* Please connect with Finance SPOC 7 days prior to your last working day towards Forex clearances.
* Personal ID to get updated in ECMS tool and **Reset your HGS Password before moving Out**.
* Final settlement will be released within 30 days from the last clearance date (Not Date of leaving)
* Once the Form 16 is generated, it would be shared to the personal email ID mentioned in ECMS tool
* Employee can view and download their payslip , Form 16 documents from the HGS portal.
* Investment Proof submission and OAAR claims before leaving the company , manual inputs are not considered and need to be uploaded on the HGS portal 3 days before your LWD.
* Tax treatment on Adhoc payments / recoveries please refer to the PPT.
* Gratuity payment will not be part of Full & Final settlement. This will be paid separately from the Gratuity Trust (Handled by Retirals Team).
* Post completion of Full & Final settlement, Provisional tax statement would be shared with you.
* **Please send all your F&F related queries to the below Email ID :**
* >> [**fnfhelpdesk.in@capgemini.com**](mailto:fnfhelpdesk.in@capgemini.com)
* **Escalations Matrix** 
  + **If your queries not answered in 3 working days , Below are the escalation Matrix , Please reach out to below .**
  + **Level 1 -** 
    - **S, Ganesh <ganesh.a.s@capgemini.com>**
  + **Level 2**
    - **Krishnan Kutty, Praveen <praveen.kutty@capgemini.com>**
  + **Leven 3**

**Mohan Saxena, Shyam <shyam.saxena@capgemini.com**