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Resignation Notification Deepan Srinivasan Mariappan 441211 CHE 1454277

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Thu 9/9/2021 12:33 AM

To: Mariappan, Deepan Srinivasan

Cc: V, Sukesh; Darwin, Deva S; Ranjan, Rajeev; Sidda, Sai Praveen K; Sharief, MD Mazhar; R, Padmaja; Das, Puspanjali; Priyankhaa, Aarthi; Dash, Soumya; Shanbhag, Manavi Y; Bhat, Preetha R [^](#)

Inbox



Action Items



Dear **Deepan Srinivasan Mariappan (441211)**,

You are a valued member of CGI and we are sorry to see you go.

Your resignation dated **26 August 2021** is acknowledged, with your last working day of employment in CGI being **22 October 2021**.

We respect your decision, however, we will keep the communication channels open for retention discussions through your manager and HRBP until your last working day.

Upon calculation of dues as per the Notice Period Pay and Recovery Management Rule, you have an initial due of **Rs. 75000**.

Kindly transfer the amount through E-collect facility as mentioned below and shares the transaction confirmation mail to your Manager and HRBP in below format.

Member ID		Bank Name	
Member Name		Bank Account No.	
Purpose of Transfer (Remarks)		Date of transfer	
Transfer Reference No.		Amount Transferred	
Initial Dues			
Particulars		Amount	
Notice Period Shortfall Recovery		NA	
Other Payments (Joining Bonus) Recovery		Rs. 75000	
Loan Recovery		NA	

Your manager will work with you to organize a handover prior to your departure.

There are a number of actions required by you and your manager, as well as information you should be aware of prior to leaving CGI. The same can be found in the below for your review and required action.

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We believe your insights are invaluable to help us create an environment in which our members enjoy working together. We encourage you to take the [Exit Survey](#) to share your honest and candid feedback with us before your last working day, which will remain confidential.

If you wish to have a confidential conversation with an HR Business Partner before your departure, please create a case in the HR Service Center by selecting Category: Terminations /Specialty Type: Exit Interview

You shall continue to be bound by the obligations under your employment agreement/appointment letter, CGI's Code of Ethics and Business Conduct and all other policies, including but not limited to the confidentiality obligations which restricts you from using, copying, accessing or disclosing any confidential and proprietary information belonging to CGI, it's clients/vendors and other third party(ies) except in a manner authorized or permitted by CGI.

When you are no longer employed with CGI, modify without delay your social media profiles, such as in LinkedIn, Twitter, Blogs and other social media and computing platforms, to update your employment status with CGI so that your followers clearly recognize that you are no longer employed by CGI and are not communicating as a member of the company.

E- collect Facility

In our constant endeavor to provide better, faster and transparent means of settlement by our Members, we are pleased to launch the **E-collect facility**. **Effective April 1, 2015**, Members would be required to transfer funds to CGI using the E-collect facility. Hereafter, no cheque will be accepted towards settlement of any dues.

What is E-collect?

E-collect is a facility based on EFT platform that will enable easy transfer of money for settlement of travel tour advances, full & final settlements etc. due to CGI. We have set up two dedicated universal codes for CGI Members and can be used irrespective of whom you are banking with.

All Members need to register the code as a beneficiary in their online banking system which is a one-time activity. Thereafter payments can be made using the fund transfer option via online banking. Members will receive confirmation mails on their CGI email IDs directly from Citibank once the payment is successful.

How do I use the E-collect facility?

Step 1: Register

Register as a beneficiary in your online banking system as described below. This is a one-time activity.

Members having PSA ID	Members having LPS ID
Account Name - CGI ISMC Pvt. Ltd	Account Name - CGI ISMC Pvt. Ltd
Nick Name - CGI	Nick Name - CGI
Account number - CCGIPSA followed by PSA ID. (For example CCGIPSA012345)	Account number - NCGILPS followed by LPS ID. (For example NCGILPS00012345)
IFSC code - CITI00000004	IFSC code - CITI00000004
Account type - Current	Account type - Current
Address : #5, M. G. Road , Bangalore-560 001	Address : #5, M. G. Road , Bangalore-560 001

Note:

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Step 2: Transfer of funds

Use the Citi to Citi transfer option (if you hold a Citibank account) or NEFT/RTGS as the fund transfer option (for non-Citibank accounts) to transfer funds. Upon successful transfer of fund, you will receive an email from Citibank.

For clarification on registering a beneficiary or for any feedback, please drop a mail to BG Kumar /Archana K Venkatanagaraja

Best of luck in your future endeavors.

Global HR Member Services

https://psa-hrservicecenter.ent.cgi.com/psp/cmprd/EMPLOYEE/CRM/c/CALLCENTER.RC_CASE_MAP.GBL?page=RC_CASE_NOTE&BUSINESS_UNIT=BUS01&CASE_ID=1454277&DISP_TMPL_FAM_CD=CRM_HHD

To respond to this email, please add a note in the HRSC case ID mentioned in the subject line via the above link.