

## BOOKING JESSY CABS PVT LTD

**From:** Rishabh Kushwah [External] <rishabh.kushwah@hcltech.com>  
**Sent:** 19 May 2025 09:42  
**To:** booking@jessycabs.in; prakash@jessycabs.in  
**Cc:** Ayush Jain; Aditya Sardana; centralisedCAS  
**Subject:** RE: New Request for As N When Cab(Request Id:4528634 ) [EntireDay]

Classification: **Public**

Hi Cab Partner,

Please arrange cabs as per the following schedule and ensure adherence to the special instructions outlined below.

**Make sure to follow the given Special instructions on priority**

- The driver should have a printed PLA card and cab should report 30 minutes prior to the pickup time.
- Ensure the driver reports on time as per scheduled timings and track the vehicle live on GPS. Avoid making multiple calls to the driver during travel.
- The driver must be free from any health issues.
- The vehicle must be thoroughly cleaned and sanitized. The AC should be fully functional. Ensure hand sanitizer is available in the vehicles.
- The driver should be well-groomed (uniform, shaved, and with polished shoes).
- The driver should carry sufficient cash for fuel, parking, etc.
- Ensure the driver is well-rested before duty.
- Vehicle must have a first aid kit, tissue paper, car perfume, umbrella.
- All taxes should be paid online in advance. All compliance documents should be in the cab.
- Drivers should carry an alternative number and use hands-free devices.
- **Cab type – Segment 1 Dzire, Etios, Aura Etc.**

Warm Regards,

Rishabh Kushwah

**Centralised CAS Desk – HCL Technologies Ltd**

Plot No. 3A Sec-126 Noida – U.P (India)

**Pls. Note:**

1. Kindly get approval for your pending CAS request, if not cleared by the RM/Alternate approver/RM within 7 working days from the day of execution of duty shall get Auto Rejected and the cost of the cab shall be charged to the user employee through his/her salary. The auto rejection shall be irrevocable. Cab will not be provided unless previous CAS is approved.

2. Kindly sign the trip sheet/duty slip with the closing / opening kms & time with the places of visit to process the bills as per the usage. Request your cooperation on the same to avoid misuse.

Centralised CAS Escalation Matrix			
Level	Escalation Matrix	Contact Number	
1st level Query	Premium Helpdesk (24x7)	0120-4683444 / 0120-6653444 / 0120-3353444 / 9582213444	Pre
	CAS Helpdesk (24x7)	0120-4683445 / 0120-6653445 / 0120-3353445 / 9560003333	
	Client Cab Helpdesk (24x7)	0120-4683447 / 0120-6653447 / 0120-3353447 / 9871774427	
2nd Level of Escalation	Sushil Kumar	9910480816	
3rd Level of Escalation	Daneshwar Gautam	9811548157	
4th Level of Escalation	Arun Duklan	8800489966	

**From:** NotificationEngineProd <Notification\_Prod@hcltech.com>

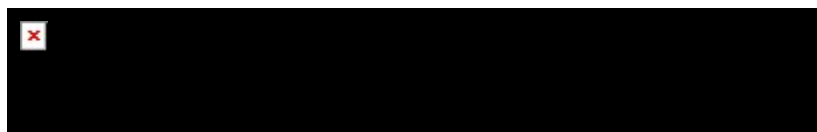
**Sent:** Thursday, May 15, 2025 11:10 PM

**To:** Aditya Sardana <sardana.a@hcltech.com>; centralisedCAS <Centralised-CAS@hcltech.com>

**Cc:** Ayush Jain <jain.ayush@hcltech.com>

**Subject:** New Request for As N When Cab(Request Id:4528634 )[EntireDay]

This is an Auto Generated Mail. Please do not reply to this mail



## Cab Approval System

Dear Aditya,

A new Cab request has been opened for 'As N When (Entire Day)'.

The details are

Requested By	Ayush	Approving Authority	Aditya
Gender	M	Mode	Traveller
Contact	+919106393975	Cab Type	Non Premium
Reason	Client Visit	Number of Employees	1
Cab Usage	EntireDay	Pick Time	May 20 2025 8:00AM
Company Code	2200	Request raised for (Hub)	Chennai SEZ-Navallur-ETA1-U1-All Floors
Pickup Point	ibis sholinganallur,Chennai		
Drop Point	ibis sholinganallur,Chennai		
Location(s)	HCLTech Sholinganallur		
Flight Details			
EssAddress			

For any assistance regarding As N When cab Query/Issue, Please call HelpDesk : 0120-4683444/0120-4683445/0120-4683447/9871774427/9560003333

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For assistance on EIS applications, call the [Voice Helpdesk Number](#) of your region. In case of any issues/queries, raise an SSD ticket on EIS.

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::DISCLAIMER::

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