

Employee ID : PW65296	Employee Name : Nidhi	Date of Joining : 04-Sep-2024
Bank Name : HDFC BANK	PF number : GNGGN/1368611/75915	UAN Number : 102123918461
Account Number : 50100240100497	ESIC number : 6935290841	PAN : BRLPN8211K
Current location : Gurgaon, Haryana, India	Designation : Associate Service Consultant	Department : Motor
No of Working Days : 30	No of Days Worked : 30	LOP Days : 0
Increment Arrear Days : 0	Arrear Days : 0	

Earnings			Deductions		Reimbursement	
Description	Fixed	Amount	Description	Amount	Description	Amount
Basic	12,506	12,506	Provident Fund	1,501		
HRA	6,160	6,160	ESIC	140		
Incentive_New	0	5,158	LWF	34		
Gross Pay (A)	18,666	23,824	Gross Deductions (B)	1,675	Reimbursement (C)	0
Net Pay (A-B)		22,149			Total Pay (A-B)+C	22,149

Total Pay In Words: Twenty Two Thousand One Hundred And Forty Nine Rupees Only.

Income Tax Computation Sheet FY 2025-26				Tax Regime: New	
Description	Amount	Description	Amount	Description	Amount
1. Gross Salary		3. Income from Other Sources		Net Taxable Income (Rounded to Next 10)	
Gross Salary	2,23,992	Not Declared	-	Income Tax on Net Taxable Income (Before Rebate U/s 87A)	0
Total Extra Payments	5,158	Total from Other Sources - (g)	0	Rebate (U/s 87A)	0
Total Gross Salary (Current Employer)	2,29,150	Gross Total Income - (h=e+f+g)	1,54,150	Income Tax After Rebate (u/s 87A)/Marginal Relief under New Tax Regime	0
Total Gross Salary	2,29,150	4. Section 80C, 80CCC, 80CCD		Raw Surcharge	0
Gross Income after Deduction and Reimbursements - (a)	2,29,150	Not Declared	-	Marginal Relief	0
2. Section 10 & HRA Calculation		5. Other Sections		Add Edn Cess + Health Cess @ 4%	0
Not Declared	-	Not Declared	-	Net Tax Payable (A)	0
Total Section 10 Exemptions - (b)	0	6. Section 80D		Previous Employer TDS (B)	0
Total amount of Salary received after Section 10 - (c=a-b)	2,29,150	Not Declared	-	Outside Tax / Advance Tax (C)	0
Standard deduction under section 16(ia)	75,000	7. Section 80G, 80GGA, 80GGC		Tax Deducted till Date by Current Employer (D)	0
Total amount of deductions under section 16 - (d)	75,000	Not Declared	-	Remaining Tax (A - B - C - D)	0
Income chargeable under the head "Salaries" - (e=c-d)	1,54,150	Total Chapter-VIA - (i)	0	Remaining Months	11
Total Income/Loss from house property - (f)	0	Net Taxable Income - (h-i)	1,54,150		

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Account Number : 50100240100497	ESIC number : 6935290841	PAN : BRLPN8211K
Current location : Gurgaon, Haryana, India	Designation : Associate Service Consultant	Department : Motor
No of Working Days : 31	No of Days Worked : 31	LOP Days : 0
Increment Arrear Days : 0	Arrear Days : 0	

Earnings			Deductions		Reimbursement	
Description	Fixed	Amount	Description	Amount	Description	Amount
Basic	12,506	12,506	Provident Fund	1,501		
HRA	6,160	6,160	ESIC	140		
Incentive_New	0	483	LWF	34		
Gross Pay (A)	18,666	19,149	Gross Deductions (B)	1,675	Reimbursement (C)	0
Net Pay (A-B)		17,474			Total Pay (A-B)+C	17,474

Total Pay in Words: Seventeen Thousand Four Hundred And Seventy Four Rupees Only.

Income Tax Computation Sheet FY 2025-26				Tax Regime: New	
Description	Amount	Description	Amount	Description	Amount
1. Gross Salary		3. Income from Other Sources		Net Taxable Income (Rounded to Next 10)	
Gross Salary	2,23,992	Not Declared	-	Income Tax on Net Taxable Income (Before Rebate U/s 87A)	0
Total Extra Payments	5,641	Total from Other Sources - (g)	0	Rebate (U/s 87A)	0
Total Gross Salary (Current Employer)	2,29,633	Gross Total Income - (h=+f+g)	1,54,633	Income Tax After Rebate (u/s 87A)/Marginal Relief under New Tax Regime	0
Total Gross Salary	2,29,633	4. Section 80C, 80CCC, 80CCD		Raw Surcharge	0
Gross Income after Deduction and Reimbursements - (a)	2,29,633	Not Declared	-	Marginal Relief	0
2. Section 10 & HRA Calculation		5. Other Sections		Add Edn Cess + Health Cess @ 4%	0
Not Declared	-	Not Declared	-	Net Tax Payable (A)	0
Total Section 10 Exemptions - (b)	0	6. Section 80D		Previous Employer TDS (B)	0
Total amount of Salary received after Section 10 - (c=a-b)	2,29,633	Not Declared	-	Outside Tax / Advance Tax (C)	0
Standard deduction under section 16(ia)	75,000	7. Section 80G, 80GGA, 80GGC		Tax Deducted till Date by Current Employer (D)	0
Total amount of deductions under section 16 - (d)	75,000	Not Declared	-	Remaining Tax (A - B - C - D)	0
Income chargeable under the head "Salaries" - (e=c-d)	1,54,633	Total Chapter-VIA - (f)	0	Remaining Months	10
Total Income/Loss from house property - (f)	0	Net Taxable Income - (h-i)	1,54,633		

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Account Number : 50100240100497	ESIC number : 6935290841	PAN : BRLPN8211K
Current location : Gurgaon, Haryana, India	Department : Motor	Last Working Day : 09-Jul-2025
Designation : Associate Service Consultant	No of Working Days : 31	No of Days Worked : 0
LOP Days : 0	Increment Arrear Days : 0	Arrear Days : 0
Notice Period Recovery Days : 1	Leave Encashment Days : 7.13	

Earnings			Deductions		Reimbursement	
Description	Fixed	Amount	Description	Amount	Description	Amount
Basic	12,506	0	Provident Fund	0		
HRA	6,160	0	ESIC	0		
Leave Encashment	0	2,972	Notice Period Recovery Amount	700		
Bonus Payout 24-25	0	8,152				
Bonus Payout	0	3,938				
Gross Pay (A)	18,666	15,062	Gross Deductions (B)	700	Reimbursement (C)	0
Net Pay (A-B)		14,362	Hold Payment (2025-06 - 2025-07) (D)	21,933	Total Pay (A-B)+C+D	36,295

Total Pay in Words: Thirty Six Thousand Two Hundred And Ninety Five Rupees Only.

Income Tax Computation Sheet FY 2025-26				Tax Regime: New	
Description	Amount	Description	Amount	Description	Amount
1. Gross Salary		3. Income from Other Sources		Net Taxable Income (Rounded to Next 10)	
Gross Salary	64,389	Not Declared	-	Net Taxable Income (Rounded to Next 10)	4,150
Total Extra Payments	17,731	Total from Other Sources - (g)	0	Income Tax on Net Taxable Income (Before Rebate U/s 87A)	0
Total Gross Salary (Current Employer)	82,120	Gross Total Income - (h=e+f+g)	4,148	Rebate (U/s 87A)	0
Total Gross Salary	82,120	4. Section 80C, 80CCC, 80CCD		Income Tax After Rebate (u/s 87A)/Marginal Relief under New Tax Regime	0
Gross Income after Deduction and Reimbursements - (a)	82,120	Not Declared	-	Raw Surcharge	0
2. Section 10 & HRA Calculation		5. Other Sections		Marginal Relief	0
Leave Encashment Exemption	2,972	Not Declared	-	Add Edn Cess + Health Cess @ 4%	0
Total Section 10 Exemptions - (b)	2,972	6. Section 80D		Net Tax Payable (A)	0
Total amount of Salary received after Section 10 - (c=a-b)	79,148	Not Declared	-	Previous Employer TDS (B)	0
Standard deduction under section 16(ia)	75,000	7. Section 80G, 80GGA, 80GGC		Outside Tax / Advance Tax (C)	0
Total amount of deductions under section 16 - (d)	75,000	Not Declared	-	Tax Deducted till Date by Current Employer (D)	0
Income chargeable under the head "Salaries" - (e=c-d)	4,148	Total Chapter-VIA - (i)		Remaining Tax (A - B - C - D)	0
Total Income/Loss from house property - (f)	0	Net Taxable Income - (h-i)	4,148		

Disclaimer

I, the employee do hereby declare that I have received above mentioned Net pay in full & final settlement of my account upto i.e. from the Company in Full & Final Settlement of all my dues including my Wages/Salary, Compensation, Allowance, Leave money & Incentive etc.

I, hereby declare & solemnly affirm that I have no claim or dues of any kind of nature or benefit which is capable of being computed in terms of money or any amount whatsoever. I further declare that I have no dispute and/or industrial dispute of any kind with the company or any individual of the company.

I also undertake that if any amount is payable by me as dues to the Company, and as specified in my full and final statement, then I shall promptly and within fifteen (15) days of the receipt of my full and final statement, settle this outstanding amount to the Company, failing which the Company shall have a right to initiate appropriate legal actions against me including instituting a recovery suit. I have no claim for re-employment or re-instatement and I am leaving the services on my own accord and without any pressure or provocation from anybody whatsoever.

Approved By:

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Signed by : VIVEK AUDICHYA
Date : 08-Aug-2025 18:00:10
Location : Gurugram
Reason : Signature

Hi Nidhi,

Pursuant to your resignation dated 10-Jun-2025, this is to inform that as per Employment Agreement your notice period is of 30 days, however basis your discussion with the management last working day will tentatively be 09-Jul-2025. Please comply with the following steps (within given timelines) to complete your exit formalities with Policybazaar Insurance Brokers Private Limited :

Mandatory Formalities			
S.No	Task	Required by(Timeline)	If Non-Compliant
1	Submit Proof(s) of Declared Investment	On or before LWD	Tax will be deducted as per proofs submitted within timeline only
2	Get your Attendance rectified on ESS	Before LWD	Unregularized attendance & unapproved requests will be considered as Leave without Pay
3	Update* your PAN & Aadhar with HR (if not updated yet)*Upload directly to HRMS under My Profile OR send these to your HRBP	On or before LWD	Clearance may be considered pending, exit process will be on hold until it is submitted
4	Return any company owned Assets that you may have (Laptop, Desktop, Tab etc.) *Note: Assets taken on EMI are not to be returned	On or before LWD	Company will recover the value of the asset from your full and final settlement in case the asset is not submitted within the 30days+LWD. In addition to the recovery of the asset amount, the Company reserves the right to initiate legal action to recover company owned assets, if required.
			Company may recover the value of the asset from

Date : 18-Aug-2025

PW65296

Nidhi

SUBJECT: RELIEVING LETTER

Dear Nidhi,

We refer to your letter whereby you have submitted your resignation from the services of the company.

This is to certify that you have worked with the organization from **04-Sep-2024** till **09-Jul-2025** and the last designation held by you was **Associate Service Consultant**. You have been relieved of your duties effective your last working day and you have no dues pending with the Company.

Your full & final Settlement has been done as per Company policy. The payment of full & final Settlement will release and forever discharge the Company, its parent company, subsidiaries, affiliated companies, representative office and each of their directors, officers, successors, employees, agents, representatives and assigns (the "**Released Parties**") from any and all claims, actions or causes of action of any nature whatsoever, including but not limited to those being directly or indirectly related to your employment with the Company or your separation from employment.

We thank for your contribution during your stay with the organization and wish you all the best in your future endeavors.

Regards,

For Policybazaar Insurance Brokers Private Limited



Authorised Signatory