

Full & Final Settlement of Anal Kumar Mitra				
Full & Final Information				
Designation :	Analyst- Software Engineering	1468736 / IA1366	Date of Joining	10-Jul-17
Resignation Submitted on:		January 31, 2022	Notice Required:	90
Resignation Accepted on:		February 11, 2022	Notice Served:	12
Date of release:		February 11, 2022	Notice Waived:	78
			Notice Shortfall:	0
Leave Status				
Category		No. of days Due	No. of days Availed	Balance left
Leave		45	0	45
Encashment of leave				45
Calculation of Full & Final Days				
Full & Final Heads		No. of Days	No. of Days	Total
No. of Salary Days				
11-February-2022		11.00		
Calculation of Full & Final Dues				
i) Salary Break ups		Monthly Amount	Applicable Dues	Total
Basic Pay		23,944	9,407	
House Rent Allowance		11,972	4,703	
Special Allowance		21,071	8,278	
			-	
		56,987	22,388	22,388
ii) Unclaimed Benefits				
Notice Pay				-
Over time payment				-
Statutory Bonus				
LTA				
Leave Encashment				35,916
Gratuity				69,069
Performance Incentive				-
Gross Amount due				127,373
Less: Deductions				
Provident Fund			1129	
ESI				
Professional Tax			200	
Income Tax				
				1,329
Salary Due				126,044
Less: Adjustments				
i) Notice Pay (days) shortfall recover		-		-
ii) Recovery of Relocation Allowance				
iii) Miscellaneous (Additional Leave Adjustments)			-	-
Total Full & Final dues (Rounded Off)				126,044
Calculated by : Santanu RoyChowdhury				
Checked by : Subhendu China				