Dear Associate

Request you to complete the following formalities before your last working day:

**Important Information:**

A) In case of change in your last working day, please get in touch with your **AR**. (You can identify your AR by logging into Talent @Zensar App>>My Profile>> Project >>AR name)

B) If you want to withdraw your resignation, kindly connect with your Associate Relations (AR) executive.

C) To facilitate the Clearance Process in the system for seamless exit formalities: - You can check your exit clearance status by logging into **oracle HRMS- Zensar Associates Self Service- Associate Exit Form**

D) In case you want to connect to any respective department POC for clearance, please refer to the attached Contact details.

1. **Manager Clearance**: - Your 1st up Manager needs to provide clearance on the Manager Clearance Page
2. **Admin Team:** For Admin clearance, kindly submit your Car/Bus pass/Vehicle Pass Sticker /Drawer Keys/DLF Card/SIM Card/ID & Access Card a day before your LWD. (mention the location in the contact details), they will issue a temporary ID card.

In case you are availing any of the aforesaid facility, and failing to submit any of the issued assets to the team, it will result in deduction of amount from your F N F.

1. **TIMS-Logistic Clearance: -**

* Please raise an e-form a day before your LWD, if the desktop is allocated under your name.
* Kindly submit your Laptop/assigned asset by the company, to the logistic team.
* If an associate fails to return the Laptop, Rs. 1 Lakh will be recovered. Also, recovery will be done if assets are submitted to any of your Colleagues/Manager.
* In case, if any assigned asset (mentioned in the Logistic Page) is not returned, then the amount will be deducted from your F N F.

1. **Global Mobility Clearance: -** During your exit process, ensure that all the valid company sponsored visas/ permits are canceled, except where the same is statutorily permitted to hold. Please connect with respective Global Mobility POC for the necessary.
2. **Leaves Encashment and Deductions**:

* **Flexi Leave (FL):** If an associate exits mid-year after exhausting all the Flexi leaves; the Flexi leaves utilized over and above the pro-rata for the year will be deducted in Full and Final (F & F) settlement. Any Balance of Flexi Leave will not be enchased.

**For example:** If the associate has availed 10 days of Flexi leave, and he is leaving (last day) on 15th July his Flexi leave entitlement is 6.5 days. The balance of 3.5 days will be treated as leave without Pay and will be recovered from his/her Full and final settlement.

**Please Note: Flexi Leave Deduction is done on Gross Salary.**

* **Privilege Leave (PL):** Encashment of PLs will be done on separation and will be paid along with Full and final settlement as per the leave Policy. All encashment of PL will be on basic pay.

You can check India Leave policy for a better understanding of the process ([Zenlounge+/Zenpolicies/India/HR/Leave Policy.](mailto:rakhi.kumari@zensar.com))

1. **Timesheet Policy**: As per the policy, please fill your timesheet on daily basis. You can only fill timesheets for the past 5 days, beyond that the system will not allow you to do so.

**During your Exit week**- Kindly ensure to fill your timesheet or update any leave on daily basis, no request to update leave/timesheet from the backend will be considered.

Timesheet for the Last working day will be updated from the backend.

1. **Payroll Clearance: -** Once all the above clearances are done kindly reach out to the payroll department for clearance.

Under Payroll clearance- Travel Advance Clearance and Payroll clearance are required.

You must submit all tax-exempt proof receipts (Rent Receipts, LIC, PPF, Tuition fees) to the Payroll

**8) Statutory Payout: -**

**A) Gratuity: -** If you are eligible, the amount will get paid directly into your bank account.

**B) Provident Fund transfer/ Withdrawal process:**

In case you are continuing your employment with any other company you cannot withdraw the PF. You will have to transfer the PF.

* **Process for Provident Fund (PF) transfer:**   please refer user guide on [Zenlounge+/Zen policies/India/HR/Associate Exit Clearance Process- User Manual.](mailto:rakhi.kumari@zensar.com)

1. **Contact details of Exit SPOC: -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Clearance Departments** | **Concern Team/Location** | **Contact person** | **Contact Details** | **Location** |
| **Exit Interview Form** | **AR** | AR |  | **N/A** |
| **Manager** | **Manager in 1st & 2nd Tab** | 1st Up Manager |  |  |
| **Training** | **Training Team** | Bharat Jhaveri | 020-6607-4905 | Himalaya Lower Ground- Technical Training Room |
| **Global Mobility** | **Pune & Hyderabad** | Paresh Gajankush/Kirti Meshram Hardik Daya | 020-6605-7734/7791 9154838565 | Global Mobility - Corporate, Pune Global Mobility - HYD |
| **Bengaluru** | Jancy Maria | 9742571061 | Global Mobility - BLR |
| **ADMIN** | **Bengaluru** | Lokesh Reddy (RMZ\_1) Vara Prasad Vara (RMZ\_2) Anil M S (Infantry Office) | 080-621378000 / Ext-8072 080-61975000 / Ext-5175 080- 41377900 / Ext-4086 | RMZ Ecoworld, Campus 5A & 4C, Ist Floor, Devarabeesanahalli, Bangalore |
| **Pune** | Vijay Mane | 4437 | Corporate Building- Admin department |
| **Hyderabad** | [Dharan Dharam](mailto:dharan.daram@zensar.com) | 9703448822 | DLF SEZ Unit 9th Floor, Block 3 and 1st floor |
| **TIMS** | **Bengaluru** | Zulfikhar Hussain/Darshan Kumar | 080-41377900 /4444. | DLF Building |
| **For Cisco Clearance** | Swapnil Dhawade | 58118, 09823099421 | Rockies 1st North , RN1002 |
| **Pune** | Dhananjay S/ Avinash Kolhe | 20-6607-4025/4043 | Data Center, Himalayas Ground Floor |
| **Hyderabad** | Santosh Kumar Vaduka | 40-67258000-6555/ 9989499421 | DLF SEZ Unit 9th Floor, Block 3 |
| **Payroll** | **Travel Advance clearance** | Sheela Gaikwad | 7878 | Corporate Building- Finance Department |
| **Pune & Hyderabad** | Mahesh Kumar | 20-6605-4017 | Corporate Building- Payroll Department |
| **Bengaluru** | Mahesh Kumar | 20-6605-4017 | Corporate Building- Payroll Department |
| **PF Form & Tax** | Yogesh Gothankar | 020- 6605 7573 | Corporate Building- Payroll Department |
| **HR Operations (Exit Letters)** | **Hyderabad** | Naren M/Anil Mariyappa | 040-67258700 | DLF SEZ Unit First Floor Block 3 |
| **Bengaluru** | Priya Venkatesh/Anil Mariyappa | 9513365279 | RMZ Ecoworld, Campus 5A, Ist Floor, Devarabeesanahalli, Bangalore |
| **Pune** | Yashwant Rathod/Anil Mariyappa | 7378668320 | Fuji Building, 5th Floor |