Dear All,

Please be informed you that, **you will be transferring to FS and your location is Chennai on 24th November 2017**.

As already mentioned location allocation are done based on the business requirements and you will be governed by the ‘Employment Conditions’ specified at the time of joining.

Request you to complete exit formalities as per the process mentioned in the exit mails to be received from exit team.

**Last working date in ACIS is 23rd November 2017**. Therefore, kindly complete all pending clearances like timecard etc on or before **23rd November 2017**, failing which, you would not receive **settlement allowance in Full and Final settlement.**

Request everyone to keep checking mails regularly and on daily basis so as to avoid any miscommunication. Kindly refer below key points to remember and required during FS On-boarding along with On-Boarding venue details.

  All associates will get their transfer letter on **Thursday- 23rd November 2017** in their email id. ( Soft copy) after they complete their exit clearance. **You need to take print out of the copy for the 24th November on-boarding**

  Expected from all associates to specify their SPOC during on-boarding that they are **FS Transfer Cases**(Not fresher on-boarding)

  Associates need to report at venue @ 9am

|  |  |  |
| --- | --- | --- |
| **Locations** | **Onboarding- HR** | **Venue Address** |
| **Chennai** | **Raghu Kannan** | CC Block 1st floor, Plot no TP 4/1 4th Avenue, Techno Park SEZ, Mahindra World city  Chengalpet, Kancheepuram- 603004 /INDIA |

**Associates need to carry below list of documents for the on-boarding process.**

  Transfer letter

  10, 12, Graduation, Masters or PG all semester mark sheets and Certificates

  Any other certifications

**ADDITIONAL**:

1.      Passport: 1st and last Page

2.      Bank statement/ Passbook 1st Page / Cancelled Cheque (Any 1)

3.      Any photo identity proof (driving license, PAN card, Adhaar card) (3 copies)

4.      10 photographs

5.      Current and Permanent Address proof

**Below pointers to be noted**:

  It is requested from everybody do not apply for leaves on or before **24th November** and kindly be present at the on-boarding venue as informed

  It is expected from everybody to complete their system clearances such as timecards and leave approvals on or before **23rdNovember 2017**

  No swapping or location changes requests will not be entertained

  **Please Note**- After on-boarding to FS, there will be possibility of relocation to different locations as per the requirement of Business, Kindly be prepared for the same as no excuses or reasons will be entertained

  ***After completion of FS On-boarding process, all freshers will have to appear for certification test within 3 days from On-boarding date***

  Certification details will be shared by respective practices after their on-boarding is done

  **Request everyone to check their mails regularly and easily reachable on their phones**

**Regards**

**Balaji L**

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**Central Fresher Management Group**  
**Extension No: 4414418||Mobile: 8668104277**  
Plot no TP 4/1 4th Avenue, Techno Park SEZ, Mahindra World city

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**People matter, results count.**