



Central Asset Management - IT Asset Related Clearance Form

It is Mandatory to provide all the information required in this form

Exit Employee Details	
Name : Anil Kumar Raju Konduru	Bank ID : 1543357
Seat No. / Floor : FU-06-R1-08	Business Unit :
Building : Futura	Location : Chennai
	Last Working Date :
Currently Used Asset(s) Details : <input type="checkbox"/> Desktop / <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> iPhone <input type="checkbox"/> Avaya Phone <input type="checkbox"/> VPN	Asset Service Tag No. : PF0KTD7Y IMEI / Serial No. : Extension No. : Token No. :
RMS Details:	Type ID RMS Description
Surrender of Asset : Surrender of (if Applicable) Avaya Phone : Blackberry / iPhone : VPN :	5874 : e-Waste or Hardware Return - Hardware Feasibility Check 6985 : IP Phone Access - Soft Phone & Hard Phone 10145 : iPhone Request 10106 : VPN Request
Other Assets returned to CAM (if any) : <input type="checkbox"/> Headset <input type="checkbox"/> Pen Drive <input type="checkbox"/> DVD ROM <input type="checkbox"/> Laptop Bag <input type="checkbox"/> External HDD <input type="checkbox"/> VPN Hard Token <input type="checkbox"/> Others	
Exit Employee Acceptance:	
I hereby confirm that the details provided above for the IT Assets are correct and I can be held responsible for any discrepancy identified or found later related to the Company IT Assets.	
Signature : <i>[Signature]</i>	Date : 22/11/2019
Line Manager Acceptance:	
I hereby confirm that _____ is resigned and the IT assets used by him / her will be handed over to Central Asset Management / Me (Desktop case only).	
I also confirm, 1. The LAN ID and email ID has been deleted / RMS has raised for LAN ID and email ID deletion: RMS# _____ 2. In case of Shared asset, RMS has raised to untagged the asset: RMS# _____ (Desktop case only) 3. In case of Replacement, RMS has raised to tagged the asset to Replacement / Line manager : RMS# _____ (Desktop case only) 4. The following items have been handed over to me and I am responsible for the same <input type="checkbox"/> Headset <input type="checkbox"/> Pen Drive <input type="checkbox"/> DVD ROM <input type="checkbox"/> External HDD <input type="checkbox"/> Others _____	
Comments (if any) : Asset Retained	
Signature : <i>[Signature]</i> 1569612	Date : 22/11/2019
Line Manager Name : Mr S B Dayalan / Anantharaman	Bank Id : 1569612
CAM Team (use only) :	
Details of additional assets (if any found)	
Asset Service Tag No's : _____	
Current User Details:	
CAM Remark's (if any) : User retained the Laptop. mail copy approved.	
Verified By	
Signature : <i>[Signature]</i>	Date : 22.11.19
Name : Stalin	Bank Id : 1589683

Asset is not
surrendered as he
is joining as
FTE/ PERM
from 25th Nov



NON - EMPLOYED WORKER – EXIT FORM

Name:	Konduru Anil Kumar Raju	Bank ID :	1543357
Date of Joining:	09/06/2016	Vendor Name:	capgemini
Date of Notice to Vendors:	30 days	Last working day:	22/11/2019
Department:	RDC	Cost Code :	3392811800
Contact Number:	9655858693	Email ID :	Anilraj493@gmail.com
Address for future Correspondence:	16/4, Gadikota, Veeraballi Mandal, Kadapa dist Ap- 516268		
Reason for Exit			
	Project Completion		
insourced	Resigned from Parent Company (specify if insourced to SCB)		
	Performance Reasons		
	Bad Conduct		
	Long / Medical Leave		
	Maternity Leave		
	Planned redeployment (>18 months with SCB GBS) to other projects in parent company		
Others (please specify)			
<p>I hereby accept the relieving of the above NEW_. I hereby take responsibility to ensure the notice period is served fully and the knowledge transfer is completed.</p> <p>As People Manager, it is mandatory this form is uploaded in the NEW / Fieldglass Portal and the right reason is provided for your NEW. This is a governance and compliance action.</p>			
Line Manager's Acceptance / Signature:	Signature - Approval by VMO Authorized Personal		
Date	Date		
	**SOW Number		



Exit Checklist: Completion of all items in this checklist on time will ensure us to process your exit efficiently

	Action Items	Status	Contacts	Signature
Line Manager	1. Updation in People Soft by Line Manager & reply copy from HRSSC	Mandatory		
	3. Knowledge transfer			
	4. Company Property: (Laptop / Calculator / Training Manuals / CD's & Floppies / Keys / Headset/ Black Berry / Mobile & etc.)	Pls drop mail to GSSC West, IT Asset.		
	Handover Document	Mandatory		
ITSC	1. Email – MS Outlook (For Individual ids only).	RMS #	ScopeExit_ITSecurity@in. standardchartered.com Workwise India Champions/APRS/SCB, Voice net - 16224	**(Mail copy of the RMS raised)
	2. VPN Token (Mention token # in RMS)			
	3. User IDs / Application Ids			
	a) Deactivation of Workwise ID b) Completion of time sheeting in Workwise			
FSSC	Travel Bills		FSSC.APUScope /APRS/SCB, Voice net – 13301 / 13237 RM team to certify no open Vtram pending for settlements	**(Mail copy of the confirmation from the specified ID)
GTL	STD/ISD Access Password Deletion (If applicable)	Deleted / Not Deleted	Support, GTL/APRS/SCB Voice net -19375	**(Mail copy of the confirmation from the specified ID)
SCB				
HR	Sodexo Pass (if applicable)	Surrendered/ Not Surrendered	Head Facilities Mgmt Voice net 16356 I floor, Africa Bldg. or Digital Zone	
	ID cum Access Card	Surrendered / Not Surrendered	Head Facilities Mgmt Voice net 16356 I floor, Africa Bldg. or Digital Zone	 1865521

Declaration and Undertaking by Separating Staff: I certify that all appropriate areas have been properly cleared. I understand that Standard Chartered Scope International reserves the right to request restitution of or payment for any property or the settlement of any outstanding obligations that might have been excluded from this clearance process and arising out of Final settlement calculation.

Date 22/11/2019

Signature