

## Payslip for the Month of JULY-2024

> Bank A/C has been updated on 08-JUL-24

\*\*\*Please contact [genpactretirals@sgcservices.com](mailto:genpactretirals@sgcservices.com) for UAN.

Genpact India Private Limited  
12A (Ground floor),Prakash Deep Building,7 Tolstoy Marg,New Delhi,IN  
Payslip for the Month of JULY-2024

> Salary has been revised From 01-JUL-24

**REMINDER: Please quote your OHRID in all future correspondence with payroll.**


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### Payslip for the Month of JULY-2024

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## Payslip for the Month of AUGUST-2024

D.O.J : 01-JUL-24	D.O.J GE : 01-JUL-24	Code : 712536	OHR ID: 703392745
MOP : HDFC		Name : MR. Harsh kumar	
SB A/c No. : 50100691440030		Gender : Male	
Paid Period : 31		Designation : Process Associate	
PAN : ISRPK8018K	PF No: PYKRP00450530000183065	Location : Hyderabad Phoenix Hafeezpet IN - Office	
DOL : 01-OCT-24		UAN Number : NA***	Tax Regime: New

Earnings				Deductions	
Description	Monthly	Arrears	Total	Description	Amount
BASIC	17857	0	17857	PF ESI PROF. TAX	2143 134 150
					
GROSS PAY	17857	0	17857	GROSS DEDUCTION	2427

**Net Pay 15430 (Rupees Fifteen thousand Four Hundred Thirty only)**

## Income Tax Worksheet for the Financial Year APRIL-2024 - MARCH-2025

Earnings		Deduction Under Chapter VI-A		HRA Calculation	
BASIC	160713			Rent Paid	
				From	
				To	
				1. Actual HRA	
				2. Rent >10 of Basic	
				3. 40% of Basic	
				Least of above is exempt	
				RFA Calculation	
				Rent Paid	
		From			
		To			
		Taxable RFA	0		
Previous Employer Salary		Investment under Chapter VI-A		Furniture Cost	
Gross Salary	160713			Taxable Furniture Perk	0
		Deduction Under Sec 80CCE			
Deductions					
Professional Tax	0	Investment Under 80C			
Standard Deduction	50000	PF	19287		
Any Other Income					
Gross Total Income	110713				
Deducted Under chapter- VI-A	0				
Taxable Income	110713				
Income tax Liability	0				
Surcharge	0				
Health and Education Cess	0				
Net Tax	0				
Tax Deducted (Previous Employer)	0				
Tax Deducted Till JULY-2024	0				
Tax Deducted on RSU Gain	0				
Tax Deducted on ESOP Gain	0				
Tax Deducted on GSPP	0				
Tax Deducted on Gift Perk	0				
Foreign Tax Credit	0				
Tax to be Deducted	0	Total Investment Under Sec 80C	19287	Details of other Deduction :	
Revised Tax/Month	0				
Tax Deduction for this Month	0				

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**\*\*\*Please contact [genpactretirals@sgcservices.com](mailto:genpactretirals@sgcservices.com) for UAN.**



Name MR.Harsh,kumar (703392745)  
Designation Process Associate  
Company Genpact India Pvt. Ltd.  
Code 712536  
Band 5  
Joining Date 01-JUL-24  
Resignation Date 02-SEP-24  
Releiving Date 01-OCT-24  
Month of Processing OCT-24  
Leave Balance Paid 7  
Notice Period Recovery 0  
Last Salary Processed 31-Aug-24  
Last working day 01-OCT-24

FRESH

OHR ID : 703392745

Bank Details : HDFC-50100691440030

S.NO	PAYABLE	Monthly (Rs)	Prorata (Rs)
1	BASIC	17,857	18,433
2	VIC	0	2,014
3	LEAVE ENCASHMENT	0	4,167

Total : 24,614

S.NO.	RECOVERABLE		
1	PF		2,212
2	ESI		154
3	PROF. TAX		200

Total : 2,566

NET AMOUNT PAYABLE (+) / RECOVERABLE (-)

22,048

<u>Suspension DETAILS</u>	<u>No of Days</u>
<u>Lwop DETAILS</u>	<u>No of Days</u>

PROCESSING DATE :- 04-OCT-24

You may Contact Exit Helpdesk as per detail given below : Email-hr.helpdeskexit@genpact.com.

This is an auto-generated document and does not need signature.

11-Oct-2024

Mr. Harsh Kumar  
OHR ID -703392745  
Process Associate

Royal Regancy Phase 1,Block B,Flat-1g,Panchwati Complex,Vip Road,Kolkata

Dear Harsh,

This bears reference to your resignation dated 02-SEP-2024. We accept your decision with regret.

As per Genpact Policy and basis the agreed relieving date, you stand relieved from the services of the organization on the close of business hours on 01-OCT-2024.

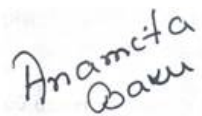
During your tenure from 01-JUL-2024 to 01-OCT-2024 , your contribution to the company has been appreciated.

The settlement amount (if payable) as computed by the Genpact Payroll Team would be credited to your salary account as per the payroll records.

We wish you all the best for your future endeavors.

Note: It is recommended to keep your current salaried bank account active for a minimum of 1 year from your date of relieving to ensure fast and hassle-free transactions by the company.

Yours Sincerely,  
For and on behalf of Genpact India



**Anamita Basu**  
**Human Resources**  
*For any query pls.contact*  
[hr.helpdeskexit@genpact.com](mailto:hr.helpdeskexit@genpact.com)

**Genpact India Private Limited**

DLF City, Phase V, Sector 53,  
Gurgaon - 122002, Haryana, India.  
T +91 124 283 2000; F +91 124 402 2674

**CIN:** U73100DL2005PTC307363

**Regd. Off.:** Genpact India Private Limited  
12A (Ground Floor) Prakash Deep Building 7  
Tolstoy Marg New Delhi-110001

[www.genpact.com](http://www.genpact.com)

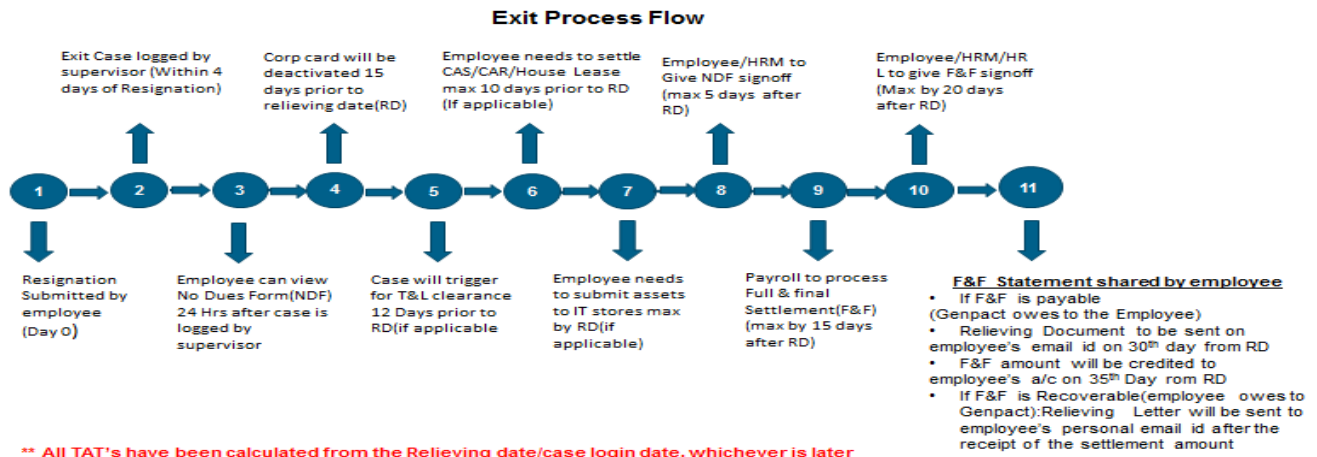


Date: 06-SEP-2024

Hi Mr. Harsh Kumar

As an employer of choice we always value employees & we respect their decision to move on in their career. Please go through below document to ensure a hassle free Full and Final (F&F) process. If you have any disconnects with any of the information stated below then please get it resolved with your Supervisor or HR Manager prior to relieving date. Assets like Laptop, Blackberry, Hard Token and Data Card must be returned to the nearest IT store on or before your Relieving Date(RD), failing which, your F&F & dispatch of relieving letter will be put on hold.

Please note this is not a substitute for your relieving letter.



Employee Name	:	Mr. Harsh Kumar
Designation	:	Process Associate
Band	:	5.5A
ECode	:	712536
OHR ID	:	703392745
Personal Email ID	:	harshsinha524@gmail.com
CoE	:	9573 - HMS - I2I
First Joining Date	:	01-Jul-24
Date Joining Business	:	01-Jul-24
Type of Hiring	:	
Acquired Entity Name	:	
M and A Date	:	
Resignation Date	:	02-SEP-24
Relieving Date	:	01-Oct-24
Last Working Date	:	01-Oct-24
Notice Period Applicable	:	30 Days
Notice Period Served	:	30 Days
Notice Period to Be Recovered	:	0 Days
Exit Case Type	:	Voluntary
Reason	:	Career Opportunity
Supervisor Name	:	Prashant Kumar Singh
Line HR Name	:	Miss Malabika Sen
Correspondence address	:	Royal regancy phase 1,block B,flat-1G,panchwati complex,vip road,kolkata,,,,,
Phone No	:	
Mobile No	:	9939402267
Current CTC	:	240000



Date: 06-SEP-2024

Encashable Leave Balance : 7

Item	Description	Total Amount/Value
Reimbursement Details	For Reimbursement Report, Check using below link:  <a href="http://paygnpc.intranet.genpact.com">http://paygnpc.intranet.genpact.com</a> (Not Applicable for CM Entity Employees)	
Company Assets	Assets like Laptop, Blackberry, Hard Token and Data Card must be returned to the same IT store from where the Asset was issued on or before your Relieving Date (RD), failing which your F&F and relieving letter will be put on hold.	Returned

S.No.	SERIAL_NUMBER	ITEM_IDENTIFIER	DESCRIPTION
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\*VIC - Employee will not be paid any VIC in the month in which his/her relieving date falls. In the month prior to the relieving month, he/she will be paid VIC which was already paid to him/her one month before (before the last month).

**Illustration** - If employee's relieving date is 20th Aug, then he/she would not get any VIC for the month of Aug. His/Her VIC for July will be equal to VIC he/she got in June.

**Note:** Not Applicable for Headstrong/CMITS Employees.

**You are requested to follow the below checklist (as applicable) for a seamless exit and to avoid delays in your F&F closure.**

- In case of any disconnect for VIC arrears and Awards, changes will only be accepted through helpmate ticket (refer path below) along with required approvals. Kindly note required actions should be taken within two (2) working days from date of receipt of NDF Via Supervisor or HR.
  - Navigation path: G Social – tools – Helpmate- People Function - Compensation Related (Fusion).
- Submit all pending T&L bills and update concur within two (2) working days after exit login date in case of a Band 5 Employees and 17 days prior to Relieving date in case of Band 4 and above employees.
- You are required to Settle your Car/House Lease, thirty-five (35) days prior to your relieving date.
- Genpact assets like Laptop, Laptop charger, Mobile/Cell Phone, Hard Token and Data Card must be returned to the IT store from where the Asset was issued or at any nearest Genpact location one (1) day prior to your Relieving Date, failing which your F&F and relieving letter will be put on hold.

For Genpact asset return, please raise a Helpmate ticket by following the path or using the provided link and return the asset to the IT store at the nearest Genpact location. Path - Home > Service Catalog > Request Something > Hardware Request > Asset Return/Lost > Return IT Assets/IT Accessories Link - Return IT Assets/IT Accessories – (Link) Return IT Assets/ IT Accessories [Helpmate \(service-now.com\)](http://helpmate.genpact.com)

Date: 06-SEP-2024

-HRM/Supervisor can also raise a ticket on behalf of the employee using the same path. However, please indicate "No" in the "Asset present in the above list" column and provide the employee's details in the Description section.

Note - On weekends (Saturday and Sunday), assets can only be returned at Genpact locations between 11 am and 12 pm. Additionally, please note that the ticket will be valid for 3 days only.

5. Upload scanned copies of investment proofs, before investment proofs submission cut-off date for the current financial year at Employee Self Service link:

Below is the path for reference G Social>Tools>Employee Self Service>Genpact India Employee Self Service>Genpact Exit>Investment Proofs).

Note:- Any claim uploaded post cut off will not be considered in F&F settlement calculations.

6. Please ensure that you submit any unclaimed Cell phone, Data card, Broadband reimbursement claims on the Employee Reimbursement tool twenty (20) days before your relieving date. Approved claim amounts as per policy will be computed along with your F&F Settlement:
  - For your reference, below is the Navigation to the Employee Reimbursement tool and in case of any query on claim submissions, you may write to [employeeeloans.helpdesk@genpact.com](mailto:employeeeloans.helpdesk@genpact.com)
  - Employee Reimbursement path: G Social >Tools>Employee Reimbursement >Claim Submission
7. As we are in the process of completing your off-boarding formalities from the Company, we request you, to either keep the salary bank account recorded in the Company's database active or update the exit team, as and when you create another bank account along with your personal email id. This is required, for the Company, to disburse any payments (if applicable) which are mandated by any regulatory authority.
8. Please return all your non -financial process related assets back to your supervisor like - ID card, SOP's Training Manuals, Headsets, Client assets, Locker key, Key fob, etc. – prior to your relieving date.
9. Please ensure you redeem all your cheers points prior to the relieving date, these would not be reimbursed in the F&F.
10. In our constant endeavour to become employer of choice, we also request you to take out 2 minutes and provide your valuable feedback through an 'Exit Interview questionnaire' that captures key facts of your experience with the organization during your stint.

Exit Interview Navigation path - GSocial -> Tools -> ESS -> Genpact India Employee self service -> Genpact Exit -> Initiate Exit Interview  
Exit Interview Navigation Link -  
[https://hrfingnpc.intranet.genpact.com/OA\\_HTML/RF.jsp?function\\_id=28081&resp\\_id=50419&resp\\_appl\\_id=800&security\\_group\\_id=0&lang\\_code=US&ms=Mfg7Sx.wF97oL1xuiGbG2V1XutEPnYQRH-ipSV.BOsU&oas=x8vh4vloC3aoJsunQoPQ9Q](https://hrfingnpc.intranet.genpact.com/OA_HTML/RF.jsp?function_id=28081&resp_id=50419&resp_appl_id=800&security_group_id=0&lang_code=US&ms=Mfg7Sx.wF97oL1xuiGbG2V1XutEPnYQRH-ipSV.BOsU&oas=x8vh4vloC3aoJsunQoPQ9Q).

**Please note below mentioned points, for Provident Fund Withdrawal/Transfer and Gratuity related queries:**

- A. Genpact will update your 'Date of Exit' on the EPFO Portal by the end of the month following the month of your relieving from the company. You are advised not to update your Exit date on the EPFO portal yourself. Post 60 days of your leaving, in case your exit date is not reflecting or an incorrect exit date is reflecting on the EPFO portal, please write an e-mail to [genpactexitretirals@sgetcservices.com](mailto:genpactexitretirals@sgetcservices.com) to get your exit date updated.
- B. Please follow the attached SOP for any PF withdrawal request.  
Please Note: (In case your Provident Fund account(s) was with any of the Genpact Trusts, please note, Genpact has transferred the entire trust corpus to the EPFO and Genpact has been depositing your PF contributions to

Date: 06-SEP-2024

your PF account now maintained with the EPFO for employees of Genpact Mobility Services India Pvt. Ltd w.e.f. April 1, 2023 and for employees of Genpact India Private Limited w.e.f. May 1, 2023)

- C. If you are joining a new organization and extending the benefit of provident fund, please initiate the ONLINE process to transfer your Provident Fund balance maintained in your Genpact PF Account to your new PF Account opened with your new organization with the RPFC. You can use the following link to log in at UAN Portal to create a request for ONLINE transfer <https://www.unifiedportal-mem.epfindia.gov.in/memberinterface/>. After submission of form on the portal, please download and take a print-out of online PF Transfer form, put your ink signatures on the form at the required places and then share the scanned copy of the same with us at [genpactexitretirals@sgcservices.com](mailto:genpactexitretirals@sgcservices.com) . (UAN number will be available on your payslip)
- D. In case you will not be joining any organization after leaving Genpact, then after sixty (60) days from your date of exit you will be eligible for PF withdrawal. In case you wish to withdraw your PF balance at any time, please follow the attached SOP named as "PF ONLINE WITHDRAWAL PROCESS-(FORM 19-10C) to withdraw your funds.
- E. **Gratuity Claim (If Applicable)** – Employees who have completed a minimum of 4 years and 190 days of continuous service period in Genpact Group of Companies are eligible for Gratuity payout. If you are eligible for gratuity as per Genpact's Gratuity Policy, please note Gratuity will be paid to your Salary account within 30 days from your Date of Exit. Attached are the Gratuity claim forms. You are required to share scanned copy of Gratuity form at [genpactexitretirals@sgcservices.com](mailto:genpactexitretirals@sgcservices.com) and also send the hard copies of the forms to the below mentioned address:

**Genpact Retirals Helpdesk at SGC**

SGC Services Pvt. Ltd.

Address: - 3rd Floor, VJ Business, Tower, A- 6 Sector 125, Noida, Uttar Pradesh 201303

**(Note: This is not a Genpact address and hence do not send any other document or Genpact asset to this address. Genpact will not be responsible for loss of any asset sent to this address)**

Note: For any query before your relieving date, please raise a helpmate ticket using the below path:  
Helpmate>Request Now >Provident Fund