



February 3, 2025

Puja Tomar  
Flat No 501, 5th Floor, Plot No 4, Sunlight Residency, Defence Enclave, Sector 44, Noida  
Defence Enclave, Village Sadarpur, Gatuam Budh Nagar, Noida,  
New Delhi - 201303

Employee ID : 2089713

**RE: Employment Agreement dated 11 July 2023 (Updated) : Relieving Letter**

Dear Puja,

This has reference to your resignation letter dated 25 October 2024, wherein you requested to be relieved from your employment services on 24 December 2024.

WTW Global Delivery and Solutions India Private Limited ("WTW GDS") hereby confirm that your resignation has been accepted. You were employed with us from 16 August 2023 and are relieved from your duties as Advisor, Enterprise Data, Research, Risk & Analytics on 24 December 2024. Your full and final settlement with the organization has been cleared.

In addition, WTW GDS would take this opportunity to remind you that, notwithstanding to the release of your employment, some of your obligations under your employment contract and related agreements that you may have signed during your tenure with the WTW GDS shall prevail as stated therein. These obligations shall include, but may not be limited to, confidentiality and intellectual property.

If you have any questions concerning the information contained in this letter, please contact your HR Business Partner. And, Willis Towers Watson appreciates your contributions and wishes you all the best for your future endeavours.

**For WTW Global Delivery and Solutions India Private Limited**

**Anupama Subramanian**  
**Executive HR Director**

**WTW Global Delivery and Solutions India Private Limited**

Corporate Identity Number: U72300MH1992PTC066724

**Registered Office:** Plant No. 6, Godrej & Boyce Mfg. Co. Compound, Pirojshanagar, L.B.S Marg, Vikhroli (West), Mumbai, Maharashtra- 400079, India. T: + 91 22 2519 2000, +91 22 66422000, Fax 022 25188607

**Thane Office:** iThink Techno Campus, 7<sup>th</sup> Floor, A&B Wing, Off Pokhran Road No. 2, Close to Eastern Express Highway, Thane (West), Maharashtra- 400607, India. T + 91 22 6210 7000, Fax 022 62106992

**Gurgaon Office:** 7th floor, Emaar Capital Tower-II, Sector 26, Sikanderpur, MG Road, Gurugram, Haryana- 122002, India. T + 91 01244430970

**FORM NO. 16**

[See rule 31(1)(a)]

**PART A**
**Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary paid to an employee under section 192 or pension/interest income of specified senior citizen under section 194P**

<b>Certificate No.</b> FVLVDVA		<b>Last updated on</b> 28-May-2025	
<b>Name and address of the Employer/Specified Bank</b>		<b>Name and address of the Employee/Specified senior citizen</b>	
WTW GLOBAL DELIVERY AND SOLUTIONS INDIA PRIVATE LIMITED PLANT NO. 6, GODREJ & BOYCE MFG.CO.COM, L.B.S MARG, VIKHROLI (WEST), MUMBAI - 400079 Maharashtra +(91)22-25192000 VAISHALI.RAJADHYAKSHA@WTWCO.COM		PUJA TOMAR VILL JARTAULI TEHSIL, KHAIR JARTAULI, ALIGARH - 202137 Uttar Pradesh	
<b>PAN of the Deductor</b>	<b>TAN of the Deductor</b>	<b>PAN of the Employee/Specified senior citizen</b>	<b>Employee Reference No. provided by the Employer/Pension Payment order no. provided by the Employer (If available)</b>
AAACT1796R	MUMT04115G	CBZPT8772N	
<b>CIT (TDS)</b>		<b>Assessment Year</b>	<b>Period with the Employer</b>
The Commissioner of Income Tax (TDS) Room No. 900A, 9th Floor, K.G. Mittal Ayurvedic Hospital Building, Charni Road , Mumbai - 400002		2025-26	<b>From</b> 01-Apr-2024 <b>To</b> 24-Dec-2024

**Summary of amount paid/credited and tax deducted at source thereon in respect of the employee**

Quarter(s)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200	Amount paid/credited	Amount of tax deducted (Rs.)	Amount of tax deposited / remitted (Rs.)
Q1	FXCVAIDP	63528.00	0.00	0.00
Q2	FXCZVIQJ	63528.00	0.00	0.00
Q3	FXCCEMMG	64794.00	0.00	0.00
Q4	FXCHHTRL	7437.00	0.00	0.00
<b>Total (Rs.)</b>		<b>199287.00</b>	<b>0.00</b>	<b>0.00</b>

**I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT**

(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Book Identification Number (BIN)			
		Receipt Numbers of Form No. 24G	DDO serial number in Form no. 24G	Date of transfer voucher (dd/mm/yyyy)	Status of matching with Form no. 24G
<b>Total (Rs.)</b>					

**II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN**

(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
1	0.00	-	07-05-2024	-	F
2	0.00	-	07-06-2024	-	F
3	0.00	-	05-07-2024	-	F
4	0.00	-	07-08-2024	-	F

Signature Not Verified

 Digitally signed by: VAISHALI RAJESH RAJADHYAKSHA  
 Date: 2025.06.23 23.22.22  
 Reason:  
 Location: Mumbai

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
5	0.00	-	05-09-2024	-	F
6	0.00	-	07-10-2024	-	F
7	0.00	-	06-11-2024	-	F
8	0.00	-	06-12-2024	-	F
9	0.00	-	07-01-2025	-	F
10	0.00	-	07-02-2025	-	F
<b>Total (Rs.)</b>	<b>0.00</b>				

## Verification

I, **VAISHALI RAJESH RAJADHYAKSHA**, son / daughter of **DINKAR DATTATRAYA WAINGANKAR** working in the capacity of **CFO** (designation) do hereby certify that a sum of Rs. **0.00** [Rs. **Zero Only** (in words)] has been deducted and a sum of Rs. **0.00** [Rs. **Zero Only**] has been deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.

Place	MUMBAI	(Signature of person responsible for deduction of Tax)
Date	31-May-2025	
Designation: CFO		Full Name: VAISHALI RAJESH RAJADHYAKSHA

## Notes:

- Part B (Annexure) of the certificate in Form No.16 shall be issued by the employer.
- If an assessee is employed under one employer during the year, Part 'A' of the certificate in Form No.16 issued for the quarter ending on 31st March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
- If an assessee is employed under more than one employer during the year, each of the employers shall issue Part A of the certificate in Form No.16 pertaining to the period for which such assessee was employed with each of the employers. Part B (Annexure) of the certificate in Form No. 16 may be issued by each of the employers or the last employer at the option of the assessee.
- To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

## Legend used in Form 16

## \* Status of matching with OLTAS

Legend	Description	Definition
<b>U</b>	Unmatched	Deductors have not deposited taxes or have furnished incorrect particulars of tax payment. Final credit will be reflected only when payment details in bank match with details of deposit in TDS / TCS statement
<b>P</b>	Provisional	Provisional tax credit is effected only for TDS / TCS Statements filed by Government deductors. "P" status will be changed to Final (F) on verification of payment details submitted by Pay and Accounts Officer (PAO)
<b>F</b>	Final	In case of non-government deductors, payment details of TDS / TCS deposited in bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductors. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Officer (PAO)
<b>O</b>	Overbooked	Payment details of TDS / TCS deposited in bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is over claimed in the statement. Final (F) credit will be reflected only when deductor reduces claimed amount in the statement or makes new payment for excess amount claimed in the statement

Signature Not Verified

Digitally signed by: VAISHALI RAJESH RAJADHYAKSHA  
Date: 2025.06.23 23.22.22  
Reason:  
Location: Mumbai

**FORM NO. 16**
**PART B**

**Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source on salary paid to an employee under section 192 or pension/interest income of specified senior citizen under section 194P**

<b>Certificate No.</b> FVLDVDA	<b>Last updated on</b> 28-May-2025		
<b>Name and address of the Employer/Specified Bank</b>		<b>Name and address of the Employee/Specified senior citizen</b>	
WTW GLOBAL DELIVERY AND SOLUTIONS INDIA PRIVATE LIMITED PLANT NO. 6, GODREJ & BOYCE MFG.CO.COM, L.B.S MARG, VIKHROLI (WEST), MUMBAI - 400079 Maharashtra +(91)22-25192000 VAISHALI.RAJADHYAKSHA@WTWCO.COM		PUJA TOMAR VILL JARTAULI TEHSIL, KHAIR JARTAULI, ALIGARH - 202137 Uttar Pradesh	
<b>PAN of the Deductor</b>	<b>TAN of the Deductor</b>	<b>PAN of the Employee/Specified senior citizen</b>	
AAACT1796R	MUMT04115G	CBZPT8772N	
<b>CIT (TDS)</b>	<b>Assessment Year</b>	<b>Period with the Employer</b>	
The Commissioner of Income Tax (TDS) Room No. 900A, 9th Floor, K.G. Mittal Ayurvedic Hospital Building, Charni Road, Mumbai - 400002	2025-26	<b>From</b> 01-Apr-2024	<b>To</b> 24-Dec-2024

Annexure - I

**Details of Salary Paid and any other income and tax deducted**

A	Whether opting out of taxation u/s 115BAC(1A)?	No	
1.	Gross Salary	Rs.	Rs.
(a)	Salary as per provisions contained in section 17(1)	199287.00	
(b)	Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)	0.00	
(c)	Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)	0.00	
(d)	Total		199287.00
(e)	Reported total amount of salary received from other employer(s)		0.00
2.	Less: Allowances to the extent exempt under section 10		
(a)	Travel concession or assistance under section 10(5)	0.00	
(b)	Death-cum-retirement gratuity under section 10(10)	0.00	
(c)	Commuted value of pension under section 10(10A)	0.00	
(d)	Cash equivalent of leave salary encashment under section 10(10AA)	7192.00	
(e)	House rent allowance under section 10(13A)	0.00	
(f)	Other special allowances under section 10(14)	0.00	

**Signature Not Verified**

 Digitally signed by: VAISHALI RAJESH RAJADHYAKSHA  
 Date: 2025.06.23 23.22.22  
 Reason:  
 Location: Mumbai

(g)	Amount of any other exemption under section 10 [Note: Break-up to be filled and signed by employer in the table provide at the bottom of this form]		
(h)	Total amount of any other exemption under section 10	0.00	
(i)	Total amount of exemption claimed under section 10 [2(a)+2(b)+2(c)+2(d)+2(e)+2(f)+2(h)]		7192.00
3.	Total amount of salary received from current employer [1(d)-2(i)]		192095.00
4.	Less: Deductions under section 16		
(a)	Standard deduction under section 16(ia)	75000.00	
(b)	Entertainment allowance under section 16(ii)	0.00	
(c)	Tax on employment under section 16(iii)	0.00	
5.	Total amount of deductions under section 16 [4(a)+4(b)+4(c)]		75000.00
6.	Income chargeable under the head "Salaries" [(3+1(e))-5]		117095.00
7.	Add: Any other income reported by the employee under as per section 192 (2B)		
(a)	Income (or admissible loss) from house property reported by employee offered for TDS	0.00	
(b)	Income under the head Other Sources offered for TDS	0.00	
8.	Total amount of other income reported by the employee [7(a)+7(b)]		0.00
9.	<b>Gross total income (6+8)</b>		<b>117095.00</b>
10.	Deductions under Chapter VI-A	Gross Amount	Deductible Amount
(a)	Deduction in respect of life insurance premia, contributions to provident fund etc. under section 80C	0.00	0.00
(b)	Deduction in respect of contribution to certain pension funds under section 80CCC	0.00	0.00
(c)	Deduction in respect of contribution by taxpayer to pension scheme under section 80CCD (1)	0.00	0.00
(d)	Total deduction under section 80C, 80CCC and 80CCD(1)	0.00	0.00
(e)	Deductions in respect of amount paid/deposited to notified pension scheme under section 80CCD (1B)	0.00	0.00
(f)	Deduction in respect of contribution by Employer to pension scheme under section 80CCD (2)	0.00	0.00
(g)	Deduction in respect of health insurance premia under section 80D	0.00	0.00

Signature Not Verified

Digitally signed by: VAISHALI RAJESH RAJADHYAKSHA  
Date: 2025.06.23 23.22.22  
Reason:  
Location: Mumbai

(h)	Deduction in respect of interest on loan taken for higher education under section 80E	0.00	0.00	
(i)	Deduction in respect of contribution by the employee to Agnipath Scheme under section 80CCH	0.00	0.00	
(j)	Deduction in respect of contribution by the Central Government to Agnipath Scheme under section 80CCH	0.00	0.00	
		Gross Amount	Qualifying Amount	Deductible Amount
(k)	Total Deduction in respect of donations to certain funds, charitable institutions, etc. under section 80G	0.00	0.00	0.00
(l)	Deduction in respect of interest on deposits in savings account under section 80TTA	0.00	0.00	0.00
(m)	Amount Deductible under any other provision (s) of Chapter VI-A [Note: Break-up to be filled and signed by employer in the table provide at the bottom of this form]			
(n)	Total of amount deductible under any other provision(s) of Chapter VI-A	0.00	0.00	0.00
11.	Aggregate of deductible amount under Chapter VI-A [10(d)+10(e)+10(f)+10(g)+10(h)+10(i)+10(j)+10(k)+10(l)+10(n)]	0.00		
12.	<b>Total taxable income (9-11)</b>	<b>117095.00</b>		
13.	Tax on total income	0.00		
14.	Rebate under section 87A, if applicable	0.00		
15.	Surcharge, wherever applicable	0.00		
16.	Health and education cess	0.00		
17.	Tax payable (13+15+16-14)	0.00		
18.	Less: Relief under section 89 (attach details)	0.00		
19.	Less: Tax deducted at source as per Form No. 12BAA submitted under provisions of section 192(2B)	0.00		
20.	Less: Tax collected at source as per Form No. 12BAA submitted under provisions of section 192(2B)			
21.	<b>Net tax payable (17-18-19-20)</b>	<b>0.00</b>		

## Verification

I, VAISHALI RAJESH RAJADHYAKSHA, son/daughter of DINKAR DATTATRAYA WAINGANKAR .Working in the capacity of CFO (Designation) do hereby certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, and other available records.

Place	MUMBAI	(Signature of person responsible for deduction of tax)	
Date	31-May-2025	Full Name:	VAISHALI RAJESH RAJADHYAKSHA

Signature Not Verified

Digitally signed by: VAISHALI RAJESH RAJADHYAKSHA  
Date: 2025.06.23 23.22.22  
Reason:  
Location: Mumbai

## 2. (f) Break up for 'Amount of any other exemption under section 10' to be filled in the table below

Sl. No.	Particular's of Amount for any other exemption under section 10 Rs.	Gross Amount Rs.	Qualifying Amount Rs.	Deductible Amount Rs.
1.				
2..				
3.				
4.				
5.				
6.				

## 10(k). Break up for 'Amount deductible under any other provision(s) of Chapter VIA 'to be filled in the table below

Sl. No.	Particular's of Amount deductible under any other provision(s) of Chapter VIA Rs.	Gross Amount Rs.	Qualifying Amount Rs.	Deductible Amount Rs.
1.				
2.				
3.				
4.				
5.				
6.				

Place	MUMBAI	(Signature of person responsible for deduction of tax)	
Date	31-May-2025	Full Name:	VAISHALI RAJESH RAJADHYAKSHA

Signature Not Verified

Digitally signed by: VAISHALI RAJESH RAJADHYAKSHA  
Date: 2025.06.23 23.22.22  
Reason:  
Location: Mumbai

TAN of Employer: MUMT04115G

PAN of Employee: CBZPT8772N

Assessment Year: 2025-26

2.(f) Break up for 'Amount of any other exemption under section 10' to be filled in the table below				
Sr.No	Any other exemption under section 10	Gross Amount	Qualifying Amount	Deductible Amount

10(a). Break up for 'Amount of section 80c provision(s) of Chapter VIA' to be filled in the table below				
Sr.No	Any other provision(s) of Chapter VIA	Gross Amount	Qualifying Amount	Deductible Amount
1	Provident Fund	16,002	0	0

10(k). Break up for 'Amount of any other provision(s) of Chapter VIA' to be filled in the table below				
Sr.No	Any other provision(s) of Chapter VIA	Gross Amount	Qualifying Amount	Deductible Amount

Digitally Signed By VAISHALI RAJESH RAJADHYAKSHA

<b>Place:</b> Mumbai	<i>Signature of the person responsible for deduction of tax</i>
<b>Date:</b> 23-Jun-2025	<b>Full Name:</b> Vaishali Rajesh Rajadhyaksha



1. Gross Salary	Total(Rs.)
Earnings	
Basic	110,254
House Rent Allowance	11,026
Conveyance Allowance	22,050
Leave Encashment	7,192
Day Shift Allowance	22,374
Festival Bonus	9,134
Special Allowance	8,238
WFH Allowance	9,019
Gross Salary	199,287



**FORM NO. 12BA**

[[See Rule 26A(2)(b)]]

Statement showing particulars of perquisites, other fringe benefits or amenities and profits in lieu of salary with value thereof

1. Name and address of employer :	<b>WTW Global Delivery and Solutions India Private Limited</b> Plant No.6 Godrej & Boyce Mfg.Co L.B.S Marg, Vikhroli (W) Mumbai 400079 MUMT04115G TDS CIRCLE NAME TDS CIRCLE ADD 1 TDS CIRCLE ADD 2			
2. TAN				
3. TDS Assessment Range of employer:				
4. Name,designation and PAN of employee:	<b>Puja Tomar - Advisor</b> CBZPT8772N			
5. Is the employee a director or a person with substantial interest in the company (where the employer is a company):	NO			
6. Income under the head 'Salaries' of the employee: (other than from perquisites)	199,287			
7. Financial Year	2024-25			
8. Valuation of Perquisites				

S.No.	Nature of perquisites (see rule 3)	Value of perquisite as per rules (Rs.)	Amount, if any, recovered from the employee (Rs.)	Amount of perquisite chargeable to tax (Rs.)
1	Total value of perquisites	0	0	0
2	Total value of profits in lieu of salary as per section 17(3)	0	0	0

9. Details of tax:	
(a) Tax deducted from salary of the employee under section 192(1)	0
(b) Tax paid by employer on behalf of the employee under section 192(1A)	0
(c) Total tax paid	0
(d) Date of payment into Government treasury	as per Form-16

**DECLARATION BY EMPLOYER**  
I, Vaishali Rajesh Rajadhyaksha, daughter of DD Waingankar working as CFO do hereby declare on behalf of WTW Global Delivery and Solutions India Private Limited that the information given above is based on the books of account, documents and other relevant records or information available with us and the details of value of each such perquisite are in accordance with section 17 and rules framed thereunder and that such information is true and correct.  
  

Digitally Signed By VAISHALI RAJESH RAJADHYAKSHA

Signature of the person responsible for deduction of tax

Place: Mumbai  
Date: 23-Jun-2025

Full Name: Vaishali Rajesh Rajadhyaksha  
Designation: CFO

Signature Not Verified

Digitally signed by: VAISHALI RAJESH RAJADHYAKSHA  
Date: 2025.06.23 23:22:22  
Reason:  
Location: Mumbai

Plant No. 6, Godrej & Boyce Mfg. Co. compound,  
Pirojshanagar, L.B.S Marg, Vikhroli (West), Mumbai  
400079

## Pay Slip for November 2024

<b>EmpNo</b>	<b>2089713</b>	Aadhaar Card No	652803651085
<b>Name</b>	<b>Puja Tomar</b>	UAN	101995754697
Designation	Advisor	P.F. No.	GNGGN2972934/0000010061
Grade	GUY02	E.S.I. No.	3124269193
Branch	Gurgaon	PAN	CBZPT8772N
DOJ	16-08-2023	Bank Name	ICICI Bank Ltd. I-Think
		Bank A/C Number	195601002251
		Payable Days	30

Attendance	LWP PLE 0.00	ADJ. 0.00		
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[illegible]

**Net Pay : Rs. 21,139.00** *Rupees Twenty One Thousand One Hundred Thirty Nine Only.*

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[illegible]

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**WTW Global Delivery and Solutions India Private Limited**

CIN : U72300MH1992PTC066724

Plant No. 6, Godrej & Boyce Mfg. Co. compound,  
Pirojshanagar, L.B.S Marg, Vikhroli (West), Mumbai  
400079

## Pay Slip for October 2024

<b>EmpNo</b>	<b>2089713</b>	Aadhaar Card No	652803651085
<b>Name</b>	<b>Puja Tomar</b>	UAN	101995754697
Designation	Advisor	P.F. No.	GNGGN2972934/0000010061
Grade	GUY02	E.S.I. No.	3124269193
Branch	Gurgaon	PAN	CBZPT8772N
DOJ	16-08-2023	Bank Name	ICICI Bank Ltd. I-Think
		Bank A/C Number	195601002251
		Payable Days	31

Attendance	LWP PLE 0.00	ADJ. 0.00		
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[illegible]

**Net Pay : Rs. 21,884.00** *Rupees Twenty One Thousand Eight Hundred Eighty Four Only.*

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[illegible]

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**WTW Global Delivery and Solutions India Private Limited**

CIN : U72300MH1992PTC066724

Plant No. 6, Godrej & Boyce Mfg. Co. compound,  
Pirojshanagar, L.B.S Marg, Vikhroli (West), Mumbai  
400079

## Pay Slip for September 2024

<b>EmpNo</b>	<b>2089713</b>	Aadhaar Card No	652803651085
<b>Name</b>	<b>Puja Tomar</b>	UAN	101995754697
Designation	Advisor	P.F. No.	GNGGN2972934/0000010061
Grade	GUY02	E.S.I. No.	3124269193
Branch	Gurgaon	PAN	CBZPT8772N
DOJ	16-08-2023	Bank Name	ICICI Bank Ltd. I-Think
		Bank A/C Number	195601002251
		Payable Days	30

Attendance	LWP PLE 0.00	ADJ. 0.00
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[illegible]

**Net Pay : Rs. 19,243.00** *Rupees Nineteen Thousand Two Hundred Forty Three Only.*

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