



AXIS BANK LTD

PAYSHEET FOR THE MONTH OF JUNE - 2023

EMPLOYEE NUMBER	: 304574	BANK ACCOUNT	: 921010018594125	STANDARD DAYS	: 30
NAME	: SUGANDHA KAPOOR	PF ACCOUNT	: 304574	LOP DAYS	: 9
DESIGNATION	: ASSISTANT MANAGER - SALES	JOINING DATE	: 18-MAY-2021	REFUND DAYS	: 34
POSTED LOCATION	: N4868:VIBHAV KHAND LUCKNOW				

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	TOTAL
BASIC	9,298.00	6,579.00	19,830.00	26,409.00	EMPLOYEE P F	5,243.00
HOUSE RENT ALLOWANCE	4,649.00	3,289.00	9,914.00	13,203.00	GROUP TERM LIFE	890.00
LOCATION PAY	900.00	637.00	1,913.00	2,550.00		
STATUTORY BONUS	1,400.00	991.00	2,976.00	3,967.00		
SPECIAL ALLOWANCE	12,619.00	8,928.00	26,912.00	35,840.00		
				GROSS EARNINGS	81,969.00	
				NET SALARY PAYABLE	75,836.00	
NET SALARY PAYABLE(IN WORDS) : SEVENTY FIVE THOUSAND EIGHT HUNDRED THIRTY SIX ONLY						

INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2023 - 2024

INCOME TAX CALCULATION				DETAILS OF PERQUISITES			
PARTICULARS	CUMULATIVE ADD: PROJECTED (UP TO MAY 23)	ADD: CURRENT (FOR 9 MONTHS)	ANNUAL (JUN 23)	INVESTMENT DETAILS			
BASIC	555.00	83,682.00	26,409.00	55,322.00			
HOUSE RENT ALLOWANCE	278.00	41,841.00	13,203.00	10,710.00			
LOCATION PAY	60.00	8,100.00	2,550.00	16,660.00			
STATUTORY BONUS	93.00	12,600.00	3,967.00	1,50,165.00			
SPECIAL ALLOWANCE	754.00	1,13,571.00	35,840.00	3,43,503.00			
TOTAL	1,740.00	2,59,794.00	81,969.00	3,43,503.00	0.00	2,93,510.00	0.00
SALARY FOR THE YEAR				3,43,503.00		Total	0.00
ADD : INCOME RECEIVED FROM PREVIOUS EMPLOYER SALARY							
GROSS INCOME				3,43,503.00			
LESS : STANDARD DEDUCTION					50,000.00		
ADD : OTHER TAXABLE INCOME REPORTED BY THE EMPLOYEE						0.00	
GROSS TAXABLE INCOME				2,93,503.00			
Less: Deductions U/s 80CCD(1b), 80CCD(2)					0.00		
INCOME CHARGEABLE TO TAX (ROUNDED OFF)				2,93,510.00			
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 DETAILS

EMP NO	EMP NAME	LOP TYPE	FROM DATE	TO DATE
304574	SUGANDHA KAPOOR	UNAUTHORIZED LOP	22-APR-2023	23-APR-2023
304574	SUGANDHA KAPOOR	UNAUTHORIZED LOP	16-MAY-2023	22-MAY-2023

LOP REFUND DETAILS

EMP NO	EMP NAME	LOP TYPE	FROM DATE	TO DATE
304574	SUGANDHA KAPOOR	UNAUTHORIZED LOP	04-APR-2023	23-APR-2023
304574	SUGANDHA KAPOOR	STOP SALARY	24-APR-2023	30-APR-2023
304574	SUGANDHA KAPOOR	UNAUTHORIZED LOP	16-MAY-2023	22-MAY-2023

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PAYSHEET FOR THE MONTH OF JULY - 2023

EMPLOYEE NUMBER	: 304574	BANK ACCOUNT	: 921010018594125	STANDARD DAYS	: 31
NAME	: SUGANDHA KAPOOR	PF ACCOUNT	: 304574	LOP DAYS	: 12
DESIGNATION	: ASSISTANT MANAGER - SALES	JOINING DATE	: 18-MAY-2021	REFUND DAYS	: 0
POSTED LOCATION	: N4868:VIBHAV KHAND LUCKNOW	LWD	: 30-SEP-2023		

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	TOTAL
BASIC	9,298.00	5,699.00	0.00	5,699.00	EMPLOYEE P F	1,612.00
HOUSE RENT ALLOWANCE	4,649.00	2,849.00	0.00	2,849.00		
LOCATION PAY	900.00	552.00	0.00	552.00		
STATUTORY BONUS	1,400.00	858.00	0.00	858.00		
SPECIAL ALLOWANCE	12,619.00	7,734.00	0.00	7,734.00		
					GROSS EARNINGS	17,692.00
						GROSS DEDUCTIONS
						1,612.00
NET SALARY PAYABLE(IN WORDS) : SIXTEEN THOUSAND EIGHTY ONLY						

INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2023 - 2024

INCOME TAX CALCULATION				DETAILS OF PERQUISITES			
PARTICULARS	CUMULATIVE ADD: PROJECTED (UP TO JUN 23)	ADD: CURRENT (FOR 2 MONTHS)	ANNUAL (JUL 23)	INVESTMENT DETAILS			
BASIC	26,964.00	18,596.00	5,699.00	1,59,133.00			
HOUSE RENT ALLOWANCE	13,481.00	9,298.00	2,849.00	50,000.00			
LOCATION PAY	2,610.00	1,800.00	552.00	0.00			
STATUTORY BONUS	4,060.00	2,800.00	858.00	0.00			
SPECIAL ALLOWANCE	36,594.00	25,238.00	7,734.00	0.00			
TOTAL	83,709.00	57,732.00	17,692.00	1,59,133.00	0.00	1,09,140.00	0.00
SALARY FOR THE YEAR				1,59,133.00			
ADD : INCOME RECEIVED FROM PREVIOUS EMPLOYER SALARY							
GROSS INCOME				1,59,133.00			
LESS : STANDARD DEDUCTION							
ADD : OTHER TAXABLE INCOME REPORTED BY THE EMPLOYEE							
GROSS TAXABLE INCOME				1,09,133.00			
Less: Deductions U/s 80CCD(1b), 80CCD(2)							
INCOME CHARGEABLE TO TAX (ROUNDED OFF)				1,09,140.00			
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 DETAILS

EMP NO	EMP NAME	LOP TYPE	FROM DATE	TO DATE
304574	SUGANDHA KAPOOR	UNAUTHORIZED LOP	07-JUL-2023	07-JUL-2023
304574	SUGANDHA KAPOOR	UNAUTHORIZED LOP	21-JUL-2023	21-JUL-2023
304574	SUGANDHA KAPOOR	RESIGNATION SALARY HOLD	22-JUL-2023	31-JUL-2023

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PAYSHEET FOR THE MONTH OF AUGUST - 2023

EMPLOYEE NUMBER	: 304574	BANK ACCOUNT	: 921010018594125	STANDARD DAYS	: 31
NAME	: SUGANDHA KAPOOR	PF ACCOUNT	: 304574	LOP DAYS	: 12
DESIGNATION	: ASSISTANT MANAGER - SALES	JOINING DATE	: 18-MAY-2021	REFUND DAYS	: 8
POSTED LOCATION	: N4868:VIBHAV KHAND LUCKNOW	LWD	: 30-SEP-2023		
GROUP DOJ	: 18-MAY-2021				

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREARS	TOTAL	DEDUCTIONS	TOTAL
BASIC	9,298.00	5,699.00	2,399.00	8,098.00	EMPLOYEE P F	1,800.00
HOUSE RENT ALLOWANCE	4,649.00	2,849.00	1,200.00	4,049.00	BENEVOLENT FUND	330.00
LOCATION PAY	900.00	552.00	232.00	784.00		
STATUTORY BONUS	1,400.00	858.00	361.00	1,219.00		
SPECIAL ALLOWANCE	12,619.00	7,734.00	3,257.00	10,991.00		
				GROSS EARNINGS	25,141.00	GROSS DEDUCTIONS
				NET SALARY PAYABLE	23,011.00	

NET SALARY PAYABLE(IN WORDS) : TWENTY THREE THOUSAND ELEVEN ONLY

INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 2023 - 2024

INCOME TAX CALCULATION				DETAILS OF PERQUISITES			
PARTICULARS	CUMULATIVE ADD: PROJECTED	ADD: CURRENT	ANNUAL	INVESTMENT DETAILS			
	(UP TO JUL 23)	(FOR 1 MONTHS)	(AUG 23)	SLAB WISE TAX DETAILS			
BASIC	32,663.00	9,298.00	8,098.00	50,059.00			
HOUSE RENT ALLOWANCE	16,330.00	4,649.00	4,049.00	25,028.00			
LOCATION PAY	3,162.00	900.00	784.00	4,846.00			
STATUTORY BONUS	4,918.00	1,400.00	1,219.00	7,537.00			
SPECIAL ALLOWANCE	44,328.00	12,619.00	10,991.00	67,938.00			
TOTAL	1,01,401.00	28,866.00	25,141.00	1,55,408.00			
SALARY FOR THE YEAR				1,55,408.00	0.00		
ADD : INCOME RECEIVED FROM PREVIOUS EMPLOYER SALARY					0.00		
GROSS INCOME				1,55,408.00			
LESS : STANDARD DEDUCTION					50,000.00		
ADD : OTHER TAXABLE INCOME REPORTED BY THE EMPLOYEE					0.00		
GROSS TAXABLE INCOME				1,05,408.00			
Less: Deductions U/s 80CCD(1b), 80CCD(2)					0.00		
INCOME CHARGEABLE TO TAX (ROUNDED OFF)				1,05,410.00			
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 DETAILS

EMP NO	EMP NAME	LOP TYPE	FROM DATE	TO DATE
304574	SUGANDHA KAPOOR	UNAUTHORIZED LOP	14-AUG-2023	14-AUG-2023
304574	SUGANDHA KAPOOR	UNAUTHORIZED LOP	19-AUG-2023	19-AUG-2023
304574	SUGANDHA KAPOOR	RESIGNATION SALARY HOLD	22-AUG-2023	31-AUG-2023

LOP REFUND DETAILS

EMP NO	EMP NAME	LOP TYPE	FROM DATE	TO DATE
304574	SUGANDHA KAPOOR	RESIGNATION SALARY HOLD	22-JUL-2023	26-JUL-2023
304574	SUGANDHA KAPOOR	RESIGNATION SALARY HOLD	29-JUL-2023	31-JUL-2023

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HR/185199/RL/3045741023654

Date: October 17, 2023

MS. SUGANDHA KAPOOR

Madam,

Relieving Letter

This has reference to your resignation letter dated **July 03, 2023**. The Competent Authority has accepted the same and you stand relieved from the services of the Bank as at the close of business on **September 30, 2023**.

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.

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



Fwd: Separation process has been initiated for Ms. Sugandha Kapoor (304574)

1 message

sugandha kapoor <ritu.cool25@gmail.com>
To: prateek chawla <Prateekchawla123@gmail.com>

Tue, 14 Oct, 2025 at 2:14 am

----- Forwarded message -----

From: AxisBank <donotreply@tsrdarashaw.com>
Date: Wed, Sep 13, 2023, 4:16 PM
Subject: Separation process has been initiated for Ms. Sugandha Kapoor (304574)
To: <sugandha.kapoor@axisbank.com>, <ritu.cool25@gmail.com>
Cc: <HR.DoNotReply@axisbank.com>, <axisbank@tsrdarashaw.com>

Dear Ms. Sugandha Kapoor,

This is to confirm that your Last Working Date as approved by the competent authority is 30-09-2023.

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

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 **Commonly Asked Questions.PDF**
767 KB