Hi,

Please find below the exit formalities.

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| 1st Step:- | Get E-resignation approved by your Appraiser in GHRMS |
| 2nd Step:- | No-dues to be initiated by employee (2 days before LWD)                   Path - > GHRMS - > My other Transactions - > No-dues   * Click no due * Select no due from the drop down and click submit |
| 3rd Step:- | Appraiser to approve the No-dues initiated by employee |
| 4th Step:- | HR clearance – Balaji Mani |
| 5th Step:- | Finance, IT, Admin, Logistics clearance |
| 6th Step:- | To meet BP HR (Gribbin) - for Exit Interview |
| 7th Step:- | Finally meet Balaji Mani - HR for Relieving & Experience letter |

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| Extn Number for follow up - Nodues formalities | |
| IT General | 4357 |
| Server | 7444412 / 15 / 16 |
| IT provisioning | 7444406 |
| Voice | 7444401 |
| Data | 7444424 / 25 |
| Asset | 7240134 / 7240031 / 7240032 |
| IT Command Center | 7112800 |
| Finance - Ramarajan / Krishna | 7260003 /5 |
| CETS - Logistics | 7581361 / 7400414 / 7400425 |
| Access card deactivation (Balaji Rao) | 7491446 |
| Ambit Admin shift Mobile | 9790978805 |
| SSSPL Admin shift Mobile | 9940013343 |
| Admin - TBMS clearance - Sathish | 9790788833 |