Outlook

ADM GenC Deployment Notification - CMT-NA

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📎 4 attachments (2 MB)

User Guide for Pre-Travel Approval Request - Initiator - 20Jun2024 v2.pdf; Per Diem Form_Template.docx; Steps to create expense report.pdf; Gen C and B-School Campus Recruits Relocation Guidelines-April 9-2025.pdf;

Dear Associates,

Welcome to ADM! We are very happy to have you join ADM.

Congratulations on your successful completion of Academic trainings. You have been confirmed for ADM project requirements. Wishing you many more success with Cognizant!!!!

Please find below the deployment details, please report to mentioned project POC on your allocation start date and report in below mentioned deployment location **based on the Project POC's directions.** Please read below the relocation reimbursement guidelines and approval process carefully before proceeding with the travel bookings if required and also refer the attachments.

Project Leads - Please confirm exact work location and assist them on boarding process.

@Priya, Shiva (Cognizant) Please cascade these GenC deployments to respective EDLs/PDLs appropriately.

Note: Project Allocation/Dept. transfer/HCM supervisor change are initiated in system against **Q2/Q3 demands** and will be reflecting in ESA & HCM in a day or two

Associate ID	Associate Name	Grade	Contact #	Skillset	Deployment Location	Parent Customer	Project ID	Project Name	Project PoC ID	Project PoC Name	
2406373	Sai Ganesh Reddy Kanekanti	PAT	9618617815	Java FSE - Angular	Chennai	PEARSON	1000382822	Pearson 0040-PSQ WFS AMS	404349	Indramoorthy,V	9
2408664	Muddamsetty S S Sai Charan	PAT	8125832262	Java FSE - React	Chennai	Verizon	1000425267	VDSI VCG XCIO Middleware	427769	Sathish Nirmal,Selvaraj	9
2406315	Nilay Jain	PAT	8171975150	Java FSE - Angular	Chennai	DIRECTV	1000400060	DIRECTV IT Services-Sustain	381402	Amit,Tripathi	9
2406327	Galla Yuva Teja	PAT	9963265827	Java FSE - Angular	Bangalore	Alphabet Inc.	1000356576	Google -P3 Investment NA	704015	Amarnath,Draksham	8
2389588	Kuyasha Mandal	PAT	9038370601	Java FSE - Angular	Hyderabad	Alphabet Inc.	1000267170	Google -Google Play Protect- W	246627	Poornima,Vijayasankar	9
2406372	Marthala Padmaja	PAT	7815868063	Java FSE - Angular	Hyderabad	Alphabet Inc.	1000298505	Google DCR High Risk Pub Items	315172	Solomon,K	9
2406347	Vinay Reddy Koppala	PAT	9014408651	Java FSE - Angular	Bangalore	Alphabet Inc.	1000356576	Google -P3 Investment NA	704015	Amarnath,Draksham	8
2403936	Nirati Kumar Reddy	PAT	9392960183	DotNet FSE - Angular	Coimbatore	RELX Group	1000180438	LN_BLSS_INT_MOBILITY	249495	Jeyaraman,Ambravaneswaran	8

The first-time relocation reimbursements of the GenC can be claimed under the 'GenC First Time Relocation' project ID which would be provided post obtaining the approvals. Kindly follow the below process for approvals and claiming the reimbursements.

Relocation reimbursement process for approval

1. The supervisor/project manager must share the approval mail from respective ISL GenC Program Lead for relocation to the project location to Aadarsh (2349250)
2. Central OE will check the GenC's eligibility to claim the reimbursement as per the attached policy document and get approval from Global GenC Program Lead – Pankaj Dubey.
3. Post Pankaj's approval, we will provide the Project ID to claim the reimbursement.

Guidelines for travel

1. Before travelling, all GenCs need to raise **pre-travel request** to the provided Project ID through submitting Pre-travel request form on Travel & Expense app on 1C [Attached detailed steps on how to fill the form]
2. While submitting pre-travel request, purpose of travel should be selected as 'Relocation – transfer'
3. When pre-travel request is approved, a pre-travel code would be generated and sent to the GenC over email.
4. For booking flight tickets, GenCs need to send a mail to the **travel desk** (email ID provided in the pre-travel approval mail). GenCs SHOULD NOT book tickets directly through Concur app.
5. Self-booking of flight tickets through external platforms will not be reimbursed.

6. **Preferred travel mode is train/bus for less than 12 hours journey time**. Train/Bus travel booking should be done by GenC themselves and can be reimbursed while submitting expense claims.

Guidelines for accommodation

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Only PG accommodation expenses for 14 days can be claimed – Cash payments are not allowed (Overall PG expense reimbursement limit is INR 20,000).
Hotel booking is not allowed.

Guidelines for submitting expense claims – *Per Diem, Accommodation, Ground Transport*
[Attached detailed steps on how to fill the form]
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1. Expense reports to be submitted in Concur app on Travel & Expenses app on 1C
2. Only Pre-travel code would be accepted while submitting the expense reports, no other code would be valid. **In case pre-travel code is not available, claims would be rejected.**
3. For train/bus travel: travel ticket and the payment proof (bank or credit card statement/UPI) needs to be attached to the report. Cash payments will not be accepted.
4. Associates are entitled to a per-diem allowance of Rs. 600 per day for 14 days from travel start date. To claim per-diem expenses, associates need to upload the per-diem form *(attached template)* along with the travel/accommodation document for travel start date proof.
5. Ensure that the associates attach the approval mail from the respective ISL GenC Program Lead and Global GenC Program Lead - Pankaj while submitting all the expense reports.

Disclaimer: If any GenC resources raises constraints in terms of location change, Shifts, etc., they will be routed to HR Consequence team for taking necessary action against them.
For any questions, please revert to self or Atul/Priya (marked in CC).

Regards,
Rajkumar
ADM Operational Excellence