

Full and Final Statement

HCL

Employee Code	51918126	Notice Period Days	60
Employee Name	Mr. Rishabh Khurana	Notice Period Served	0
Designation	Customer Service Representative	Notice Pay Recovery Days	60
Payroll Area / Location	09/Noida SEZ-Tower3-U3-G,2,3,4	Notice Pay Employer	0
Date of Joining	28-Jan-21	LWP days	25
EMS Trigger Date	03-Sep-21	Gratuity Yrs	0
Last Working Date	27-Sep-21	AL Days Payable/ Recoverable	10.04 / -0.00
PAN No	FZSPK8633K		
PF No	GN/GGN/5572/483732		
Pension No	GN/GGN/5572/470607		

Earnings	Monthly Eligibility	(Salary On Demand Month) (October)	(Salary Hold Month) (September)		
Basic Salary	9,700.00	0.00	323.33	0.00	0.00
Arr. Basic Salary	0.0	0.00	0.00	0.00	0.00
HRA	2,219.00	0.00	73.97	0.00	0.00
Arr. HRA	0.0	0.00	0.00	0.00	0.00
Process Allowance	2,275.00	0.00	75.83	0.00	0.00
Arr.Process Allowance	0.0	0.00	0.00	0.00	0.00
Advance Statuatory Bonus	2,158.00	0.00	71.93	0.00	0.00
Arr.Advance Statuatory Bo	0.0	0.00	0.00	0.00	0.00
Total Monthly Components(A)	16,352.00	0.00	545.06	0.00	0.00
Additional Components					
Arr.PL Encashment(Non PF)	0.00	3,202.00	0.00	0.00	0.00
Total Additional Components (B)	0.00	3,202.00	0.00	0.00	0.00
Monthly Gross Earnings (A+B = C)		3,202.00	545.06	0.00	0.00
Statutory Deductions					
Ee ESI contribution	0.00	0.00	4.00	0.00	0.00
Ee PF contribution	0.00	0.00	39.00	0.00	0.00
Statutory Deductions Total (D)	0.00	0.00	43.00	0.00	0.00

Other Deductions					
Attendance Deduction	0.00	0.00	1,000.00	0.00	0.00
Arr.Notice Pay Recovery	0.00	19,134.24	0.00	0.00	0.00
Ar. GST Notice Pay Recove	0.00	3,444.16	0.00	0.00	0.00
Other Deductions Total (E)	0.00	22,578.40	1,000.00	0.00	0.00
Monthly Gross Deductions (Statutory + Other Deductions) (D +E = F)	0.00	22,578.40	1,043.00	0.00	0.00
Vendor Balance (Payable / Recoverable) for both India and GEO Books					
Vendor Balance Payable / Recoverale - Total G					
Full and Final amount (H)	-19,874.34	-19,376.40	-497.94	0.00	0.00
Salary Hold Prior To September-2020 = I	0.00				
Grand Total (H + I = J)	-19,874.34				
Received from Employee (K)	0.00				
Payable/ Recoverable (J - G + K = L)	-19,874.34				
Paid already (M)	0.00				
Revised Payable / Recoverable (L - M = N)	-19,874.34				

Disclaimers:

1. The Full and Final Settlement Sheet is a system generated document and does not require company seal and signature.
2. As per policy employee who serve 4 years 190 days are eligible for gratuity payout. Please note Gratuity deduction is being shown in F&F sheet with an assumption that the payout will be made separately as per Gratuity Act in order to mitigate statutory compliance.
3. The full and final settlement was prepared on the basis of input received from the entire stakeholder (HR/IT/Admin). In case of any waiver you can get in touch with your EP/BP Partner.
4. In case any additional payout missing in your full and final settlement like shift allowance/on call allowance/weekend allowance/Performance Bonus please discuss with your EP/BP partner.
5. For any query related to CVCS please discuss with GCS (Global Cash Claim) Team.
6. For PF related query please get in touch one to one with pfhelpdesk@hcl.com.
7. For Full and final settlement related queries please get in touch with fnssettlement@hcl.com.