

CHECKLIST OWNERS : ROLES & REASONS			
Path for Employees for Separation Checklist Owner's List :My World >>AppS>>Self Service>>Separation Checklist for Employee			
Path for Checklist owner's : My World >> Checklist Owners >> Checklist Actor's View			
Separation Process Team Location : Noida 4th Floor HRSS			

Particulars	TAT	TAT	SPOC / Workstation / Location / Extn
Resignation Acceptance Letter	The Resignation acceptance letter will be issued to Employee only after all clearances are done in the system.	*If all clearance done before 04 PM RAL Issue - Same Day/Next days before 12 O'clock	Noida :- 4th Floor HRSS - Esita Mukherjee (esita.mukherjee@birlasoft.com)
Relieving Letter	Within 45 days after all no dues clearance / Complete FnF		Noida :- 4 th Floor HRSS - separationhelpdesk@birlasoft.com

Function	Particulars	TAT	SPOC / Workstation / Location / Extn
ACCOUNTS (Checklist name : ACCTS)	RECOVERY OF RELOCATION EXPENSES / CERTIFICATION REIMBURSEMENT / NOTICE PERIOD	LWD minus 1	All Location: fincom@birlasoft.com
	REIMBURSEMENT (TO RECOVER, IF PAID IN LAST 1 YEAR FROM LWD)		
	ADVANCE SALARY / HOUSE DEPOSIT BALANCE RECOVERY (IF		
	LOAN RELATED RECOVERIES AND OTHER BALANCE (IF ANY)		
	ANY OTHER AMOUNT PAYABLE		

Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
EMPLOYEE (Checklist name : EMP)	CONTACT DETAILS 1.FORWARDING ADDRESS	On or before LWD	Employee
	TEL NO./CELLULAR NO.		
	PERSONAL EMAIL ID		
	TIME LOG CLEARANCE (REGULARIZED FOR LAST 30 DAYS)		

Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
Facility and Logistics Management (Checklist name : FLM)	GUEST HOUSE CHARGES	On the LWD	All Location: FLMclearance@birlasoft.com
	SECURITY CHECKLIST FOR CHECKING PARKING STICKERS FOR TWO WHEELER / FOUR		
	CLEARANCE RELATED TO TRANSPORTATION		
	ACCESS/ID CARD, VISITING CARDS (KEEP A CHECK FOR AUDIT PURPOSE), DRAWER KEY		

Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
BIZ-HR (Checklist name : HR)	EXIT INTERVIEW	On or before LWD	Respective BIZ-HRBP
	SEVERANCE PAY		

Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
TIMS (Checklist name: ITS)	THE CLEARANCE FROM ITS IS DONE BASED ON THE CHECKLIST FILLED BY THE USER & SEPERATION COMMENT MENTIONED BY MANAGER. IT ASSET REL	On the LWD	All Location:- AssetManagementGroup@BIRLASOFT.COM
	ASSETS CLEARANCES		
	DOMAIN CLEARANCES		

Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
Library : LIB	RETURN OF BOOKS , PERIODICALS , ETC	On or before LWD	All Location :- sandeep1.mishra@birlasoft.com ; anurag.malhotra@birlasoft.com

Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
MANAGER (Checklist name : MNGR)	SHIFT ALLOWANCE/TIME LOG /EWD AS ON LAST WORKING DAY SUBMITTED	On or before LWD	Manager
	TELEPHONE PHONE INSTRUMENT / EXTENSION TO BE RETAINED?(PLEASE SPECIFY THE USER NAME AND KP/PR ID UNDER WHOSE NAME THE ASSET NEED		
	DO YOU WANT THE DOMAIN LOGIN ID AND YOU EMAIL ID TO BE RETAINED? (IF YES, SPECIFY THE REASON AND DATE TILL WHEN THE ID NEEDS TO		
	DO YOU WANT ANY DATA TO BE BACKED UP?(IF YES, PLEASE RAISE A SERVICE REQUEST SPECIFYING THE DETAILS)		
	DESKTOP/ LAPTOP TO BE RETAINED?(PLEASE SPECIFY THE USER NAME AND KP/PR ID UNDER WHOSE NAME THE ASSET NEEDS TO BE TRANSFERRED ALS		
	CLEARANCES RELATED TO SOFTWARE AND HARDWARE LOCKS, DATA , FILES AND CDS		

Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
Personnel Administration (Checklist name : PA)	AGREEMENT RELATED RECOVERIES	LWD Minus 1	All Location :- pateam_BSL@birlasoft.com
	LEAVE BALANCE CLEARANCE - (NUMBER OF DAYS TO BE MENTIONED		All Location :- Aastha1.saxena@birlasoft.com

Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
PAYROLL (Checklist name : PAYROLL)	INVESTMENT PROOFS RECEIVED	LWD Minus 1	All Location :- Aastha1.saxena@birlasoft.com
	JOINING/ RETENTION BONUS RECOVERY (BASED ON DOJ - WITHIN 1 YEAR ONLY)		
	NOTICE PAY RECOVERIES / WAIVER		
	OTHER PAYMENT/DEDUCTION(IF ANY)		
Checklist Owner	Particulars	TAT	SPOC / Workstation / Location / Extn
GMM - TAG (Global Mobility / Immigration/Work Permit Recovery)	WORK PERMIT RECOVERIES	On or before LWD	All Location:- GMS-Team@birlasoft.com