

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

<b>D.O.J</b> : 24-Apr-2024				<b>DOJ_GE</b> : 24-Apr-2024		<b>Code</b> : 706092		<b>OHRID</b> : 703387264	
<b>MOP</b> : AXIS				<b>Name</b> : MR. Subhash,Singh					
<b>SB A/C No</b> : 922010046807504				<b>Gender</b> : Male					
<b>Paid Period</b> : 30				<b>Designation</b> : Senior Associate					
<b>PAN</b> : BXRPS4370N				<b>Location</b> : Gurgaon Badshahpur - IN Office					
<b>PF NO</b> : PYKRP00450530000176825				<b>UAN Number</b> : 100964993895      Tax Regime: New					
<b>Earnings</b>				<b>Deductions</b>					
<b>Description</b>		<b>Monthly</b>	<b>Arrears</b>	<b>Total</b>	<b>Description</b>		<b>Amount</b>		
BASIC		23875	-2467	21408	PF		2569		
HRA		9550	-986	8564	Haryana LWF		31		
VIC		0	2000	2000					
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**NetPay 29372 (Rupees twenty nine thousand three hundred and seventy two only)**

**Income Tax Worksheet for the Financial Year APR-2024 to MAR-2025**

<b>Earnings</b>		<b>Deduction Under Chapter VI-A</b>		<b>HRA Calculations</b>	
BASIC	273875			Rent Paid	0
HRA	109547			FROM	
AWARD	6000			TO	
Previous Employer Salary	0			HRA Exempted	0
GrossSalary	389422			<b>RFA Calculation</b>	
				Rent Paid	0
				FROM	
				TO	
<b>Deductions</b>				Taxable RFA	0
Professional Tax	0	Investment under Chapter VI-A	0	Furniture Cost	
Standard Deduction	75000			Taxable Furniture Perk	0
Any Other Income	0	Deduction Under Sec 80CCE	0		
Gross Total Income	314422				
Deduction Under Chapter VI-A	0				
Taxable Income	314422				
Income Tax Liability	0	Investment Under 80C			
Surcharge	0	PF	32869		
Health and Education Cess	0				
Net Tax	0				
Tax Deducted (Prev Employer)	0				
Tax Deducted till-November	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	32869		
Tax Deduction for this Month	0				
Revised Tax/Month	0				

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

**SUBHASH SINGH**

Joint Holder :-  
FLAT 101,2ND FLOOR,BUILDING 256  
CHHATATPUR PHASE I,MAIDAN GARHI  
NEW DELHI  
DELHI  
DELHI-INDIA  
110074

Customer ID :943877073  
IFSC Code :UTIB0004910  
MICR Code :110211367  
Nominee Registered : Y

Registered Mobile No :  
Registered Email ID:SUXXXEW@YAHOO.IN  
Scheme :AXIS EASY SALARY ACCOUNT

PAN :BXRPS4370N  
CKYC NUMBER :XXXXXXXXXX1037

Statement of Axis Account No :922010046807504 for the period (From : 30-01-2025 To : 31-01-2025)

Tran Date	Chq No	Particulars	Debit	Credit	Balance	Init. Re
		<b>OPENING BALANCE</b>			<b>622.17</b>	
30-01-2025		UPI P2M 503056750189 Zepto /Sent u ICICI Bank	264.00		358.17	4910
31-01-2025		NEFT HDFC100031909619 GENPACT INDIA PRIVATE LIMITE:HDFC BANK 0001SAL FOR JANS		30298.00	30656.17	248
31-01-2025		UPI P2A-503105118349 VAMSI PRII:HDFC BANK UPI		1865.00	32521.17	4910
31-01-2025		UPI P2A-503107518559 DHANLAXMI 12 ps-BANK OF INDIA	1150.00		31171.17	4910
31-01-2025		UPI P2A-503117537213 MAHINDER KUMAR GARG.H 2 ps-HDFC BANK LTD	1005.00		30166.17	4910
31-01-2025		UPI P2A-503117890602 PRAKASH PARSAD NA UNION BANK OF INDIA	219.00		29947.17	4910
31-01-2025		UPI P2M 5031579604548 Doli Heat Ina - INA Sent u YES BANK LIMITED YBS	60.00		29887.17	4910
31-01-2025		UPI P2M 503177934499 MANIPUR ORGANIC MISSI Sent u Punjab National Bank	460.00		29427.17	4910
31-01-2025		UPI P2A-503127929798 SHANKAR PANDIT Sent u Punjab National Bank	4000.00		25427.17	4910
31-01-2025		UPI P2M 503107966549 RAVINDRA YADAV Pay to:FEDERAL BANK	10.00		25417.17	4910
31-01-2025		UPI P2M 806545790315 DMRC DMRC ICICI Bank	60.00		25357.17	4910
31-01-2025		UPI P2M 503138013037 DSCSC CHATTARPUR Sent u YES BANK LIMITED YBS	500.00		24857.17	4910
31-01-2025		UPI P2M 503138020828 MAYAWATI Sent u YES BANK LIMITED YBS	70.00		24787.17	4910
31-01-2025		UPI P2M 503168118166 46 - Mchraudi Border Sent u YES BANK LIMITED YBS	1140.00		23647.17	4910
31-01-2025		UPI P2A-503108140687 Rahul Rathaur Sent u TINO PAYMENTS BANK I	730.00		23417.17	4910
31-01-2025		UPI P2M 503258202768 IDFC Bank Credit Card Sent u YES BANK LIMITED YBS	4000.00		19417.17	4910
31-01-2025		UPI P2A-503268179721 HEMRAJ /Sent u South Indian Bank	14000.00		5417.17	4910
31-01-2025		UPI P2A-503268181730 SHADAAAN SIDDHIQUI NA Kotak Mahindra Bank	2000.00		3417.17	4910
		<b>TRANSACTION TOTAL</b>	<b>29368.00</b>	<b>32163.00</b>		
		<b>CLOSING BALANCE</b>			<b>3417.17</b>	

Unless the constituent notifies the bank immediately of any discrepancy found by him/her in this statement of Account, it will be taken that he/she has found the account correct.

The closing balance as shown/displayed includes not only the credit balance and / or overdraft limit, but also funds which are under clearing. It excludes the amount marked as lien, if any. Hence the closing balance displayed may not be the effective available balance. For any further clarifications, please contact the Branch.

We would like to reiterate that, as a policy, Axis Bank does not ask you to part with disclose/revalidate of your iConnect password/login id and debit card number through emails OR phone call. Further, we would like to reiterate that Axis Bank shall not be liable for any losses arising from you sharing/disclosing of your login id, password and debit card number to anyone. Please co-operate by forwarding all such suspicious/spam emails, if received by you, to customer service@axisbank.com

With effect from 1st August 2016, the replacement charges for Debit card and ATM card applicable on Current accounts have been revised. To know more about the applicable charges, please visit [www.axisbank.com](http://www.axisbank.com)

Deposit Insurance and Credit Guarantee Corporation (DICGC) insurance cover is applicable in all Banks' deposits, such as savings, current, fixed, recurring etc\* up to maximum amount of Rs 5 Lakh including principal & interest both\* (\* or exceptions and details please refer [www.dicgc.org.in](http://www.dicgc.org.in) )

In compliance with regulatory guidelines, the non CTS cheque books attached to the accounts would be destroyed in banks core banking system. Thus, Non CTS cheques will not be valid for CASH, Clearing and Transfer transactions.

REGISTERED OFFICE - AXIS BANK LTD, TRISHUL, Opp. Samartheeswar Temple, Near Law Garden, Ellisbridge, Ahmedabad. 380006. This is a system generated output and requires no signature.

BRANCH ADDRESS - AXIS BANK LTD, null, GROUND FLOOR PROPERTY BEARING NO 619 10, KHASRA NO 61910 CHHATARPUR NEW DELHI, 110074, 110074, DELHI, DELHI, INDIA, TEL: FAX:

**Legends :**

ICONN - Transaction through Internet Banking  
VMT-ICON - Visa Money Transfer through Internet Banking  
AUTOSWEEP - Transfer to linked fixed deposit  
REV SWEEP - Interest on Linked fixed Deposit  
SWEEP TRF - Transfer from Linked Fixed Deposit / Account  
VMT - Visa Money Transfer through ATM  
CWDR - Cash Withdrawal through ATM  
PUR - POS purchase  
TIP/SCG - Surcharge on usage of debit card at pumps/railway ticket purchase or hotel tips  
RATE.DIFF - Difference in rates on usage of card internationally  
CLG - Cheque Clearing Transaction  
EDC - Credit transaction through EDC Machine  
SETU - Seamless electronic fund transfer through AXIS Bank  
Int.pd - Interest paid to customer  
Int.Coll - Interest collected from the customer

++++ End of Statement +++++  
Request From: 10.9.71.13

### Payslip for the Month of February-2025

Earnings		Deduction Under Chapter VI-A		HRA Calculations	
BASIC	269101			Rent Paid	0
HRA	107637			FROM	
AWARD	7806			TO	
				HRA Exempted	0
				RFA Calculation	
Previous Employer Salary	0	Investment under Chapter VI-A	0	Rent Paid	0
GrossSalary	384544			FROM	
		Deduction Under Sec 80CCE	0	TO	
Deductions				Taxable RFA	0
Professional Tax	0			Furniture Cost	
Standard Deduction	75000			Taxable Furniture Perk	0
Any Other Income	0				
Gross Total Income	309544				
Deduction Under Chaper VI-A	0	Investment Under 80C			
Taxable Income	309544	PF	32295		
Income Tax Liability	0				
Surcharge	0				
Health and Education Cess	0				
Net Tax	0				
Tax Deducted (Prev Employer)	0			Details of other Deduction :	
Tax Deducted till-February	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	Total Investment Under Sec 80C	32295		
Tax to be deducted	0				
Tax Deduction for this Month	0				
Revised Tax/Month	0				

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### Payslip for the Month of March-2025

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

**Subject** NDF SignOff Confirmation - 703387264 - Subhash Singh  
**To:** [null <subhashsinghnew@yahoo.in>]  
**From** Exit.India@genpact.com <Exit.India@genpact.com>  
**Cc:** [null <pritpal.singh@genpact.com>, null <Rattan.Jha@genpact.com>, null <HRSS.Exit1@genpact.com>, null <Priyanka.Yadav2@genpact.com>]  
**Date:** Wed, Apr 9, 2025 at 5:52 PM

Dear Subhash

In our endeavour to provide you with smooth off-boarding experience, please find attached your Exit No Dues Form (NDF). You are requested to check all the fields.

If you are okay to sign off the NDF, click the 'Accept' button. Please note that once you click the 'Accept' button, no changes will be accepted later. In case of any disconnect/concerns please click on 'Decline' button and specify the reason for declining.

(Mention the reason for declining the NDF in the 'Comments' field which will reflect after you click on the 'Decline' Button)

Accept

Decline

Note - Genpact Exit Team will wait for three (3) working days for you to review and give your sign-off. In case there is no response within three (3) working days, the NDF will be deemed auto - approved and no changes will be accepted later.

After your NDF is signed off, your Full & Final calculation sheet (F&F) will be shared with you on your personal email ID updated in company records. Your review and signoff are expected within two (2) working days. In case of no response within these two (2) working days, F&F will be deemed approved and no changes will be accepted later. We request you to keep your current salary bank account active and in case you create another bank account, please send an email from your personal email ID to exit helpdesk team with your updated bank account details.

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

1. 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).
2. 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.
3. You are required to Settle your Car/House Lease, thirty-five (35) days prior to your relieving date.
4. 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.
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 have updated your contact details in the Genpact system before your exit.

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 [employee loans.helpdesk@genpact.com](mailto:employee loans.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?](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&fms=Mfg7Sx.wF97oL1xuifbG2V1XutEPnYQRH-ipSV.BOsU&oas=x8vh4vloC3aoJsunQoPQ9Q)

[function\\_id=28081&resp\\_id=50419&resp\\_appl\\_id=800&security\\_group\\_id=0&lang\\_code=US&fms=Mfg7Sx.wF97oL1xuifbG2V1XutEPnYQRH-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&fms=Mfg7Sx.wF97oL1xuifbG2V1XutEPnYQRH-ipSV.BOsU&oas=x8vh4vloC3aoJsunQoPQ9Q).

For Any queries, please reach out to your aligned helpdesk agent (Priyanka.Yadav2@genpact.com) and in case of any delay in response, please follow the below mentioned escalation matrix.

Support Level	Support Personnel Name	Support Personnel's Email ID	Turn Around Time to approach the designated support level
L1	Shilpi Dhariwal	<a href="mailto:Shilpi.dhariwal@genpact.com">Shilpi.dhariwal@genpact.com</a>	Please write to L1 support if you do not get a response from the helpdesk agent within 2 working days from the last email sent to him/her
L2	Ritisha Malhotra	<a href="mailto:Ritisha.malhotra@genpact.com">Ritisha.malhotra@genpact.com</a>	Please write to L2 support if you do not get a response from L1 support within 2 working days from the last email sent to him/her
L3	Rahul Bhatia	<a href="mailto:rahul.bhatia@genpact.com">rahul.bhatia@genpact.com</a>	Please write to L3 support if you do not get a response from L2 support within 2 working days from the last email sent to him/her

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@sgcservices.com](mailto:genpactexitretirals@sgcservices.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 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, please raise the helpmate ticket on below path;

Helpmate>Request Now >Provident Fund

Thanks & Regards,

HR Shared Services