

BOOKING JESSY CABS PVT LTD

From: Centralised CAS <CentralisedCAS@hcltech.com>
Sent: 16 May 2025 14:17
To: BOOKING JESSY CABS PVT LTD; booking@jessycabs.co.in
Cc: Manojkumar K; Amirtha Kesavan; Nithish S; Rajamurugan Athimuthu Nadar; centralisedCAS
Subject: RE: New Request for As N When Cab is modified(Request Id: 4528734)[EntireDay]

Classification: **Confidential**

Hi Team,

Kindly arrange an Good condition **Non CNG or CNG with carrier Semi Premium cab** for the below-mentioned request and share the booking confirmation & cab details accordingly.

Pls. share the cab & chauffeur details on below mentioned contact no. and via email as well.

Mr.

Important instructions

- The cab should report 20 minutes prior to the reporting place.
- Do not deploy any such driver if he's suffering from a cough, cold and fever.
- Vehicles must be thoroughly clean & sanitized & the AC should be in full working condition.
- The Chauffeur should be well groomed and wear a neat and clean uniform & shoes. should be shaved properly.
- The Chauffeur should carry sufficient cash during the visit for fuel, parking, etc.
- First aid kit, tissue paper, car perfume, umbrellas, should always be available in the cab.
- The chauffeur should take sufficient rest before starting the duty to avoid tiredness during duty.
- All taxes should be paid online well in advance. All compliance documents should be available in the cab.
- The chauffeurs should carry alternate contact number & use hands free during driving.
- chauffeurs should be aware of the geographical route. chauffeur should wear face mask.
- **Billing Entity:-**
- **Billing Entity Code :-**

Warm Regards,

Hitesh Singh

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	
5th Level of Escalation	Binayak Kumar Singh		

From: NotificationEngineProd <Notification_Prod@hcltech.com>

Sent: Friday, May 16, 2025 2:13 PM

To: Rajamurugan Athimuthu Nadar <rajamuruganat.nadar@hcltech.com>; centralisedCAS <Centralised-CAS@hcltech.com>

Cc: Manojkumar K <manojkumark@hcltech.com>; Amirtha Kesavan <amirtha.kesavan@hcltech.com>; Nithish S <nithish-s@hcltech.com>

Subject: New Request for As N When Cab is modified(Request Id: 4528734) [EntireDay]

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



Cab Approval System

Dear Raja,

A request for 'As N When (Entire Day)' is modified and now waiting for Manager Approval.

The details are

Requested By	ManojKumar	Approving Authority	Raja
Gender	M	Mode	Local
Contact	7358793520	Cab Type	Non Premium
Reason	Recruitment Drive	Number of Employees	3
Cab Usage	EntireDay	Pick Time	May 17 2025 7:00AM
Company Code	1000	Request raised for (Hub)	ChennaiSEZ-SDB1-U1-GF,1F,2F,3F,4F,5F
Pickup Point	Allaince galleria residence, Zamin Pallavaram, 200ft radial road, Chennai- 600117,Chennai		
Drop Point	Allaince galleria residence, Zamin Pallavaram, 200ft radial road, Chennai- 600117,Chennai		

Location(s)	Tambaram East railway station, opposite to MCC college (near signal), No 49 2nd Cross Street Raghavendra Nagar Rajakilpakkam Chennai - 600073, HCL Tech No: 38, 602/3, Medavakkam High Road, Elcot Sez, Sholinganallur, Chennai, Tamil Nadu 600119
Flight Details	NA
EssAddress	NO 49 G1 JAYAMS KALALAKSHMI HOMES 2ND,CR ST RAGHAVANDRA NAGAR RAJAKILPAKKAM,Tambaram,600073

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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