

**Request Number:** ESEP0003905400006

Employee Details		Organization Details	
<b>Employee Name:</b>	DEEPANSHU SINGHANIYA	<b>Designation:</b>	60061049 - ENGINEER
<b>Employee Number:</b>	00039054	<b>Job:</b>	
<b>eMail ID:</b>	deepanshusinghaniyaae@gmail.com	<b>Organization:</b>	100 - Havells India Ltd.
<b>Date of Joining:</b>	18.07.2023	<b>Group Joining:</b>	18.07.2023
Administration Data		Separation Details	
<b>Location:</b>	100 - HEAD OFFICE	<b>Action Type:</b>	SEPARATION
<b>Status:</b>	In Process	<b>Action Reason:</b>	RESIGNATION
<b>Withdrawal Reason:</b>		<b>Detail Reason:</b>	Resignation
<b>Notice Pay:</b>	Deduct	<b>Relieving Date:</b>	07.05.2025
<b>Asset:</b>	Return	<b>Resignation Date:</b>	02.04.2025
<b>Creation Date/Time:</b>	<b>02.04.2025/17:58:04</b>		<b>Tax Saving Proofs :</b> No

### Approver Details

Role	User ID	Approver ID	Status	Comments
Reporting Manager	Havells	WF BATCH	Approved	
Location Head/HOD	Havells	WF BATCH	Approved	
Commercial Head	Havells	SUDHIR KUMAR VATS	Approved	
HRD Exit Formalities	Havells		In Process	
Payroll-F&F Workbench	Havells	DEEPAK KUMAR	Yet To Start	
Payroll-Income Tax	Havells	SUSHIL VERMA	Yet To Start	
Sample to Employee	Havells	POOJA SINGH	Yet To Start	
Emp Staff Account	Havells	POOJA SINGH	Yet To Start	

Role	User ID	Approver ID	Status	Comments
Payment/Ledger Check	Havells	VINOD KR AGARWAL	Yet To Start	
Payment to Employee	Havells	JITIN ARORA	Yet To Start	
Vendor Block	Havells	ROHIT SINGH SAJWAN	Yet To Start	
Relieving Letter Issue	Havells		Yet To Start	

### Check List Details

Description	Owner	Department	Status	Comments
Account Block		Accounts Vendor Payment Block	In Process	
Tax saving proof		Income Tax	In Process	
Reimb expenses	WF BATCH	Reimbursement claim/Settlement	Completed	ok
ID Card, & Seating		ADMIN	In Process	
Parking Sticker		Vehicle Parking Sticker	In Process	
Handover		HR	In Process	
Submission of Reimb		HR	In Process	
Submit Tax Savings		HR	In Process	
Attendance/Leave/OD		HR	In Process	
RM Handover	KULDEEP KHARE		In Process	
System Handover		HR & ADMIN	In Process	
Biometric deletion		Time Office	In Process	
Tools & Equipment		Service	Not Applicable	