

InfoBeans HelpDesk SLA Document - Finance					
SI	Query Type	First Response (Business Days)	Assignee TAT (Business Days)	Team	Escalation Point
1	Reimbursement Payment Status	1 day	5 days	Reimbursement Team	Krunal Sanghvi
2	Form -16	1 day	5 days	Payroll Team	Krunal Sanghvi
3	Income Tax Declaration	1 day	5 days	Payroll Team	Krunal Sanghvi
4	Pay slip	1 day	5 days	Payroll Team	Krunal Sanghvi
5	Salary Grievances	1 day	5 days	Payroll Team	Krunal Sanghvi
6	TDS Calculations	1 day	5 days	Payroll Team	Krunal Sanghvi
7	TDS Certificate	1 day	5 days	Payroll Team	Krunal Sanghvi
8	Others	1 day	5 days	Finance Team	Krunal Sanghvi