

Sr. No	Department	SPOC	Mobile number	E-mail ID	To Do List
1	Project	Your Reporting Head / Sec Reporting Head	As applicable	As applicable	1. Ensure your attendance codes are corrected and your Reporting Head approves them. No code corrections will be entertained after the last working day as the muster will be closed. 2. Project clearance from reporting head should be taken atleast 3 days prior to your last working date
2	Immigration	Sani Gupta	8898330381	<a href="mailto:sani.gupta@citiustech.com">sani.gupta@citiustech.com</a>	Immigration clearance is required from Immigration SPOC. You can connect with them if there are any clarifications needed on visa recovery TAT - on or before the LWD
3	Travel/ Mobility	Dhananjay Joshi	8879976745	<a href="mailto:dhananjay.joshi@citiustech.com">dhananjay.joshi@citiustech.com</a>	Submit SIM card if any TAT - on or before the LWD
4	Reimbursement (Finance)	Amit Zaware	7208666522	<a href="mailto:Amit.Zaware2@citiustech.com">Amit.Zaware2@citiustech.com</a>	Submit travel card if any. Ensure all Concur reports are submitted and approved by your reporting head TAT - on or before the LWD
5	Administration	Utkarsha Hatkar (Mumbai)	8828073599	<a href="mailto:utkarsha.hatkar@citiustech.com">utkarsha.hatkar@citiustech.com</a>	Submit the below company assets and the clearance to be taken from the Admin SPOC:  i. Identity & access card  ii. Drawer keys  iii. Name Plate  iv. If any 2/4-Wheeler pass (HID card) has been issued  TAT – on the LWD in person in office
		Gaus Sayyed (Pune - Kharadi)	8805409184	<a href="mailto:gaus.sayyad@citiustech.com">gaus.sayyad@citiustech.com</a>	
		Janet Bangera (Pune – Hinjewadi)	9822773024	<a href="mailto:janet.bangera@citiustech.com">janet.bangera@citiustech.com</a>	
		Santhoshkumar Subramani (Bangalore)	9742475373	<a href="mailto:santhoshkumar.subramani@citiustech.com">santhoshkumar.subramani@citiustech.com</a>	
		Catherine Sophia (Chennai)	9043822801	<a href="mailto:catherine.shophia@citiustech.com">catherine.shophia@citiustech.com</a>	
		Pravinya Rani (Hyderabad)	7702206222	<a href="mailto:pravinya.rani@citiustech.com">pravinya.rani@citiustech.com</a>	
		Catherine Sophia (Chennai)	9043822801	<a href="mailto:catherine.shophia@citiustech.com">catherine.shophia@citiustech.com</a>	
6	IT	Vidya Vardhaman (Mindspace)	9324191979	<a href="mailto:vidya.vardhaman@citiustech.com">vidya.vardhaman@citiustech.com</a>	1. You are required to refer to the assets that are allocated to you in PGS. 2. In case of any asset present in office premises / tagged to you incorrectly, please ensure that you raise a ticket before the LWD 3. Employees are required to submit the company assets on the LWD in person in the office where CT offices are functional. 4. Outstation employees can courier company assets to the base office location. Refer to the address details mentioned below this table. 5. Please mention EXIT ASSETS on the envelope and address it to IT SPOC (follow up for clearance after submitting assets)  TAT – on the LWD in person in office
		Raghu Manidak (Bangalore/Chennai)	7760930857	<a href="mailto:raghu.manidak@citiustech.com">raghu.manidak@citiustech.com</a>	
		Sachin Pawar (L&T)	9167537078	<a href="mailto:Sachin.Pawar@citiustech.com">Sachin.Pawar@citiustech.com</a>	
		Dnyaneshwar Dukare Pune – (Hinjewadi)	9353916081	<a href="mailto:dnyaneshwar.dukare@citiustech.com">dnyaneshwar.dukare@citiustech.com</a>	
		Ganesh Tavnoji Pune- (Kharadi)	8197336776	<a href="mailto:ganesh.tavanoji@citiustech.com">ganesh.tavanoji@citiustech.com</a>	
		Hareeshreddy Gayam (Hyderabad)	9490083734	<a href="mailto:hareeshreddy.gayam@citiustech.com">hareeshreddy.gayam@citiustech.com</a>	
		Anto Ariyan (Chennai)	7010523296	<a href="mailto:anto.ariyan@citiustech.com">anto.ariyan@citiustech.com</a>	
7	Finance	Refer to column E for mail ID's		<a href="mailto:payrollindia@citiustech.com">payrollindia@citiustech.com</a>	1. Ensure that all tax-related documents including flexi component need to be emailed before LWD on payrollindia@citiustech.com & payrollbuddy@citiustech.com 2. You are requested to collect all the required documents well in advance since access will not be available after LWD. 3. Full and final (F&F) statement calculation will be shared on your personal mail ID by 15 <sup>th</sup> date of next month.
				<a href="mailto:payrollbuddy@citiustech.com">payrollbuddy@citiustech.com</a>	

					<p>4. Final finance clearance will be provided only after all the above-mentioned clearances are provided.</p> <p>5. <b>Amount will be credited once clearance done</b> from all the respective departments including Finance.</p>
8	HR	Prema Rajkumar	9867206433	<a href="mailto:Prema.Rajkumar@citiustech.com">Prema.Rajkumar@citiustech.com</a>	<p>1. Ensure that you update your <b>personal contact number, email id, PAN, Aadhar card details and UAN no. on MyCT</b> for further communication</p> <p>2. Download your payslips, appraisal letter etc., before your LWD, as you may need for future reference</p> <p>3. F&amp;F document will be shared by finance on the personal mail ID and the dues if any needs to be settled, HR will then share the relieving/experience letter on the personal email-id.</p> <p>4. Your background verification will be provided once your full and final settlement is completed/settled</p> <p>5. Timesheet to be submitted upto the LWD and confirmation to be shared with the exit team</p> <p><b>TAT – Relieving/experience letter is shared within 45 days from LWD and after full and final settlement is completed/settled</b></p>
		Janhavi Kharade	9819806704	<a href="mailto:Janhavi.Kharade@citiustech.com">Janhavi.Kharade@citiustech.com</a>	
		Ekta Bhadra	8169834939	<a href="mailto:Ekta.bhadra@citiustech.com">Ekta.bhadra@citiustech.com</a>	
9	Insurance	Amod Sawant	9702914537	<a href="mailto:amod.sawant@citiustech.com">amod.sawant@citiustech.com</a>	<p>If you leave the organization during the policy period, you have the below options:</p> <p><b>Option 1 -</b> Employee wants to discontinue The Parents Insurance Policy <i>Condition -</i> No claims should have been filed under the Parents Insurance policy for the current FY to be eligible for balance premium refund <i>Remarks -</i> Pro-rata pending premium will be refunded / deducted in your FnF</p> <p><b>Option 2 -</b> Employee wants to continue The Parents Insurance Policy <i>Remarks -</i> Pending premium amount will be recovered from the FnF</p> <p><b>Process -</b> i. To select either option, please email <a href="mailto:citiustech.insurance@globalinsurance.co.in">citiustech.insurance@globalinsurance.co.in</a>, <a href="mailto:Trupti.Lad@globalinsurance.co.in">Trupti.Lad@globalinsurance.co.in</a>, <a href="mailto:ravindra.misal@globalinsurance.co.in">ravindra.misal@globalinsurance.co.in</a>, or <a href="mailto:amod.sawant@citiustech.com">amod.sawant@citiustech.com</a> including your name and employee ID. ii. Clearly specify whether you are choosing Option 1 or Option 2. iii. If we do not receive your notification, the policy will automatically remain active until the expiration date of 30th March,2025. Any remaining premium will either be deducted from your final settlement or refunded to you as part of your total settlement, as applicable.</p> <p><b>Please be aware that if you have signed up for a Top Up Insurance Policy, your policy will automatically terminate on your Last Working Day (LWD). A prorated amount for the remaining period will be deducted or refunded from the FnF based on the calculations provided by the insurance team.</b></p>

**Outstation Employees whose base location is L&T, Mindspace, Noida & Gurugram will have to courier their assets in the below location: -**

CitiusTech Healthcare Technology Pvt Ltd,  
Building No.8, 5th floor, Mindspace Business Park,  
Airoli East, Opp. Airoli Railway station,  
Airoli-Navi Mumbai Maharashtra  
Pincode-400708

Receivers Name-Sachin Pawar - 9167537078 / Vidya Vardhaman - 9324191979

**Outstation Employees whose base location is Bangalore, Chennai, Hyderabad will have to courier their assets in the below location: -**

CitiusTech Healthcare Technology Private Limited,  
Embassy Tech Village, 2D, EXL Building,  
Outer Ring Rd, Devarabisanahalli, Bellandur,  
Bengaluru, Karnataka 560103.

Receivers name: Raghu Manita - 7760930857