

## BOOKING JESSY CABS PVT LTD

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**From:** Piyush Kumar [External] <kumarpiyush@hcltech.com>  
**Sent:** 17 May 2025 08:39  
**To:** booking@jessycabs.in; booking@jessycabs.co.in; prakash@jessycabs.in  
**Cc:** Rajeshkumar Vijayan; Albert Mahi Balan; centralisedCAS  
**Subject:** RE: New Request for As N When Cab(Request Id:4528695)[OneWay]

Classification: **Confidential**

Hi Team,

Kindly arrange a **GOOD CONDITION CAB ( NON CNG or CNG with carrier)** as per the given AIRPORT TRANSFER 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.
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- **Billing Entity: HCL Technologies**
  - **Cab Type:- Segment 1 Dzire, Etios, Aura Etc.**

**Note: Ensure to assign a cab from the nearest garage to minimize the total kilometers for the complete trip.**

Warm Regards,  
Piyush Kumar  
**Centralised CAS Desk**  
**HCLTech**  
Supercharging Progress™  
[hcltech.com](http://hcltech.com)

**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 are not 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 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	
5th Level of Escalation	Binayak Kumar Singh		

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

**Sent:** Friday, May 16, 2025 11:56 AM

**To:** Albert Mahi Balan <albertmahib@hcltech.com>; centralisedCAS <Centralised-CAS@hcltech.com>

**Cc:** Rajeshkumar Vijayan <rajeshkumar\_v@hcltech.com>

**Subject:** New Request for As N When Cab(Request Id:4528695)[OneWay]

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



Cab Approval System

Dear Albert,

A new Cab request has been opened for 'As N When (One Way)'.

The details are

Requested By	Rajeshkumar (51763084)	Approving Authority	Albert ( 40127376)
Gender	M	Mode	Traveller
Contact	9080314663	Cab Type	Non Premium

Reason	Airport Pickup	Number of Employees	1
Cab Usage	OneWay	Pick Time	May 18 2025 11:30PM
Company Code	1000	Request raised for (Hub)	ChennaiSEZ-SDB1-U1-GF,1F,2F,3F,4F,5F
Pickup Point	Chennai airport domestic,Chennai		
Drop Point	no:288, kanniamman nagar rathinamangalam chennai -600127,Chennai		
Flight Details	6E 6174		
ESSAddress			

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

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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