

Shiv Engineering and Port Services Pvt Ltd
address

Full & Final Settlement Letter

Employee Code	SEPSBH0029	Name of Employee	KRUTARTH AMIT VAIDYA
Designation	OFFICER	Department	Techno Commercial
Date of Joining	01-12-2023	Date of Relieving	24-08-2024
Bank Account No.	50100586715929	Bank Name	HDFC BANK LTD
IFSC CODE	HDFC0003076	Branch Name	SHERPURA
		Date of Retirement	-
		Reason for Separation	Resignation/termination/Contract

Leave Balance

Leave Details	Total Balance	Remaining Balance	Actual Leave to be encashed
Privilege Leave	17	15	13
Casual Leave	6	-1	0
Sick Leave	6	-1	0

Leave encashment has been calculated as per company leave policy.

Earning Details

(A) EARNINGS			(B) DEDUCTIONS		
Head	Days	Amount	Heads	Amount	Remarks
Basic	31	12,922	Provident Fund Contr		
HRA	31	5,169	Professional Tax		
Medical Allow	31	0	ESI		
Children E.A.	31	0	Advance Salary		16.12.23 to 31.12.23 (16 Days)
Conveyance Allowance	31	0	Personal Loan		
Bonus	31	1,076	Excess Leave Availed		
Leave Encashment	-	5,600	TDS		
Stat Gratuity	-	0	CVR Maint Charges		
Bonus	-	0	Safety Material		
Arrear Salary	-	0	Access Card Penalty		
GMP Premium	-	0	GrMedicclaim Premium		
Hold Salary	-	0			
TOTAL	-	21,632	TOTAL	12,895	

Statutory Details

Provident Fund (Employee Contribution): ₹ _____

Provident Fund (Employer Contribution): ₹ _____ (For information only)

Professional Tax: ₹ _____

ESI: ₹ _____

Income Tax (TDS): ₹ _____

Note: Statutory deductions are calculated as per applicable laws.

Summary of Settlement

Total Earnings: ₹21,032

Total Deductions: ₹12,895

Net Amount Payable to Employee: ₹8,137

Mode of Payment: Bank Transfer / Cheque

Payment Date: _____

Prepared By (HR): _____

Verified By (Accounts/Finance): _____

Approved By: _____

Asset Clearance

This is to certify that the employee has returned all company assets and there are no pending recoveries as of the last working day.

Assets Returned:

- Laptop
- ID Card
- Access Card
- Official Documents

Status: Cleared

Verified By:

HR Department: _____ **Date:** _____

IT/Admin: _____ **Date:** _____

Declaration

This is to certify that the above Full & Final settlement has been made, and no dues remain payable by either the employee or the company as of the above date.

Employer Signature: _____

Date: _____

Employee Acknowledgement

I hereby acknowledge receipt of the above Full & Final settlement and confirm that I have no further claims against the company.

Employee Signature: _____

Date: _____