

Umesh Mahajan (NCS)

Subject: Exit Logistic-1346836- Umesh Subhash Mahajan -LWD: 17-Mar-25
Location: Microsoft Teams Meeting

Start: Mon 3/17/2025 12:00 AM
End: Tue 3/18/2025 12:00 AM
Show Time As: Free

Recurrence: (none)

Organizer: Anisha Khamkar
Required Attendees: Umesh Mahajan (NCS)
Optional Attendees: Rajesh Kharche (NCS); Vaibhav Shirole (NCS); Deepak Chandrashekar; Dipak Chaudhari (NCS); Nandini Jadhav (NCS); Atul Bhosale (NCS); Niraj Patil (NCS); Parag Jadhav (NCS); Ritu Shinde (NCS); Adina Pamei (NCS); Deepmala Ganguli (NCS); Amol Bhattad (NCS); Eknath Rathod (NCS); Aanchal Kulkarni (NCS); Deepali Kawade (NCS); Chhaya Joshi (NCS); Shripad Patil (NCS); Vamsi Gonugunta (NCS)

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MeetingTemplateld:

Hi Umesh,

Hope you are doing well.

This is to inform you that your last day with NCS India has been confirmed as **17-Mar- 25** would request you complete all the exit formalities. **The exit Clearance process should be done physically, and you need to take signatures from the respective department before the End of your Last Working Day.** Please note the following points on your exit formalities:

- Kindly fill in the “Exit Checklist”, get all the approvals as mentioned in the “Exit Checklist” (except HR), and then sign yourself at the end of your LWD i.e., **Monday 17-Mar-25**
- You may approach HR Ops for any further clarification.
- Kindly note, that you will have to submit the assets such as Laptop, mouse, dongle, ID card, access card, etc., whatever has been issued to you at the NCSI office latest by **Monday 17- Mar-25** Physically.
- Kindly connect with Mr. Parag Jadhav / Mr. Niraj Patil from the Admin team and or Mr. Rajesh Kharche / Mr. Dipak Chaudhari from the IT team on further instructions related to submitting the assets.
- Please note that your exit formalities will remain pending until the exit checklist and asset handover are completed. F&F is subject to the successful completion of all clearances and exit formalities.
- Please sign. Attached is the **non-disclosure agreement** & submit signed. A hard copy of it.

Please note, that you are advised NOT to avail of any leaves during the Notice Period. However, if required, these should be pre-approved by your Project Manager and HR to avoid any work impact. Approval of such leaves will solely be at PM and HR’s discretion. Any leaves taken during the last month of serving the Notice Period may result in the extension of your Last Working Day.

Kindly refer to the attached “Exit Checklist” for the process.

Termination of Service on HRC:

Please follow the steps mentioned in the attached document to raise your request for “Termination of Service” on HR Central before your LWD.

If you have already raised your separation on HRC, please ensure that your LWD in HRC is the same as confirmed by us over email. If not, please withdraw your request and update.

Let me know in case of any queries.

NOTE - Please submit the Termination Request 7 days before your last working day.

Please note, F&F is usually done within 30-45 days of your LWD, provided all exit formalities and asset handover is completed as per given timelines.

Regards,

Anisha Khamkar

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