUISITE	
PARTICULARS	CUMULATIVE (UP TO NOV 24)	ADD: PROJECTED (FOR 0 MONTHS)	ADD: CURRENT (DEC 24)	ANNUAL	ASSET PERQUISITES : 0.00
BASIC	16,001.00	0.00	8,065.00	24,066.00	DAYS TO SERVE 30
HOUSE RENT ALLOWANCE	8,001.00	0.00	4,032.00	12,033.00	LESS: DAYS SERVED 30
LOCATION PAY	5,600.00	0.00	2,823.00	8,423.00	SHORTFALL BEFORE PL DAYS ADJ 0
LEAVE TRAVEL ALLOWANCE	2,334.00	0.00	1,176.00	3,510.00	LESS: PL DAYS ADJ 0
SPECIAL ALLOWANCE	8,680.00	0.00	4,375.00	13,055.00	SHORTFALL 0
MOBILE HANDSET ALLOWANCE	6,222.00	0.00	3,136.00	9,358.00	PL DAYS FOR ENCASH 0
BROADBAND INTERNET	1,866.00	0.00	941.00	2,807.00	SLAB WISE TAX DETAILS
STATUTORY BONUS..	2,614.00	0.00	1,317.00	3,931.00	FROM AMT TO AMT TAX RATE % TAX AMT
TOTAL	51,318.00	0.00	25,865.00	77,183.00	0.00 2,190.00 0.00 0.00
SALARY FOR THE YEAR				77,183.00	TOTAL 0.00
ADD : INCOME RECEIVED FROM PREVIOUS EMPLOYER SALARY					DETAILS OF TAX DEDUCTED TILL CURRENT MONTH
GROSS INCOME				75,000.00	ELEMENT DESCRIPTION TAX AMT
LESS : STANDARD DEDUCTION					
ADD : OTHER TAXABLE INCOME REPORTED BY THE EMPLOYEE					
GROSS TAXABLE INCOME				2,183.00	
Less: Deductions U/s 80CCD(1b), 80CCD(2)					
INCOME CHARGEABLE TO TAX (ROUNDED OFF)				0.00	
INCOME TAX DEDUCTION					
TOTAL INCOME TAX PAYABLE				0.00	
MARGINAL TAX TO BE RECOVERED FOR THIS MONTH				0.00	
LESS TAX DEDUCTED AT SOURCE TILL CURRENT MONTH				0.00	
REMAINING TAX PAYABLE/REFUNDABLE				0.00	
TAX PAYABLE/REFUNDABLE PER MONTH				0.00	

LEAVE DETAILS

LOP REFUND DETAILS

EMP NO	EMP NAME	LOP TYPE	DATE
478611	SHRUTI SHASHWATI	RESIGNATION SALARY HOLD	26-NOV-2024
478611	SHRUTI SHASHWATI	RESIGNATION SALARY HOLD	27-NOV-2024
478611	SHRUTI SHASHWATI	RESIGNATION SALARY HOLD	28-NOV-2024
478611	SHRUTI SHASHWATI	RESIGNATION SALARY HOLD	29-NOV-2024
478611	SHRUTI SHASHWATI	RESIGNATION SALARY HOLD	30-NOV-2024