

## BOOKING JESSY CABS PVT LTD

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**From:** Centralised CAS <CentralisedCAS@hcltech.com>  
**Sent:** 16 May 2025 12:44  
**To:** BOOKING JESSY CABS PVT LTD; booking@jessycabs.co.in  
**Cc:** Rajeshkumar Vijayan; Albert Mahi Balan; centralisedCAS  
**Subject:** RE: New Request for As N When Cab(Request Id:4528691)[OneWay]

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>

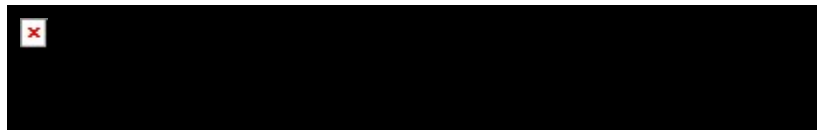
**Sent:** Friday, May 16, 2025 11:47 AM

**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:4528691)[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 Drop	Number of Employees	1
Cab Usage	OneWay	Pick Time	May 17 2025 3:15AM
Company Code	1000	Request raised for (Hub)	ChennaiSEZ-SDB1-U1-GF,1F,2F,3F,4F,5F

Pickup Point	no:288, kanniamman nagar rathinamangalam chennai -600127,Chennai
Drop Point	Chennai airport domestic,Chennai
Flight Details	6E 495
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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