Ref.: SC/5046591/GGN/CRMIO/2019
Date: 12-Jul-2019

Relieving Cum Experience Certificate

To Whomsoever It May Concern

This is to certify that Akshay Raina (5046591) worked with Concentrix Daksh Services India Private Limited, from 11-May-2018 To 01-Jun-2019 and last held the post of Representative, Operations. His Internal Job Title was Advisor : Chat, CRM.

During his tenure his conduct was found satisfactory and there are no outstanding dues against him.

He left on his own accord and we wish him all the best in his future endeavors.

Sincerely,

Concentrix Daksh Services India Private Limited

This is a system generated letter and does not require any signatures.

CNX/SEP/ART/FNFS/EL1F/2.0

Annexure

Leave Encashment

1. EL Balance = 30 days (Max) or EL Balance as on Last Working Day (LWD) whichever is less.
2. Formula for leave encashment calculation:

Last drawn Basic Salary / 22 x EL Balance

Notice Period Recovery

Formula for Notice period recovery calculation:

Last drawn Basic Salary / 30 x Short fall in notice period.

PF Details

This is for your information that your PF accumulations during your tenure in Concentrix Daksh have been deposited with the Employees Provident Fund Organization as per the Employee Provident Fund and Miscellaneous Provisions act 1952. In order to claim your accumulations in the provident fund you have the following two options:

An employee can apply for PF Transfer/withdrawal after completion of 60 days from his/her LWD.

1. **Transfer** to the new company's PF account – Login to EPFO portal (**http://www.epfindia.gov.in**/ Online Transfer Claim Portal (OTCP) and apply for PF transfer. Post applying PF Transfer through Online Portal, kindly take print of application form, sign the same and send it to us at below mentioned address:

2. **Withdrawal** - You can only apply for withdrawal after separation subject to the conditions of Para 69 of the Employee Provident Fund Scheme 1952. Download the Form-19 and 10C and fill it up clearly & completely in capital letters for withdrawal of your PF Amount. You can courier the hard copies or can submit the same at below mentioned address. Once received your hard copy PF application (Forms), we will approve your application and return back to you within 15-20 working days through courier. Then you will submit the same approved application in RPFC (PF Office), and PF office will transfer your PF amount in your Saving Bank A/c, which you will mentioned in your PF Forms.

We require the following for processing your PF form -

1) Copy of PAN card and Aadhar card.
2) 2 revenue stamps of Re. 1/- (Exemption: not required for Bangalore employees).
3) Mention Employee ID, E-Mail ID, Active UAN number, Phone Numbers on top of form 19 & 10C.
4) Mention the bank account details which are linked with UAN only. (if that bank account is closed please update/link the new
5) Photocopy of Bank passbook or Bank statement or crossed cheque leaf written as cancelled and your name should be mentioned over it.
6) In order to save TDS, please fill form15G (which is a declaration from employee side for Tax benefit)

To access PF forms: - http://www.epfindia.com/downloads_forms.html
PF balance: To know your PF balance, please visit the site - http://www.epfindia.com/MembBal.html
For UAN: Here is the link – http://uanmembers.epfoservices.in/
Note: Joint Bank A/c is not accepted by PF office. Back to back print of the PF forms should be taken.
Contact Details for PF Withdrawal and Transfer:-

Retirals Team (Labour Relations)
Concentrix Daksh Services India Private Limited,
Infinity Tower-B, 5th Floor, DLF Phase-II,
Sector-25A, Gurgaon (HR) Pin - 122002
E-Mail - retirals@concentrix.com

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