

ACIS to FS Transfer: 11/September/2018- Hyderabad Location_ Java full stack

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Dear All,

Please be informed you that, **you will be transferring to FS and your location is Hyderabad on 11th September 2018 (Tuesday).**

Note: Clear all the timesheet and exit formalities on or before 10th September 2018

As already mentioned location allocation are done based on the business requirements and you will be governed by the 'Employment Conditions' specified at the time of joining.

Request you to complete exit formalities as per the process mentioned in the exit mails to be received from exit team.

Last working date in ACIS is 10th September 2018. Therefore, kindly complete all pending clearances like timecard etc. on or before **10th September 2018**, failing which, you would not receive **settlement allowance(if applicable) in Full and Final settlement. If you are relocating from one location to another, you will get travel allowance only for the particular travel Train/Bus based on the valid bills/ invoice for the travel. Flight travel will not be considered for reimbursement.**

Request everyone to keep checking mails regularly and on daily basis so as to avoid any miscommunication. Kindly refer below key points to remember and required during FS On-boarding along with On-Boarding venue details.

➤ All associates will get their transfer letter on **Monday- 10th Sept 2018** in their email id. (Soft copy) after they complete their exit clearance. **You need to take print out of the copy for the 11th September on-boarding**

➤ Expected from all associates to specify their SPOC during on-boarding that they are **FS Transfer Cases** (Not fresher on-boarding)

- Associates need to report at venue @ 9am on **11th September 2018**

Locations	Onboarding- HR	Venue Address
Hyderabad	Hanumanth Doppalapudi	1,115/32 &35, Nanakramguda, Gachibowli, Hyderabad –500032 INDIA

Associates need to carry below list of documents for the on-boarding process.

1. Any photo identity proof (driving license, PAN card, Adhaar card) (3 copies)
2. 10 photographs
3. Current and Permanent Address proof

Below pointers to be noted:

- It is requested from everybody do not apply for leaves on or before **11th September 2018** and kindly be present at the on-boarding venue as informed
- No swapping or location changes requests will not be entertained
- **Please Note- After on-boarding to FS, there will be possibility of relocation to different locations as per the requirement of Business, Kindly be prepared for the same as no excuses or reasons will be entertained**
- You will receive **E-Mail from FS- L&C team (Ramesh Puram)** for the certification exam
- Certification details will be shared by respective practices after their on-boarding is done
- **Request everyone to check their mails regularly and easily reachable on their phones**

Regards

Balaji L



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