Name of Company

DATE :

REF:HR/F&F/2018/85

**1**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMP.CODE:** |  | |  |
| **MANE:** |  | | |
| **DEPARTMENT:** | |  | |
| **DATEOFAPPOINTMENT:** | |  | |
| **E.S.I.C.NO:** | |  | |
| **P.F.A/CNO:** | |  | |
| **P.F.UAN:** | |  | |
| **RATEOFBASIC:** | |  | |
| **REASONS:** | |  | |

**2**

FINAL SETTLEMENT OF DUES

|  |  |  |
| --- | --- | --- |
| **DESIGNATION**: |  | |
| **DATEOFRESIGNATION**:  **DATEOFLEAVING**: | | |
| **PERIODOFSERVICE**: | |  |

**10**

**11**

**3 12**

**4 13**

**5**

**6**

**7**

**8**

**9**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SR.NO | PAYBLE | | | | | AMOUNT |
| 1 | ATTENDANCEMONTH: 2018 | | | | |
| PRESENT | LEAVE | OH/PH/RH | W/OFF | TOTALPAID |  |
|  | **0** | **0** | **0** | **0** |
| 2 | DUE AND PROPORTIONATE "PL" | | | | | **0** |
| 3 | BASIC SALARY MONTH OF | | | | |  |
| 4 | TOTAL ALLOWANCE | | | | | **0** |
| 5 | NOTICE PAY | | | | | **0** |
| 6 | BONUS(PRESENTYEAR) | | | | | **0** |
| 7 | EX.GRATIA: | | | | | **0** |
| 8 | GRATUITY | | | | | **0** |
| 9 | OTHER INCOME | | | | | **0** |
|  | **TOTAL AMOUNT PAYBLE** | | | | | **-** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SR.NO | RECOVERABLE/DEDUCTABLE | | | | **0** |
| 1 | LEAVE EXCESS AVAILED(IFANY) | | | | **0** |
| PL | SL | CL | TOTALDAYS | **0** |
| 0 | 0 | 0 | 0 | **0** |
| 2 | P.F.:12%OF BASIC RS. | | | | **0** |
| 3 | LOAN/ADVANCE | | | | **0** |
| 4 | E.S.I. | | | | **0** |
| 5 | MOBIL AND CALL CHARGES | | | | **0** |
| 6 | OTHER(ADVANCEPAID)AS ON DATED: | | | | **0** |
|  |  | | | | **0** |
|  | TOTAL DEDUCTIBLE | | | | **0** |
|  | **AMOUNT PAYBLE** | | | | **-** |

**PREPAREDBY CHECKEDBY AUTHORISEDBY**

**Employee Signature**