



Rimzhim Singh <singhrimzhim12@gmail.com>

Resignation Acceptance_2677173-MS. RIMZHIM SINGH

1 message

separation.administration@tcs.com <separation.administration@tcs.com>

21 July 2025 at 18:56

Reply-To: separation.administration@tcs.com

To: rimzhim.singh@tcs.com, singhrimzhim12@gmail.com

Cc: roshanimatilda.silvester@tcs.com, simmi.mahra@tcs.com, mahesh1.chavan@tcs.com, rashmeechhaya.bora@tcs.com, jyoti.c1@tcs.com, homiar.vaghchhipawala@tcs.com, rao.rajan@tcs.com, bharathraj.m@tcs.com, dipesh.gudhka@tcs.com, sachin25.g@tcs.com, rahul1.gaikwad@tcs.com, bijay.mohanty@tcs.com, aanshumi.aaditi@tcs.com, surbhi.d@tcs.com

Dear MS. RIMZHIM SINGH,

This is with reference to your resignation dated 28-May-2025 and further to our previous communication dated 28-May-2025.

We would like to inform you that we are in receipt of your resignation and you would be released from the services of the company effective close of business hours on 25-August-2025 subject to your completing the notice period as stipulated above.

We also remind you of the obligations of the confidentiality and non-disclosure agreement which you had signed during the course of your employment with the Company. You are required to bestow the same degree of commitment in protecting the Intellectual Property of the company as you have agreed to uphold as per the terms of the confidentiality and non-disclosure agreement. You will be required to ensure that the trade secrets, confidential and the intellectual property that were developed when you were in the employment of the company continue to be protected and are not compromised in any way.

Please note that you are also required to uphold and abide by the security policy and processes of the Company throughout your tenure. Kindly ensure that the interests of the company is not compromised in any manner.

You are requested to connect with Ms. Simmi Mahra (121577) ,Mr. Mahesh Chavan (149654) ,Ms. Rashmeechhaya Bora (557421) ,Mr. Jyoti Chutia (1581727) ,Mr. Homiar Vaghchhipawala (174919) ,Mr. Rajan Rao (1022784) ,Mr. Chirag Khurana (1246572) ,Mr. Bharathraj Mohandass (396337) ,Mr. Dipesh Gudhka (231405) ,Mr. Sachin Gupta (842501) ,Mr. Rahul Gaikwad (274133) ,Mr. Bijay Mohanty (531443) ,Ms. Aanshumi Aaditi (1344139) ,Ms. Surbhi Doshi (534673) 10 working days prior to your last working day for completing your separation formalities.

You can also refer to the Separation Kit which will give you separation process related details as well information that you may require post separation from the organisation.

Ultimatrix -> Employee Services -> Policies -> HR Policy Hub -> HR Processes -> Separation -> TCS India Policy - Separation -> For detailed View on the related documents please Click Here -> TCS India Process - Separation Kit

Wish you success in your future endeavors.

Thanks & Regards,

ROSHANI SILVESTER

Human Resources

Tata Consultancy Services Limited

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TCS/EMP/2677173

September 1, 2025

Ms. Rimzhim Singh

TCS - New Delhi

Dear Ms. Rimzhim Singh,

This has reference to your resignation letter dated May 28, 2025 indicating your desire to resign from the services of the organization.

With regret, we accept your decision to cease your employment with us.

We would like to inform you that you stand relieved from the services of the organization from the close of office hours of August 25, 2025.

We would also like to remind you of the obligations of the confidentiality and non-disclosure agreement which you had signed during your employment with the Company.

We earnestly hope that you will continue to bestow the same degree of commitment in protecting the Intellectual Property of the company as you have agreed to uphold as per the terms of the confidentiality and non-disclosure agreement. We request you to strive and ensure that the trade secrets, confidential and the intellectual property that were developed when you were in the employment of the company continue to be protected and are not compromised in any way.

We wish you success in your future endeavors.

With kind regards,

Yours sincerely,

For Tata Consultancy Services Limited

A handwritten signature in black ink, appearing to read 'Milind Lakkad', is placed over a horizontal line.

Milind Lakkad
Executive Vice President & Global Head - Human Resources

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street 21 D S Marg Fort Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 e-mail corporate.office@tcs.com website www.tcs.com

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



TATA CONSULTANCY SERVICES
FULL AND FINAL SETTLEMENT

Name:	Ms.RIMZHIM SINGH		
Employee No	2677173	Branch	Gurgaon
Settlement No	601229	Date of Resignation	28-MAY-2025
Date of Joining	01-SEP-2023	Date of Release	25-AUG-2025
Grade	BPO1	Designation	Process Associate
PF Number	MH/BAN/48475/2677173	UAN	102123575589
Bank Name	HDFC Bank-Mumbai	Bank Account #	50100629391683
Notice Period Shortfall Days	0.00	Notice Period Recovery Amt	0.00

Earnings	Amount(INR)	Recoveries	Amount(INR)
Basic Pay	7,137.00	Ee ESI contribution	127.00
City Allowance	202.00	Ee PF contribution	856.00
Communication Allowance	331.00	HIS Prm for Non Snr Citz	3,540.00
Food Coupon Allowance	1,371.00	HIS Prm for Snr Citz	3,982.00
House Rent Allowance	2,498.00		
Leave Travel Allowance	595.00		
Night Shift Allow_Arrears	3,400.00		
Performance Pay	1,371.00		
Leave Encashment - FFS (23 days)	9,252.00		
Total Earnings	26,157.00	Total Recoveries	8,505.00

Note: Please refer Additional Details I for 'Breakup of dues from previous month' and additional Details - II for 'Arrears Breakup', if any.

Net Amount Payable is Rs. 17,652.00

26-AUG-2025

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Payslip JUL 2025



TATA CONSULTANCY SERVICES

MS. RIMZHIM SINGH

Employee Details		Payment & Leave Details				Location Details					
Emp No.	2677173	Bank Name	HDFC Bank			Location	Vatika Business Park				
Grade	BPO1 UAN XXXXXXXX5589	Acc No.	XXXXXXXX1683			Base Br.	TCS - NEW DELHI				
PAN	XXXXXXXX550N	Days paid	31			Depute Br.	TCS - New Delhi				
Tax Regime	NEW		Leave Balance	EL	X	SL	X	CL	X	WON/ SWON	20689195

Projected Annual Tax Information					
Annual Income*	98,409.00	Net Tax Income r/o	23,410.00		
Deductions under Sec 16	75,000.00	Total Tax Payable			
Chapter VIA relief	0.00	Tax Deducted till date			
		Balance Tax			

* Please Note: Annual Income is after considering the exemption - if any.

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TATA CONSULTANCY SERVICES

MS. RIMZHIM SINGH

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Employee Details		Payment & Leave Details			Location Details					
Emp No.	2677173	Bank Name	HDFC Bank							
Grade	BPO1 UAN XXXXXXXX5589	Acc No.	XXXXXXXX1683							
PAN	XXXXXXXX550N	Days paid	30							
Tax Regime	NEW	Leave Balance	EL	X	SL	X	CL	X	WON/SWON	20689195

Projected Annual Tax Information			
Annual Income*	1,94,505.00	Net Tax Income r/o	1,19,510.00
Deductions under Sec 16	75,000.00	Total Tax Payable	
Chapter VIA relief	0.00	Tax Deducted till date	
		Balance Tax	

* Please Note: Annual Income is after considering the exemption - if any.

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TATA CONSULTANCY SERVICES

MS. RIMZHIM SINGH

Employee Details		Payment & Leave Details				Location Details					
Emp No.	2677173	Bank Name	HDFC Bank			Location	Vatika Business Park				
Grade	BPO1 UAN XXXXXXXX5589	Acc No.	XXXXXXXX1683			Base Br.	TCS - NEW DELHI				
PAN	XXXXXXXX550N	Days paid	31			Depute Br.	TCS - New Delhi				
Tax Regime	NEW		Leave Balance	EL	X	SL	X	CL	X	WON/ SWON	20689195

Earnings	Arrears (INR)	Current (INR)	Deductions	Amount (INR)
Basic Salary		8,850.00	Provident Fund	1,062.00
House Rent Allowance		3,098.00	Labour Welfare	33.00
Leave Travel Allowance		738.00	ESIS Deduction	156.00
Miscellaneous		2,695.00		
City Allowance		250.00		
Performance Pay		1,700.00		
Night Shift Allow_Retro	3,400.00			
Total Earnings (Current + Arrears)		20,731.00	Total Deductions	1,251.00

Net Pay (INR)	19,480.00				
Projected Annual Tax Information					
Annual Income*	1,88,995.00	Net Tax Income r/o	1,14,000.00		
Deductions under Sec 16	75,000.00	Total Tax Payable			
Chapter VIA relief	0.00	Tax Deducted till date			
		Balance Tax			

* Please Note: Annual Income is after considering the exemption - if any

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