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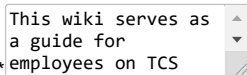
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TCS India Employee Separation

Title*

A crisp, clear title attracts more readers.

This wiki serves as a guide for employees on TCS India Separation process and addresses the frequently arising queries during the below stages of separation in case of resignation.

Short Description* 

Ecospace - 2A-NSTP [Change](#)

Location*

-

Tags*

- service certificate

x

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Please use meaningful tags that makes it easy for others to discover your content

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1. On submission of the Resignation

No collaborators yet!



Once an employee submits a formal resignation letter via TCS email id or any personal email id which has been registered with TCS to his manager and HR, the resignation is initiated in Ultimatix- iTalent by his immediate manager within 3 days of resignation and the employee receives an automated Resignation Acknowledgement email. Your manager has an option in iTalent to select and share the Resignation Acknowledgement email to both your TCS and personal email id.

Once the separation is initiated , separation workflow can be checked from below path.

Ultimatix- Human Resource & Diversity- iTalent

In case, you have submitted your resignation and your separation is not initiated, please connect with your project HR immediately.

The separation approval workflow then moves to GL / second level manager of the project for approval.

After second level approval, the workflow moves to your HR for clearance and finalization of your Date of Release . Once HR clearance is completed, the employee receives an automated Resignation Acceptance email which mentions the date of release. Your immediate manager can guide / provide contact coordinates of your HR.

All employees are required to mandatorily serve 90 days Notice Period. Please connect with your HR and ensure HR clearance is completed at least 20 days prior to your Date of Release.

The Base branch separation HR Team is copied in your Resignation acceptance email. You will be assigned a separation HR from the team to guide you through the process after 3 working days of HR clearance over your TCS email id.

Detailed Separation policy can be referred via below link.

Ultimatix>Learning and Collaboration>Knowledge Management>Knowmax>HR Policy Hub>HR Process> Separation>TCS India Policy – Separation [https://knowmax3.ultimatix.net/sites/myhr1-cop/India/India-Locals/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/myhr1-cop/India/India-Locals/CountryDLBothSeparation/TCS%20India%20Policy%20-%20Separation.pdf&action=default]

2. Departmental Clearances, Settlement of Retiral Benefits etc.

Last edited by Kartik Suru 2024-04-25T11:31:12.055+05:30

No collaborators yet!



The below section provides guidance on obtaining Departmental Clearances, Settlement of Retiral Benefits, claims and unpaid salary, terms of HIS continuity and other areas.

A. Admin - Department Clearance

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No collaborators yet!



How to obtain Admin Clearance: You will have to submit TCS ID card and other belongings like Locker Keys/ SEZ ID Card etc. issued by Admin department to your Base Branch Admin team on or before your Release Date.

You will be able to view your Admin SPOC details from below link.

Ultimatix>> Employee Service>> GESS>> My Profile >> IOU Details and Workflow Approvers >>Workflow Approvers- Others (Admin/IDM/Library).

On submission of company assets issued by Admin department, admin spoc shall approve your clearance.

If you are an Expat employee releasing from Onsite, you will have to submit TCS ID card and other belongings like Locker Keys/ SEZ ID Card etc. issued by Admin department to your Onsite HR on or before your Release Date.

B. IS - Department Clearance

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No collaborators yet!



How to obtain IS Clearance: IS clearance can be obtained on submission of IS assets and de-tagging the assets in GPS (Global Procurement System).

Submission of TCS Assets to TCS Office:

You are required to work from office and submit company assets to Depute Delivery Centre on or before your Date of Release..

Steps for self-submission of TCS assets and obtaining IS clearance.

Step 1 – Completion of HR Clearance and Auto generation of MMT

Once your separation request is initiated, separation workflow can be tracked using the link: **Ultimatix- Human Resource & Diversity- iTalent-My Box.**

After second level approval, the workflow moves to your HR for clearance and finalization of your Date of Release.

Once HR clearance is completed, you will receive an automated Resignation Acceptance email which mentions your date of release.

HR clearance is required to be completed in iTalent atleast 15 days prior to your Date of Release. You may connect with HR for completing the HR clearance in iTalent.

A return request for self-submission of IS assets will generate from MMT(Material Movement Tracker) 15 days prior to your Date of Release, provided HR Clearance is completed.

Once the request is generated you will be receiving an e-mail on TCS e-mail id along with an OTP, which is to be shared with IS team for verification while submitting the asset/s to office.

Step 2 – Submission of Assets to TCS Office and obtaining IS clearance.

You can check the IS assets tagged in your name using the link : **(Ultimatix > Finance & Infrastructure > Procurement Functions > Procurement > Global Procurement System(GPS) > LAUNCH > Reports > Asset Reports > Employee/Project Wise Asset Report).**

You are required to submit all the assets tagged in your name to Depute Delivery Centre and obtain clearance from IS department in iTalent.

In case of any clarifications, please connect with your respective Location IS Team or IS Asset officer. Below is the escalation hierarchy of IS Team <https://tcs-helpdesk.ultimatix.net/pilotglobalhelpdesk/WfEscalationMatrix.aspx> [<https://tcs-helpdesk.ultimatix.net/pilotglobalhelpdesk/WfEscalationMatrix.aspx>]

Please note that it is your responsibility to submit all company assets and obtain clearances in iTalent on or before your release date, please connect with your project manager and location IS asset management team for de-tagging the asset. Your Full and Final Settlement will be processed only on receipt of departmental clearance.

Note-

- *If you are an Expat employee releasing from Onsite, you will have to submit all TCS assets including Laptops with your Onsite HR and Project. You will have to coordinate with your Onsite HR and ensure that the assets are received by Overseas IS team and detagged).*
- *For submission of client assets such as Laptop / RSA token / Mobile devices, etc, please connect with your project manager, system request will not be applicable for the same and ensure that offline clearance from your project manager is shared with your separation HR on or before your Date of Release.*

C. IRC - Department Clearance

No collaborators yet!



How to obtain IRC Clearance: You will have to submit IRC / Library resources such as Books, CD's, Magazines, etc on or before your Release Date.

You can check the list of resources issued to you via below link.

Ultimatix- Learning & Collaboration- IRC Online Resources- IRC connect- My account

On submission of IRC / Library assets issued by IRC department, an official from the department who is tagged as clearance officer in iTalent shall approve your clearance.

You can check status of your IRC clearance via below link

Ultimatix- Human Resource & Diversity- iTalent

D. Forex Clearance- applicable only for Expats

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Upon separation, your onsite settlement is completed first by onsite payroll team. Recovery if any from onsite settlement will be adjusted in India Full & Final settlement. India Full & Final settlement is processed after completion of onsite settlement and post receipt of Departmental clearances (including Admin Clearance, Library clearance, Onsite IS Clearance and India IS Clearance.) Please connect with your Onsite HR for any further clarifications.

Please note, certain countries also require Tax clearance from external entities, which takes 3 to 6 months' time. Onsite settlement is completed only post receipt of Tax clearance.

E. Pending GESS claims, NSA (Night Shift Allowance) and TCS GEMS

No collaborators yet!



You are required to ensure all pending GESS claims requests such as travel, local conveyance, professional membership reimbursement etc. are approved at all levels in the system before your separation is approved by your HR and your status changes to Resigned and serving Notice Period.

Night Shift Allowance (NSA), Extended working hours

If you are eligible for Night Shift Allowance (NSA) please ensure your manager has rostered you for the days NSA is applicable before your Date of Release.

You can check the same in **Ultimatix > Delivery & Intellectual Property > Delivery Management > Shift management & Rostering**.

Step 1: Verify last 6 months NSA has been paid to you, you can check the same in your salary slip.

Step 2: If any days NSA is not paid, kindly connect with your manager and project HR for rostering the details in system, else unpaid NSA amount will not be paid in your last month salary or in your Full and Final Settlement.

If you are eligible for extended working hours, please that the same is approved at all levels before your Date of Release.

TCS GEMS

The option to redeem GEMS points and downloading of certificate (Long Service Award, Star of the month, etc.) is not available after your Date of Release. Please ensure to redeem all GEMS points before your Date of Release. GEMS need to be redeemed at least 7 working days before date of release, so that employee will get redemption details by date of release to TCS E-mail ID.

TCS Salary Account

Please ensure to keep India Salary/ERA account which has been updated in TCS records active till your full and final dues are settled by the company. In case you are also considering applying for settlement of your Provident Fund, we advise you to keep your India salary account active for the purpose.

F. TCS Health Insurance Scheme - Settlement of Claims and HIS continuity

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No collaborators yet!



HIS Coverage for employees separating from TCS:

TCS India Health Insurance policy (HIS) is a corporate policy, this would cease as and when an employee separates from the organization. HIS coverage for employee and their enrolled beneficiaries will be valid only till your date of release.

HIS Premium:

Premium that is paid for employee and beneficiaries is for the entire financial year as per the terms and conditions negotiated with the Insurance Service Provider. There will be no refund / stoppage of premium recovery even when an employee separates anytime during the financial year. The entire FY premium is payable by the employee, this is deducted through the employee's payroll and in case of any outstanding premium if any, will be recovered through their full and final settlement.

Please use below path for your HIS details :

Ultimatix >> Applications >> Employee Services >> Employee Self Service >> Global ESS >> Benefits & Taxes >> Health Insurance Scheme >> Beneficiary Details [<https://ghcmprod.ultimatix.net/ebemailhisnom/index.html?cd=1646718051859#/his>]

Health Insurance Claims:

Hospitalization or Domiciliary claims, if any, need to be raised and approved in the system on or before your date of release. No claims will be accepted after release from the company. Please ensure that your bank details are validated for under the HIS portal for settlement of your claims post validation.

Ultimatix >> Applications >> Employee Services >> Health >> Health Insurance Portal >> Claims.

Option to continue HIS Policy

If a separated employee wishes to port out of the Group policy and buy a new retail policy, they may download the policy continuation letter from the HIS portal using below path.

Ultimatix >> Applications >> Employee Services >> Health >> Health Insurance Portal >> Policy >> Policy Details >> Policy Continuation Letter (Left side of the screen)

You are required to connect with the insurance co. (www.newindia.co.in/ [<http://www.newindia.co.in/>]) to buy a retail policy while maintaining the continuity. In such a scenario, term & conditions of the policy and premium needs to be discussed with the insurer separately as this would not be part of TCS Group policy.

For further queries, please connect with corporate.his@tcs.com

G. Variable Allowance (Monthly and Quarterly)

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Monthly variable allowance for the last month till your date of release is paid in your salary or Full and Final settlement on prorated basis.

Quarterly variable allowance: As per the TCS policy, you are entitled for the variable allowance for the quarter, provided your Date of Release is on or after the date of announcement of Quarterly Variable Allowance.

Variable Allowance will be paid through the next payroll cycle or Full and Final Settlement whichever is earlier.

H. Unpaid Salary for the last month

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Unpaid salary for the last month will be processed in the next payroll cycle or Full and Final Settlement whichever is earlier.

Any excess salary paid due to delay in the finalization of Date of Release, unauthorised absence, leave/timesheet noncompliance will be recovered in the Full and Final Settlement.

I. Payslip, Annual Compensation Letters, Form 16 and other statements

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No collaborators yet!



Before your date of release, kindly download the following documents from Ultimatix. Your Ultimatix access will be revoked on your date of release.

- Last 6 months pay slips
- Provident Fund and Superannuation statements
- Appointment Letter
- Annual compensation letters
- Promotion letters
- Form 16, etc.

For sharing documents from Ultimatix please follow below steps:

1. Open Ultimatix through [Myapps.tcs.com](https://myapps.tcs.com)
2. Open My Documents
3. Open particular document/page
4. Click on mail icon which is located on the top left corner of the document.
5. Enter your personal email ID & Submit.

J. Settlement of Retiral Benefits (Gratuity, Provident Fund and Pension, Superannuation)

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As part of your separation formality it is utmost important to submit relevant documents towards settlement / transfer of below Retiral Benefits.

i. Gratuity

ii. Provident Fund & Pension

iii. Superannuation (For C3B / BPO6 and above grades)

i. Gratuity

No collaborators yet!



Am I eligible for Gratuity?

You are eligible for gratuity only if you have completed 1651 days of continuous service with TCS India.

If you were on Leave Without Pay at any point during your tenure with TCS, the period will not be considered as continuous service for the purpose of Gratuity calculation as per TCS India Leave Without Pay policy.

Please note during Internship period BPOS interns are not eligible for gratuity. If you have joined as BPOS intern, your Gratuity eligibility will start from the date of conversion to an employee.

Ascertainment of continuous service period for the purpose of calculating Gratuity will be done on approval of your date of release, hence the gratuity amount may defer from what is reflecting in your monthly payslip.

Submission of Gratuity undertaking and settlement of Gratuity amount.

You will have to submit duly filled and signed Gratuity undertaking (attached below) to your Separation HR before your date of release. Gratuity will be processed and credited to your India Salary account either in your last month TCS payroll OR in your full and final settlement. If you are an expat employee, Gratuity will be paid in your full and final settlement only.

7_Gratuity_Undertaking.docx [https://knome.ultimatix.net/media_files/2994625/display_media_file]

ii. Provident Fund & Pension

No collaborators yet!



Provident Fund can be either withdrawn or transferred (As per EPFO guidelines). Refer below subsections for the requirements.

In either scenario of settlement or Transfer of your PF, you are required to fill below attached PF undertaking and share signed copy to your separation HR on or before your release date.



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14.2 KB

iii. Provident Fund and Pension Transfer

No collaborators yet!



As per EPFO guidelines PF/Pension need to be transferred if you are joining a new employer.

You can initiate online PF transfer only after you have joined next employer and new member ID - PF/Pension number is linked to your UAN.

Step 1: You need to ensure that your UAN is activated in EPFO portal.

Link for EPFO portal - <https://unifiedportal-mem.epfindia.gov.in/memberinterface/> [<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>]

UAN portal activation is made mandatory by EPFO authorities, so that PF/Pension Transfer & PF/Pension withdrawal will be smooth after separation from company. Please activate your UAN. You can raise ticket via Ultimatix- GHD, if you are facing any issue.

Step 2: Login to EPFO portal.

Step 3: Check if Date of Exit is updated for TCS member ID, post which you will be able to initiate PF/Pension transfer (EPFO Portal → View → Service History).

TCS Date of Exit will be auto updated in EPFO portal one month after your FFS completion date. In case if it is not updated, kindly raise a ticket via TCS Alumni portal - helpdesk.

Step 4: Follow steps mentioned in below document.



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393 KB

Note: Details required for PF transfer.

i) PF No: MH/BAN/48475/000/(TCS Emp No)

ii) Pension No : Kindly check your member ID in EPFO portal. (For any login related issue in EPFO portal, kindly raise a ticket via TCS Alumni portal - helpdesk).

iii) UAN : XXXXXXXXXXXX (If UAN is not reflecting in your Payslip / PF statement then kindly raise a ticket via TCS Alumni portal - helpdesk).

iv) Trust Name :Tata Consultancy Services Employees Provident Fund Trust

v) Trust Address :Tata Consultancy Services, 9th Floor, Nirmal Building, Nariman Point, Mumbai - 400021.

If your UAN is linked to your new employer member ID, then previous employer will transfer your PF fund to the new employer through UAN portal. Next, you will have to raise a request for Pension transfer via UAN portal.

Note:

1.PF is maintained in TCS PF trust, hence in EPFO/UAN portal passbook will not be available. You can check PF statement from Ultimatix- My Documents- PF Folder. Pension is maintained with RPFC Bandra hence you can check your pension service history by login in to EPFO portal vide your UAN credentials.

2.Once PF is transferred, the claim status in UAN portal will still reflect as "Pending at Previous Employer" since pension transfer will be in process. Post approval via employer and RPFC, it will take 6-8 week to link pensionable service.

3.Post Pension transfer status is "Settled" in UAN portal, employee will see the amount as "0". Here the word settled in EPFO parlance means that your Pensionable service is transferred.

iv. Provident Fund & Pension Withdrawal

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No collaborators yet!



Provident Fund Withdrawal:

To ensure speedy closure of PF withdrawal process, share duly filled and signed scanned PF withdrawal claim form along with mandatory documents on or before Date of Release with your Separation HR. Kindly avoid over writing and tick on appropriate option for Point No. 9.



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149 KB



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a2d8881ab13f674a7f6e.pdf [/media_files/3411949/display_media_file]

1.01 MB

1. Mandatory documents:

- > Attested PAN Card copy and Aadhar Card copy.
- > Cancelled Cheque copy with your name printed on it OR Pass book first page OR unmasked Bank statement reflecting bank details.
- > Additional Document as per the option selected for withdrawal.

All supporting documents for PF Withdrawal should be self-attested. These documents are mandatory as per reason of PF withdrawal selected. Please refer attached PF withdrawal sample form for guidelines.

2. PF undertaking.



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14.2 KB

3. PF Withdrawal will be processed and settled after your FFS is completed and based on reason for withdrawal selected.

4. Points to keep in mind while filling up PF Withdrawal Form:

- (a) Please do not select "Retirement" as reason for PF withdrawal, as it is applicable only for employees who retire at the age of 60.
- (b) If you select "Permanent Migration from India" as reason for PF withdrawal, then you need to submit supporting documents such as: Green Card / Permanent Residence card / work visa in line with PF guidelines. (TCS Visa is not accepted for the purpose of PF withdrawal).
- (c) If you select "Permanent & Total Disablement" as reason for PF withdrawal, then you need to submit Disability certificate from registered medical doctor. (Medical fitness certificate & test reports are not accepted).
- (d) If you select "Unemployment (More than 2 months)" as reason for PF withdrawal, then you need to sign the Declaration of Non-employment in PF application. You need to share your confirmation to settle your PF after 2 months from your Date of Release.
- (e) If you select "Getting Married (Only in case of Female members)" as reason for PF withdrawal, then you need to submit wedding invitation card or Marriage certificate as proof, also note the date of wedding should be future dated from the date of claim submission.

Pension Withdrawal:

EPS (Employee Pension Scheme) is maintained with EPFO.

- 1) You will be able to initiate pension withdrawal via EPFO portal provided you have not joined another employer and your contributory service is greater than 6 months and less than 9.6 Years.
- 2) Login to EPFO portal for online pension withdrawal.

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/> [https://unifiedportal-mem.epfindia.gov.in/memberinterface/]

Pensionable Service less than 6 months and or greater than 9.6 years.

- 1) If your pensionable service is less than 6 months than you cannot withdraw, you can transfer it to next employer Pension account.
 - 2) If your pensionable service is greater than 9.6 years and if you have not joined another employer then you can opt for Scheme Certificate (optional) from EPFO.
 - 3) Scheme Certificate is issued by EPFO which contains your contributory period, nominee details, etc. This certificate should be surrendered if you join next employer to continue with pension benefit.
- This certificate can be surrendered to EPFO upon attaining 58 years of age to claim benefit from EPFO.

When should you opt for Scheme Certificate.

- 1) If you are taking a long break from service.
- 2) If you are joining an employer which is not covered under EPS.

v. Superannuation

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No collaborators yet!



Am I eligible for Superannuation? How can I check the balance?

All full time TCS India employees in grades C3B / BPO6 and above (or equivalent grades) are eligible for Superannuation. Eligible employees, who have opted for enrolment under TCS Superannuation Scheme can view Superannuation corpus amount in monthly pay slip.

Detailed SA statement can also be accessed through the following path:

Ultimatix -> Employee Services -> My Documents -> Superannuation -> Annual / Monthly SA Statement

Why is it critical to settle / transfer your Superannuation?

Your Superannuation accumulations with TCS Superannuation Trust will stop earning interest after 24 months from your date of release as per the provisions of Tata Consultancy Services Employees' Superannuation Fund Rules. Hence, it may be in your own interest to settle this on time.

What process should I follow to Settle / Transfer my Superannuation?

You have the option to either settle or transfer your superannuation fund to your next employer. You can choose any one of below mentioned options to Settle / Transfer your Superannuation.

Transfer

- > Superannuation Fund can be transferred to a new employer provided they also have Superannuation scheme.
- > Transfer to NPS.

Settlement

- > Settlement with LIC.
- > Settlement with HDFC (You can choose this option if your corpus amount is 2.4 lakhs or higher).

You are required to select any settlement / transfer option and submit the documents to Separation HR before your Date of Release.

a. Option 1: Transfer Process (to next employer) – Refer below artefact.

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No collaborators yet!



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19.2 KB

b. **Option 2: (2.1) SA Settlement, (2.2) Transfer to HDFC**

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No collaborators yet!



Option 2.1: SA Settlement – Refer below artefact



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240 KB

Option 2.2: Transfer to HDFC – Refer below artefact



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563 KB

c. **Option 3: Transfer to NPS – Refer below artefact.**

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k. **Food Card**

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No collaborators yet!



Can Food card be used after separation from TCS?

TCS will stop loading the Food Card amount on the card post the month of separation. Employee may utilize the available balance on the card up to expiry date of card. In case there is balance available on the food card post expiry date, the card holder needs to approach the issuing bank, in his/her individual capacity, to transfer the balance on new food card as per terms and conditions of RBI/card issuing vendor.

3. On your Date of Release

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No collaborators yet!



Please update your details (present and permanent address, email id, contact no. etc.) via GESS- My Profile.

Kindly complete the attached checklist endorsed through your signature and share to your Separation HR along with other forms (PF, Gratuity etc).

[Separation_Checklist.docx](#) [https://knome.ultimatix.net/media_files/3096963/display_media_file]

Ensure all actions regarding Departmental clearances are obtained or needful is done to obtain the same.

On your Date of Release, you may request your Separation HR for an 'Initial Release Letter'. This is an interim provisional letter which would confirm your release.

Your Separation HR will share the 'Initial Release Letter' provided,

1. All departmental clearances are obtained.
2. Predictive Recovery if any as communicated by your Separation HR is settled. Separation HR will share with you the payment details.
3. All retiral documents are completed and shared.

Predictive recovery will include components like Outstanding dues as per your salary slip, Outstanding HIS premium, Recovery towards Damaged/ Lost asset, Pending Loan/ Advance amount, Joining Bonus, Retention Incentive, Service Agreement, Training Certification cost etc.

Final Service Certificate and Release letter will be uploaded in TCS Alumni portal only after completion of your Full and Final Settlement, Departmental clearances and post payment of final outstanding dues, if any as per the Full and Final Settlement statement.

4. Beyond your Date of Release as TCS Alumni

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No collaborators yet!



Receive Full and Final Settlement (FFS) statement

TCS will complete the FFS once we receive all departmental clearances.

You can download your Full and Final Settlement Statement from TCS Alumni Portal.

1. Net Payment (payable by TCS): The amount will be credited to your India salary account within a weeks' time from the date of FFS.

2. Net Recovery (due from the employee to TCS): You are required to follow the instructions from the email sent by corporate.ffs@tcs.com and repay.

In FFS, if there are some inputs, which are missing and some salary components or claims are not processed such as Night Shift Allowance, Overtime payments etc. due to incomplete or delayed action by your manager, please raise a ticket over Alumni Helpdesk.

Once the correct details are approved by your Manager and IOU HR and shared in the specific format to Alumni ticketing team for further action, your FFS revision, in case any, will happen and the additional amount will be paid to you.

FFS revision depends on payroll batch run and will take approx. 45 days from the date of receiving the approved information.

Hence, it is important for you to check with your manager for Night Shift Allowance, Overtime payments, client award details before your Date of Release.

Service Certificate and Release Letter

The letters will be uploaded in Alumni Portal within a week of completing the FFS, provided departmental clearances are received and all dues are settled.

The letters will be released in Soft Copy only. The Soft Copy is an authorized format, and should you require a hard copy you can take a print out of the same.

Register on TCS Alumni Portal

We invite you to stay connected with TCS by registering on our Alumni Portal

<https://www.alumniportal.tcs.com/> [<https://www.alumniportal.tcs.com/>]

You can register 24 hours post the Date of Release. Once registered batch run will take 24 hours to validate the details given by you while registration. Post successful validation, you will receive an activation link on your personal email id (registered in Alumni Portal). You will be able to login to Alumni Portal via this link. User ID will be employee number and OTP will get generated over personal email id.

In case, you have not registered in Alumni Portal within 5 working days from your Date of Release, the registration will get auto complete with details available as per TCS records. You will receive an email communication over personal email id registered with TCS confirming that your Alumni Portal registration is completed. You will be able to login over alumni portal (<https://www.alumniportal.tcs.com/> [<https://www.alumniportal.tcs.com/>]) User ID will be employee number and OTP will get generated over personal email id.

If you are facing any technical issues while registration or login to Alumni Portal, please raise ticket via "Contact Us" link available on Alumni Portal home page. For authentication purpose, it is necessary to provide correct details during registration.

Note: During registration enter your entire TCS email id and not empid@tcs.com [<mailto:empid@tcs.com>] when it asks for TCS email id.

We deeply value your contributions during the period of your association with us and we aim to further strengthen this bond.

Documents Available for download in Alumni Portal

- Service Certificate and Release Letter (will be uploaded after 7 working days from FFS completion date. In case of recovery, it will be uploaded after 7 working days from clearance of dues)
- Latest PF Statement
- Latest Superannuation Statement
- Last 3 years Form 16 (Current years statement will reflect in July of next financial year)
- Last 6 months Payslips (After 1 month of registration)
- FFS statement (will be uploaded after 3 working days from FFS completion)
- PF Settlement Letter (After 2 working days from PF withdrawal)
- Retiral settlement forms (PF / SF)

5. Feedback

No collaborators yet!



We really value your feedback, so please take a minute to fill out the survey and share your feedback on TCS India Employee Separation Wiki.

[https://forms.office.com/Pages/ResponsePage.aspx?](https://forms.office.com/Pages/ResponsePage.aspx?id=ZxILQAdlq0WKbXN0o_R4vkaiC2Qkh7hLsnd6FAghfGRUREpJmKZDTjNQUzNOWUdPUFZaRDZOODRXVy4u)

[id=ZxILQAdlq0WKbXN0o_R4vkaiC2Qkh7hLsnd6FAghfGRUREpJmKZDTjNQUzNOWUdPUFZaRDZOODRXVy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=ZxILQAdlq0WKbXN0o_R4vkaiC2Qkh7hLsnd6FAghfGRUREpJmKZDTjNQUzNOWUdPUFZaRDZOODRXVy4u)

[[https://forms.office.com/Pages/ResponsePage.aspx?](https://forms.office.com/Pages/ResponsePage.aspx?id=ZxILQAdlq0WKbXN0o_R4vkaiC2Qkh7hLsnd6FAghfGRUREpJmKZDTjNQUzNOWUdPUFZaRDZOODRXVy4u)

[id=ZxILQAdlq0WKbXN0o_R4vkaiC2Qkh7hLsnd6FAghfGRUREpJmKZDTjNQUzNOWUdPUFZaRDZOODRXVy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=ZxILQAdlq0WKbXN0o_R4vkaiC2Qkh7hLsnd6FAghfGRUREpJmKZDTjNQUzNOWUdPUFZaRDZOODRXVy4u)]

6. Point of Contact

Last edited by [Anirban Chakrabarty](#) 2024-04-24T19:01:12.055-11:00

No collaborators yet!



We earnestly request you to connect with your **HR** for HR clearance, post which you can connect with your separation HR (Level 1). Your tagged separation HR will connect with you 15 days before your date of release.

You are requested to refer this wiki for your queries, before you connect with our separation HR. In case of further queries, you can connect with your separation HR over the briefing session held by them. You can also connect with them over email.

In case your queries are not addressed / resolved you may reach out to below locations Level 2 Separation HR.

Name	Email ID	Location
Ms. Sheeja Manoj	sheeja.manoj@tcs.com	Bangalore
Ms. Vinodhini P	vinodhini1.p@tcs.com	Chennai
Ms. Nischala Pulijala	nischala.pulijala@tcs.com	Hyderabad
Mr. Anirban Chakrabarty	anirban.chakrabarty@tcs.com	Kolkata
Mr. Santosh Salvi	santosh.salvi@tcs.com	Mumbai
Ms. Simmi Mahra	simmi.mahra@tcs.com	New Delhi
Mr. Kartik Suru	kartik.suru@tcs.com	Pune
Mr. Jay Trivedi	trivedi.jay@tcs.com	Ahmedabad
Ms. Vaishnavi Majumder	vaishnavi.majumder@tcs.com	Nagpur
Ms. Mahima Sinha	mahima.sinha@tcs.com	Lucknow
Mr. Abhishek Bharguvanshi	abhishek.bharguvanshi@tcs.com	Varanasi
Mr. Shakti Dash	dash.shakti@tcs.com	Bhubaneswar
Mr. Jayasankar G	jayasankar.g@tcs.com	Kochi
Ms. Simmi Mahra	simmi.mahra@tcs.com	Indore
Ms. Nandini V	nandini.v@tcs.com	Trivandrum

Expat employees can connect with Mr. Dipesh Gudkha (dipesh.gudkha@tcs.com) & Mr. Sachin Gupta (sachin25.g@tcs.com)

In case your queries are not addressed / resolved by Separation HR Level 2, you may reach out to the next level. Please note we are responsible for working in a timely manner and in case you have not received any response in one working day or not satisfied with response then you can write to next level. Please avoid writing to all review levels at once.

Level 3 - Mr. Bijay Mohanty-Manager-Corporate Welfare

Mail ID: bijay.mohanty@tcs.com

Level 4- Mr. Anoop Phoenix Thomas-Deputy Head-Corporate Welfare

Mail ID: phoenix.thomas@tcs.com

comments

[Anonymous User](#) 20 Oct. 2023 15:59

very informative. but will I receive a HR separation call. I have a few queries to discuss before I leave.

[Anonymous User](#) 17 Oct. 2023 00:33

Informative

[Anonymous User](#) 29 Sep. 2023 01:27

Very informative !!

[Anonymous User](#) 21 Sep. 2023 01:00

very informative.

Anonymous User [18 Sep, 2023 01:57](#)

How to edit and Fill the PF Withdral form PDF ???

Anonymous User [14 Sep, 2023 07:43](#)

How to download these documents for example undertaking and checklist mentioned here these are not downloadable ?

Deepti Gupta [13 Sep, 2023 03:19](#)

I am unable to download the documents. Also, Please add the section how earned/annual leaves with be adjusted in the salary.

Anonymous User [12 Sep, 2023 11:15](#)

Explained Clearly with all the required docs

Anonymous User [07 Sep, 2023 17:17](#)

Thank you for the detailed document.

Anonymous User [08 Sep, 2023 09:37](#)

Thank you, clearly explained with all required details.



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