



# U.S. India Exit kit

A guide for separating  
employees



## Timelines for employee exit process



**NOTE:** The above timelines are subject to receipt of all applicable inputs and clearances from the concerned teams.

# Introduction

Dear Colleague,

Guided by the philosophy of 'Colleagues for Life', we have always believed in staying invested in our ex-colleagues, and hope you will stay connected to us through our various channels of Alumni Relations.

As part of an organization that's (that is) committed to people, we endeavor to provide the information you need for a smooth, seamless separation from Deloitte. With this in mind, we are pleased to share this "Exit Kit", which outlines the various steps in towards preparing for the separation, including procedures related to Full & Final Settlement, Provident Fund, and Gratuity. You will find a pre exit checklist as well as useful FAQs to help you navigate through the exit process.

We encourage you to refer to this document throughout your exit period and post exit for a strong, practical understanding of the processes, timelines and touch points involved in exiting from Deloitte. For any additional questions, please reach out to our Talent CIC team@+91 406670 2222.

Wish you the best in your journey

forward. Talent Team  
Deloitte U.S. India offices



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# Pre-exit action items



# To-Do checklist

## Actions to be taken during your notice period

**\*All these actions are the sole responsibility of the employee. Delay or failure to follow the below timelines may impact the process of final settlement and issuance of the relieving letter.**

Action required	Timelines	Contact for Assistance
<b>1. Update your contact details</b>	At the time of submission of resignation	Talent Help Desk <ul style="list-style-type: none"> <li>• VoIP — 2222</li> <li>• External— +91 40 66702222</li> </ul>

Update your personal email ID and phone number on 'Resignation Form' on Talent on Demand while submitting the resignation. The email provided will be used for any official communication after the last working day with the Firm. Also kindly ensure your latest contact information are updated on 'My Information' page on Talent on Demand at DeloitteNet

<input type="checkbox"/> <b>2. Enter your Time and Expense in DTE</b>	Two weeks prior to last working day	DTE Support <ul style="list-style-type: none"> <li>• VoIP — 2222</li> <li>• External— +91 40 66702222</li> </ul>
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Please ensure all time and expense details are entered in DTE up to and including your last working date. Please call '2222' and check for any missing time instances in the DTE for your complete tenure. If there are any missing time, please get the same filled from the backend through the call center. If you are submitting any expenses in DTE, please ensure you drop the supporting bills/documents in the pink envelope on the same day. For any expenses you submit in DTE during the last two weeks prior to last working day, apart from submitting the hard copies in the pink envelope drop box please send scanned copies of the supporting documents to [r10expensecompliance@deloitte.com](mailto:r10expensecompliance@deloitte.com). Please mention your employee ID, name & last working day in the email.

**Note:** Internet expense should be claimed on monthly basis, as per relevant amount applicable for BCP Internet. Consolidated bills are subjected to rejection.

<input type="checkbox"/> <b>3. Clear outstanding balance on your AmEx card</b>	Two weeks prior to last working	<a href="mailto:CorporateCards@deloitte.com">CorporateCards@deloitte.com</a>
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Any outstanding balance on your Corporate American Express (AmEx) card can significantly delay the relieving process. Please ensure you clear all the dues on your AmEx corporate card. Please shred the card once the dues are cleared.

<b>4. Submit your investment proofs</b>	As per guidelines	FinanceHelp Desk <ul style="list-style-type: none"> <li>• VoIP — 2222</li> <li>• External— +91 40 66702222</li> </ul>
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The window to submit your investment proofs for final settlement is available at HR workways (below mentioned is the path).

**Path:** DeloitteNet > Talent on Demand > Compensation > My Pay slips, Tax & Reimbursement > Exit Process > IPSF YYYY-YY / Upload IPSFProofimages.

Note: If you are serving your notice period during the yearly IPSF window period, you'll have to submit your IPSF details during the same window. No exceptions will be made later considering your separation status. The above mentioned IPSF link will not apply for you.

The process is simple with three simple steps mentioned below:

1. Visit HR Workways via Talent OnDemand
2. Enter your investment details
3. Scan and upload your proofs

For detailed information on guidelines, templates and formats please visit the [Finance Page](#) on DeloitteNet.

**Note:**

- Investment proofs will be accepted only as per the IPSF guidelines only
- Please submit your investment proofs one week before your last working day with the firm
- Investment proofs will not be accepted after the above mentioned deadline
- Details once submitted and confirmed online cannot be changed under any circumstances
- All proofs need to be submitted online as outlined in the process above

Action required	Timelines	Contact for Assistance
<b>5. Submit your claim reimbursement bills</b>	Before 18th of the last month	Finance Help Desk <ul style="list-style-type: none"> <li>• VoIP — 2222</li> <li>• External— +91 40 66702222</li> </ul>

The window to submit your claim reimbursement bills is available at HR workways (below mentioned is the path) only between 2 and 18 of every month.


**Path: DeloitteNet > Talent on Demand > Compensation> My Payslips, Tax & Reimbursement > My Transactions > Claim Reimbursements**

**Note:**

- Bills need to be submitted only on HR workways during the above mentioned timelines for getting the same processed, successfully
- No bills will be considered, if provided by any other medium like in an email.

Action required	Timelines	Contact for Assistance
<b>6. Download all your financial documents</b>	One week prior to last working day	Finance Help Desk <ul style="list-style-type: none"> <li>• VoIP — 2222</li> <li>• External— +91 40 66702222</li> </ul>

Kindly ensure you download your pay slips, Form 16, and compensation letter from HR Workways. Kindly note you will not have access to the HR Workways after your last working day with the Firm. These documents will not be provided later if requested

 <b>7. Return your access card/ID badge</b>	On your last working	Hyderabad— <a href="mailto:USHydBadging@deloitte.com">USHydBadging@deloitte.com</a> Bangalore— <a href="mailto:USBlrBadging@deloitte.com">USBlrBadging@deloitte.com</a> Delhi— <a href="mailto:USDelhiBadging@deloitte.com">USDelhiBadging@deloitte.com</a> Mumbai— <a href="mailto:USMumbaiBadging@deloitte.com">USMumbaiBadging@deloitte.com</a>
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Please hand over your Access card (ID badge) at the Badging station on your last working day before 12:00 PM (IST). You may even use the temp ID card during your last week with the firm. Post submission of ID card/ handover to colleagues, the deducted amount towards ID card will not be refunded.

**Onsite Deployed USI Employees:**

In case you are submitting the badge while on **onsite deployment**, please ensure that you take an email confirmation about the submission from the local Badging team. Please share a copy of the same with [USIndiaExitManagement@deloitte.com](mailto:USIndiaExitManagement@deloitte.com) providing your employee ID and last working date. Request you to save a copy of the same for future reference.

<input type="checkbox"/> 8. Return your pedestal keys	One week prior to last working day	<a href="mailto:USOneTeamIndia@deloitte.com">USOneTeamIndia@deloitte.com</a>   x2222option 4
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Please hand over the Pedestal keys to the Key Room. India office locations are specified in the **Employee Exit Guidelines**.

 9. Return your Communication Gym resources	One week prior to last working day	<a href="mailto:USIndiaCommGym@deloitte.com">USIndiaCommGym@deloitte.com</a>
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Please return the books/DVDs, etc.to the Communication Gym, if borrowed any.

 10. Settle your car	One week prior to last working day	<a href="mailto:USCarLeaseAdministration@deloitte.com">USCarLeaseAdministration@deloitte.com</a>
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If you are availing the firm-provided car lease facility, you need to settle your lease with vendor at least one week before your last working date.

Action required	Timelines	Contact for Assistance
11. Update the transport department	One week prior to last working day	Hyderabad— <a href="mailto:USHydTPTHelpdesk@deloitte.com">USHydTPTHelpdesk@deloitte.com</a> Bangalore— <a href="mailto:USBIRTPTHelpDesk@deloitte.com">USBIRTPTHelpDesk@deloitte.com</a> Mumbai— <a href="mailto:USMumTransportHelpdesk@deloitte.com">USMumTransportHelpdesk@deloitte.com</a> Delhi— <a href="mailto:USDelhiTPTHelpdesk@deloitte.com">USDelhiTPTHelpdesk@deloitte.com</a>

Please ensure you communicate about your last working date to the transport team to avoid being rostered thereafter.

<input type="checkbox"/> 12. Return your ITS assets	On the last working day	<a href="mailto:USIndiaAssetManagement@deloitte.com">USIndiaAssetManagement@deloitte.com</a>
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Please ensure your laptop and PDA (if applicable) with all the peripherals, including the laptop bag and any other ITS assets, is handed over at IT Staging helpdesk on your last working day before 12:00 PM (IST). The worth of the accessories which are not submitted will be recovered in the Full & Final Settlement, and for any ITS assets submitted post LWD, if the amount has been deducted earlier for the respective asset, this amount will not be refunded. Please ensure to take a back-up of your PDA before your last day as the ITS will wipe out the data from it on your last day and you will have no option to back it up on that day.

**Note – No data will be available once the assets are returned, post last working day.**

**If you have synced any personal PDA to Deloitte's corporate server,** then please bring the PDA in for a data wipe to ITS asset/walkup a day before your last day. Please take backup of any personal information on your PDA beforehand. ITS clearance will be given only after your personal PDA has been wiped by ITS asset/walk-up team

**Onsite Deployed USI Employees:**

In case you are submitting the IT assets while on **onsite deployment**, please ensure that you take an email confirmation about the IT assets submission from the local IT team. Please share a copy of the same with [USIndiaExitManagement@deloitte.com](mailto:USIndiaExitManagement@deloitte.com) & [usindiaassetmanagement@deloitte.com](mailto:usindiaassetmanagement@deloitte.com) providing your employee ID and last working date. Request you to save a copy of the same for future reference.



Below are the locations where you can submit the company assets (ITS/Badge/Keys/CE Gym resources)

Team	Hyderabad Office	Mumbai Office	Bengaluru Office	Gurgaon Office
<b>IT Staging Room</b>	Any block ITS walk-up	Fifth Floor	3F- New Campus 'C' / GF 370 Midway Office	Fifth Floor (Big Breakout)
<b>Badging Station</b>	B1F	Second Floor	GF-New Campus behind reception/ GF Midway beside mail	Fifth Floor
<b>Keys (Operations)</b>	B1F(Near Badging room), E4F Store Room no. 1, F8F Store room(Next to the elevator), G5F Store at C wing and H1F(Near Store Room)	Fourth Floor	GF-New Campus behind reception/ GF 08 Midway Office	Second Floor
<b>CE Gym</b>	B1F	Fifth Floor	GF-New Campus behind reception/ GF Bandaje Midway Office	Ground Floor

### 13. Validate your bank details on Talent on Demand

Please ensure your correct bank details are reflecting on Talent on Demand, since the final settlement amount will be transferred using these bank details at the time of payment. No other bank details apart from the ones submitted on Talent on Demand will be considered later, for settling the amounts.

#### Note:

- Clause payments such as Joining Bonus, Notice Period Buyout, Relocation reimbursements, and training bonds will be subject to review with your Service Line Leader and could impact the final settlement amount.
- Expenses submitted in DTE close to your last working day might impact your clearances and final settlement timelines.

**Make sure all the below mentioned details have been duly updated by you before your last working day:**

Details required	To be submitted on
UAN provided under previous employment (if any)	Form-11 on <a href="#">HR Workways</a>
Aadhaar	<a href="#">HR Workways</a>
PAN	<a href="#">HR Workways</a>

**NOTE:** Absence of any of the above mentioned details will impact your Full and Final settlement. The settlement amount will be kept on hold until these details have been provided to the Finance team

### 14. Take a copy of the Bidding Adieu Email

As soon as you receive it

Please save a copy of the Bidding Adieu email for future reference. It will serve as a proof of resignation acceptance. The Exit Management Team will not be able to resend the email post the last working date as it is system generated and it is sent only to the Deloitte email ID.

#### Important:

If you are part of the **Emergency Rescue Team (ERT)/Fire Wardens**, please reach out to the below SPOC's at your location so that they can identify a replacement.

Location	Block	Floor	Email	Extension	Direct VoIP
Hyderabad	RMZ	B1F	ushydbadging@deloitte.com	84550	+91 40 6670 4550
	E Block	GF		87444	+91 40 6670 7444
	F Block	11F		74550	+91 40 6747 4550
	G Block	GF		75550	+91 40 6747 5550
Mumbai	Fairmount	2F	usmumbaibadging@deloitte.com	37707	+91 22 6113 7707
Delhi	BPTP	5F	usdelhibadging@deloitte.com	47550	+91 124 664 7550
Bangalore	DT office	GF	USBLRBadging@DELOITTE.com	53030	+91 80 6755 3030
	Divyasree Campus	GF		52020	+91 80 6755 2020

### 15. Sodexo Meal Card

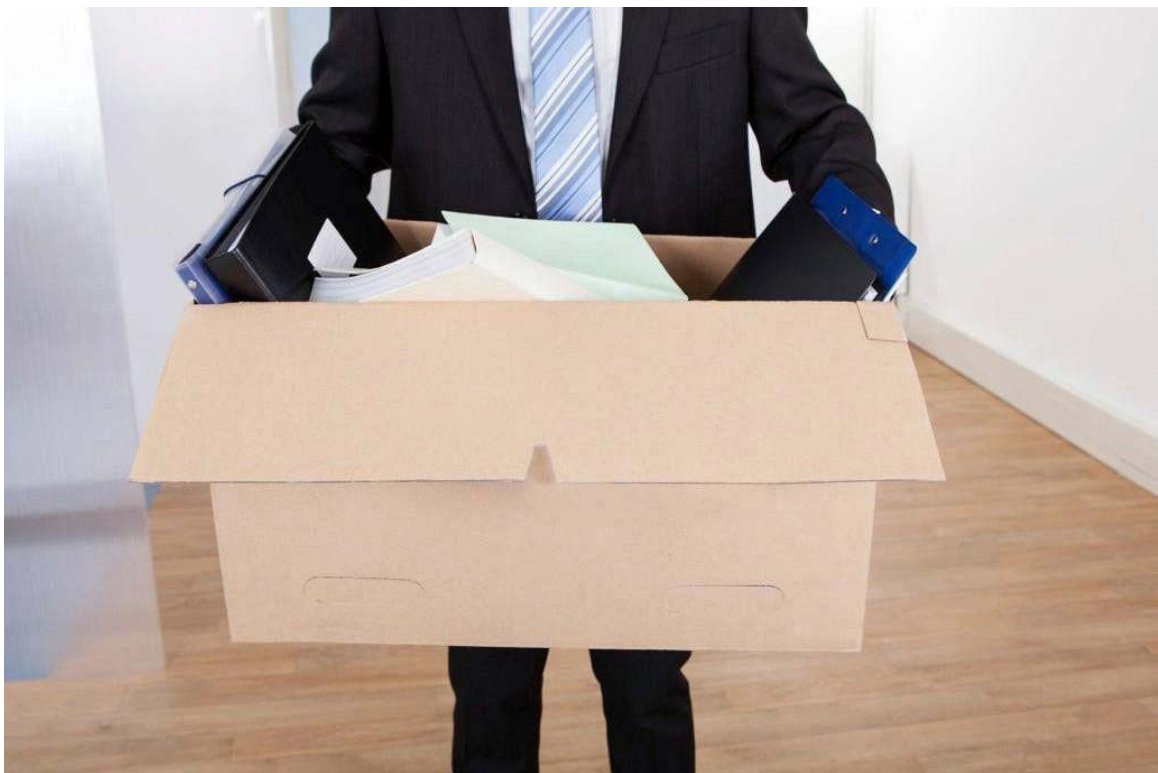
Last month of your notice period

Professionals who've opted in for the Sodexo meal cards and whose last working day is due in a specific month, the monthly amount (INR 2200) will be kept on hold for that specific month and will be processed as encashment in their full and final settlement.

Example: If your last working day is in March, the meal card will not be loaded for the month of March.

Note: The balance amount on the card can be utilized until 3 months only, starting from your last working day with the firm. This amount cannot be transferred to your new organization's meal card

# Post-exit guidelines



# Full and final settlement

The FAQs in this section detail the final settlement process with timelines followed for various activities involved. The potential income and deduction components which could be part of the final settlement are also noted. Actions to be taken by you are highlighted along with timelines for smooth closure of the final settlement process and issuance of relieving letter to you.



### 1.1 What documents do I need to download from HR Workways before leaving Deloitte?

Kindly ensure you download the below mentioned documents available for you on HR Workways. Please download this at least one week before your last working date. You will not have access to these documents after your last working date with the Firm.

- Pay slips
- Form16

### 1.2 How is the final settlement done and when will I receive the amount?

The final settlement computation is done by the Finance team after the last working day of the employee. This computation is done only after receiving clearances from each of the various teams as part of the checklist previously discussed. Once all the clearances are received, the Finance team will compute the final settlement amount to check whether the final amount is payable **to** you or a recovery **from** you.

### 1.3 Will I be paid any amount for the leave balance?

Leave balance on the last working day will be considered in the Full and Final Settlement calculation. The leave encashment/notice period shortfall is computed on Monthly Basic Pay. The notice period recovery and leave encashment will be treated as two separate components and shown accordingly on the final settlement.

### 1.4 Whom can I reach out to for information on my compensation and variable bonus?

For any information on your compensation and variable bonus you may reach out to your respective Talent Business Advisor or call up the Talent CIC team @ [+91406670 2222](tel:+914066702222).

### 1.5 What deductions would be done in my final settlement?

The following deductions may be part of final settlement.

- Deductions on account of 'Clause Payments' like Joining Bonus, Notice Period Buyout/Earnings and Relocation which would be recovered if stated clause period is post the last working day.

If the amount is being recovered in the year subsequent to the financial year in which the amount was initially paid, the TDS deducted on such a payment at the initial stage will not be considered while recovering, and will also not reflect on Form 16.

For example: A Joining Bonus of INR 50,000 paid in FY 2011-12, attracts a TDS of INR 5,000 @ 10% Tax rate which needs to be borne by the professional. When the same is recovered in FY 2012-13, the entire amount of INR 50,000 is recovered from the employee and not the differential amount INR (50,000-5,000 = 45,000).

In case the amount is being recovered in the same financial year, the TDS deducted will reflect in Form 16 and you would get the tax benefit for the same while filing your Income Tax Return (ITR). The same TDS will not be adjusted against the recoverable amount.

In case the amount is being recovered in the subsequent financial years, the TDS will not be shown on Form 16. As a result, no tax benefit will be provided to the professional.

- Deductions on account of Non submission of ITS assets like laptop chargers, laptop bags, privacy screens, cable lock, mouse, head phones, PDA, etc. and Operations related items like ID card, desk keys, or any other assets provided.
- Deductions on account of inputs received from Learning & Development team for any Training bonds. Excess DTE claims outside of policy or where receipts have not been provided.
- Deductions towards CPA expenses/Other certifications
- Outstanding Amex corporate cards dues.
- Outstanding Car lease dues.

- Communication Gym charges on account of default in returning of books/CDs/manuals/other assets etc.

## 1.6 What happens if the final amount is "Payable" to me?

The Finance team will provide this information to Talent Exit team post your last working day after receipt of all exit clearances from teams involved, post which the Talent Exit team will provide the relieving letter to you in soft copy through email as per their timelines. The final settlement processing will be completed in 30 calendar days from your last working day. (Provided the finance team here has received all applicable inputs and clearances from the concerned teams).

The final settlement amount will be transferred online through Electronic funds transfer (EFT) to your bank account last updated on Talent on Demand.

The final settlement statements (final payslip and income tax computation statement) will be sent to you via email one week after the payment of final settlement amount. This will be sent from [infhos@aonhewitt.com](mailto:infhos@aonhewitt.com) to your personal email ID, updated by you on Talent on Demand. Please ensure to add this email to your safe sender list or alternatively monitor your junk folder to ensure receipt.

**Note:** In case your bank details available in records are not valid at the time of payment and there hasn't been any communication from your end to the Finance team regarding the correct bank details, the final settlement amount will be transferred to the Labor Department after 3 years (2 years for Gurgaon) as per the Central Labor Laws. Once the amount is transferred by the firm to the Labor Department, you will have to reach out to them for claiming your final dues

## 1.7 What happens if the final amount is a "Recovery" from me?

The Finance team will provide this information to Talent Exit team post your last working day after receipt of all the exit clearances from teams involved. Post which the Talent Exit team will convey the recovery amount to you. You can pay the recovery amount by transferring the amount on line to the Firm account through EFT.

The name of your legal entity can be found on the pay slip. Deloitte bank account details will be conveyed by the Talent Exit Team. You can also contact the Talent Exit team @ [USIndiaExitManagement@deloitte.com](mailto:USIndiaExitManagement@deloitte.com) for the same post your last working day.

### Recoverable Amount Paid via EFT (Electronic funds transfer)

The Talent Exit team will update the payment details and provide the relieving letter to you in soft copy through email after seven working days from the date of payment after receiving a confirmation on the same from the Treasury team (Finance Team).

The final settlement process will be completed after 30 calendar days, from your last working day.

The final settlement statements (final pay slip and income tax computation statement) will be sent to you through email one week from the date of issuing of the relieving letter. This will be sent from [infhos@aonhewitt.com](mailto:infhos@aonhewitt.com) to your personal email ID, updated by you on Talent on Demand. Please ensure to add this email to your safe sender list or alternatively monitor your junk folder to ensure receipt.

For any clarification on the details provided in final settlement statements or recovery amount, you can send an email to [USR10FaceoffFinance@deloitte.com](mailto:USR10FaceoffFinance@deloitte.com)

## 1.8 What is the time frame for completion of Full and Final Settlement?

1.8.1 The final settlement processing will be completed in 30 calendar days, from your last working day. As per process the relieving letter will be issued to you in 10-15 working days from your last working date with the firm (subject to exit clearance received from all the stakeholders involved in this process).

1.8.2 Also note the relieving letter will be issued to you only if the projected final settlement outcome is payable to you. If the projected final settlement outcome is recovery from you, then the relieving letter will be issued to you in 3-5 working days, post the firm receiving the recovery amount from you.

### **1.9 Will I receive a cheque or would it be an EFT (Electronic funds transfer) to my bank account?**

The final settlement amount will be transferred online through EFT (Electronic funds transfer) to the bank account last updated on Talent on Demand.

### **1.10 What documents will I receive as a part of Full and Final Settlement?**

The final settlement statements (final payslip and income tax computation statement) will be sent to you through email after a week from the payment of final settlement amount. This will be sent from [infhos@aonhewitt.com](mailto:infhos@aonhewitt.com) to your personal email ID updated by you on Talent on Demand.

### **1.11 What document will I receive as part of my relieving?**

You will be provided the experience cum relieving letter, once all the clearances from the respective stakeholders are completed, within 10 to 15 working days after your last working day. The Talent Exit team will send a digitally signed soft copy of the letter to your personal email ID. In case of any queries on your relieving letter, you may send an email to the Talent Exit team @ [USIndiaExitManagement@deloitte.com](mailto:USIndiaExitManagement@deloitte.com)

### **1.12 Who should I reach out to in case I notice a discrepancy or issue with my Full and Final settlement?**

For any clarification on the details provided in final settlement statements, please email [USR10FaceofFinance@deloitte.com](mailto:USR10FaceofFinance@deloitte.com).

### **1.13 What proof can I submit to my new employer as previous income details with Deloitte?**

Once you receive the final settlement statement from Deloitte, you can submit the income tax computation statement to your new employer as proof of previous income details with Deloitte.

### **1.14 How and when will I receive the Form 16 for current financial year?**

As per process, the Form 16 for the current financial year will be ready and sent to you through email during the 1st week of June of subsequent financial year. This will be sent from [infhos@aonhewitt.com](mailto:infhos@aonhewitt.com) to your personal email ID, which you have updated on Talent on Demand.

**Note:** Please do not write to Face of Finance before June regarding Form 16. If you do not receive your Form 16 latest by June 20th, then please send an email to [usr10faceoffinance@deloitte.com](mailto:usr10faceoffinance@deloitte.com) specifying your Deloitte employee ID and your last working day with Deloitte.

# Provident fund

This section talks about the Provident Fund (PF) account maintained by Deloitte with the Regional Provident Fund Commission (RPFC) office. This will also let you know about the processes involved with timelines for PF transfer and PF withdrawal activities. It highlights when you can initiate the PF transfer or PF withdrawal after you leave the Firm.





## 2.1 What is the PF scheme?

It is a mandatory tax-qualified defined contribution retirement benefit plan where in equal contribution at the rate of 12% (12% of basic pay and an equivalent amount is contributed by the employer). The same is payable in total on retirement. For more details, you can refer the PF website: [www.epfindia.com](http://www.epfindia.com).

## 2.2 Does Deloitte maintain PF with RPFC or Trust?

Deloitte maintains the PF account with the Regional Provident Fund Commission (RPFC).

## 2.3 Is there a provision for me to raise my grievance with the RPFC?

Yes, there is a provision for you to submit grievance online at the PF site [www.epfindia.com](http://www.epfindia.com). Below mentioned is the path.

**Path:** PF home page → For Employees (Under Services Option) → EPFIGMS (Register your Grievance)

## 2.4 What is the employees' and employers' contribution towards PF?

As per statutory requirement the employee contributes 12% of basic salary and an equivalent amount is contributed by the employer.

## 2.5 What is the percentage of contribution towards the provident fund and pension scheme?

Employee's contribution of 12% of basic salary is fully deposited in the provident fund account. The employer's 12% contribution is deposited as follows: 3.67% is deposited to Provident fund and 8.33% is deposited in Pension scheme (capped at INR.1,250 per month).

## 2.6 Is there any interest earned on the amount deposited in the PF account?

Compound interest as declared by the government is given for every year of service.

## 2.7 Where can I find my PF account number, maintained by Deloitte?

Your PF account number is available on your payslip of Deloitte. It is mentioned on the top-right hand corner of your payslip.

## 2.8 What do I do with my Deloitte PF account after I leave the Firm?

After leaving the Firm, if you are continuing to work with the new employer, as per the PF act you need to transfer the funds from Deloitte PF account to the PF account maintained by your new employer. If you discontinue to work after leaving the Firm, then you can withdraw the amount from the Deloitte PF account. The PF withdrawal process is provided in the separate FAQ below.

## 2.9 How can I check my PF accumulations?

You can check your PF accumulations on the UAN member portal

(<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>) and download the passbook, which will provide you with PF accumulations (as updated in PF records)

## 2.10 When is an employee eligible for the pension scheme certificate?

For an employee to become eligible for pension fund, he has to complete continuous service of 10 years.

### **2.11 What is meant by continuous service of 10 years?**

Continuous service of 10 years in Employee Pension Fund would mean that you have been employed continuously for the past 10 years and you have not withdrawn your pension, but kept transferring them from one employer to another. This is treated as continuous service.

#### **Example:**

An employee who has worked with ABC Company for 3 years, then resigned from that organization and joined XYZ Company, wherein he/she worked for 2 years, then resigned from there to join another establishment for 5 years. During these 10 years of service if the employee has not withdrawn pension fund, but transferred it between employers, then it is considered as continuous service of 10 years.

### **2.12 When can an employee avail the benefit of employee pension fund scheme?**

An employee can avail this benefit after completion of 58 years of age, provided the condition of 10 years of continuous service is met.

### **2.13 Under what circumstances should I transfer my PF account to the new organization?**

If you are joining a new employer, as per PF act, you need to transfer your funds from Deloitte PF account to PF account maintained by your new employer.

### **2.14 What is UAN (Universal Account Number)?**

UAN stands for Universal Account Number. The UAN will act as an umbrella for the multiple Member Ids allotted to an individual by different establishments. The idea is to link multiple Member Identification Numbers (Member Id) allotted to a single member under single Universal Account Number. This will help the member to view details of all the Member Identification Numbers (Member Id) linked to it. If a member is already allotted Universal Account Number (UAN) then he / she is required to provide the same on joining new establishment to enable the employer to in-turn mark the new allotted Member Identification Number (Member Id) to the already allotted Universal Identification Number (UAN).

### **2.15 Where can I find my UAN, maintained by Deloitte?**

Your UAN number (if available) will reflect on Deloitte pay slip. It will reflect on the top-right hand corner of your payslip.

### **2.16 What if I do not find my UAN on payslip?**

If UAN is not available your pay slip, you will have to connect with your new employer for generation of UAN

### **2.17 Where can I get more details on UAN?**

Please click on the below link to know more about UAN

<http://uanmembers.epfoservices.in/faq.php>

## 2.18 What is the process of transferring my PF to New Employer?

### If the new employer maintains PF account with RPFC (Regional Provident Fund Commission)

You need to initiate the PF transfer online at the UAN member portal ([https://unifiedportal-mem.epfindia.gov.in/member\\_interface/](https://unifiedportal-mem.epfindia.gov.in/member_interface/)) after 60 calendar days from your last working date with Deloitte. You have an option to initiate PF transfer online either through Deloitte or your new employer.

If you have opted to initiate the PF transfer with Deloitte, send **scan copy** of the **signed forms** to [pfonlineclaims@deloitte.com](mailto:pfonlineclaims@deloitte.com) within seven days of initiating the PF transfer. Please retain the hard copy of the forms for your records.

Please use the claim ID as the file name for the scan copy of the signed forms. In the subject, please use "Scan Copy of PF online Forms– with claim ID" also include your complete name, employee ID and Deloitte PF account number in the email.

Once we receive the signed scanned copy, the claim will be validated and approved online in two weeks.

## 2.19 What is the process of PF withdrawal?

As per the PF act, if you are currently employed, you have to transfer the funds from Deloitte PF account to the PF account maintained by your current employer.

If you are not employed anywhere, you can initiate the PF withdrawal after 60 calendar days from your last working date with Deloitte.

As per the process, you need to fill up the PF withdrawal composite claim forms without Aadhaar (19 and 10C), which are provided in the zip file attached (these forms are also available at RPFC site [www.epfindia.com](http://www.epfindia.com)). Please send duly filled forms in hard copies along with below mentioned documents at Deloitte address.

- Aadhaar copy – 1
- PAN copy - 2
- Form 15G/Form 15H (as applicable) – 2
- Non-Employment Declaration Letter - 1

### Deloitte address

Face of Finance — PF matters  
Deloitte Consulting India Pvt. Ltd.  
Building # 9, Deloitte Campus F Block  
11th Floor, Opp. Westin Hotel  
Hi-tech City, Madhapur, Hyderabad — 500 081

Also enclosed are the document regarding "Amendment in section 192A of the IT Act, 1961, Income Tax", Form 15G (applicable to people of age below 60 years/other than senior citizens) or 15H (applicable for people of age 60 years and above/for senior citizens)

Points to remember while filling the withdrawal forms:

**Note:** Kindly ensure the forms are sent as per the checklist and along with checklist form. In case the forms are incomplete OR not in order as per the checklist, you will be communicated by the PF team through email (in two weeks from receipt of forms at our end), post which you will have to send the complete set of forms once again for processing.

Kindly refer to the "Amendment in section 192A of the IT Act, 1961, Income Tax" applicable for PF settlement effective 1st June 2015 and submit two copies of your PAN card(2 sets) and two original copies of Form 15G/Form 15H(2 sets) as applicable.

Provide your Employee ID, UAN number, Aadhar copy, Mobile number, and personal email ID details along with the PF withdrawal forms.

**Note1:** If you don't have UAN available with you please reach out to us on [usipfadministration@deloitte.com](mailto:usipfadministration@deloitte.com) asking for UAN, we will provide you with the same.

**Note2:** Attach an Aadhaar copy along with withdrawal forms for filing.

**Note3:** Revenue stamps are not mandatory, however you have to sign across the box.

**Note4:** Ensure to submit "Non-employment Declaration Letter" along with withdrawal forms, confirming that you are not working with any organization at the time of initiating PF withdrawal.

Mention your name and other basic details on the PF withdrawal forms, as per the details provided on Deloitte payslip. (In case of any data discrepancy like Name / Father-name / DOB / DOJ / Gender mismatch between payslips and ID proofs, please reach out to [usipfadministration@deloitte.com](mailto:usipfadministration@deloitte.com) asking for online data correction process, which need to be completed before initiating PF withdrawal process.

The bank account details provided on PF withdrawal forms should be an individual savings bank account in the name of employee only.

Attach a cancelled cheque leaf (self-attested) along with PF forms, as proof of your bank account details. Member name printed on Cancelled cheque is mandatory, if cancelled cheque is not available with you can submit latest month bank statement (self-attested).

In case you have more than one PF account at Deloitte due to entity change during your service with Deloitte, you need to submit separate set of PF withdrawal forms for each of the accounts maintained by Deloitte. The date of joining and date of leaving will vary for each of the PF accounts. You can refer to the respective payslip for date of joining information.

Once we receive the completed forms along with supporting documents, we will process and submit the forms to PF office at Hyderabad within 30 to 40 calendar days from receipt of the forms. Once your PF withdrawal forms are submitted by us to PF office at Hyderabad, you can track the status of the forms online at the PF site (<https://passbook.epfindia.gov.in/MemClaimStatusUAN/>) with your Deloitte UAN.

As per PF Act, the settlement will be done by the PF office after 20 days from receiving the forms at their end.

In case the settlement does not happen during the above-mentioned period, you need to reach out to the PF office directly for the status. The PF office does not provide any information regarding the status of PF claims to Deloitte representatives at the PF office. Mentioned below is the postal address of the PF offices at Hyderabad and Mumbai.

#### **Hyderabad PF office address**

Regional Provident Fund Commissioner 3-4-763, Barkatpura,  
Hyderabad — 500027  
Phone Number: +140 27555601  
Fax: 04027561977  
Email: [ro.hyderabad@epfindia.gov.in](mailto:ro.hyderabad@epfindia.gov.in)

#### **Mumbai PF office address**

Employee Provident Fund Organization,  
Sub-Regional Office Vashi, Tower No.6, 5th Floor,  
Vashi Stn. Complex, Vashi,  
Navi Mumbai 400703  
Ph.No. +12227812022  
Email: [sro.vashi@epfindia.gov.in](mailto:sro.vashi@epfindia.gov.in)

#### **NOTE:**

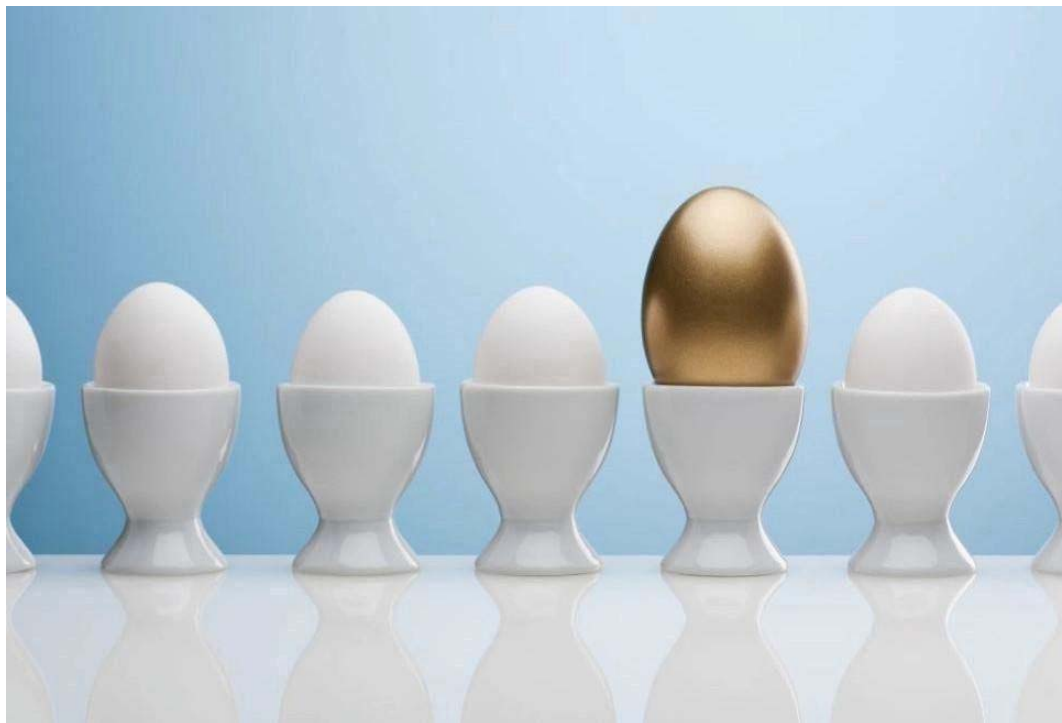
- If your last working day was earlier than January 1, 2014, you will have to submit a manual withdrawal request. Process and required forms are available in the "PF withdrawal kit"
- If your last working day is later than January 1, 2014, you will have to initiate the withdrawal online. Process is available in the attached "PF withdrawal kit"

#### **2.1 Can I withdraw my PF if am leaving the Firm within six months of service?**

Yes, you can withdraw your PF amount if you are leaving and have not completed six months of service with the Firm. You cannot withdraw the pension amount as per the PF Act.

# Gratuity

This section talks about the Gratuity benefit provision available with the Firm and the eligibility criteria for gratuity claim. This will also let you know the various activities involved around the gratuity settlement process with timelines followed.



### 3.1 What is Gratuity?

Gratuity is received by an employee from the employer in gratitude for the services offered by the employee in the company. Gratuity is a defined benefit plan and is one of the many retirement benefits offered by the employer to the employee upon leaving his/her job. An employee may leave for various reasons, such as retirement/superannuation, for a better job elsewhere, on being retrenched, or by way of voluntary retirement and still be eligible for Gratuity.

### 3.2 How will I know whether I am eligible for Gratuity claim?

If you have served the Firm for more than 4 years and 8 months continuously, you will be eligible for Gratuity claim.

### 3.3 If I am eligible for Gratuity claim, how can I initiate this settlement?

If you are eligible for Gratuity claim, the Firm will automatically initiate the settlement after your last working date with the Firm. You need not take any action for initiating the Gratuity settlement.

### 3.4 If I am eligible for Gratuity claim, when will the settlement be done?

If you are eligible for Gratuity claim, the settlement will be done after 30 calendar days from your last working date with the Firm.

### 3.5 How is Gratuity calculated?

It is calculated as per the below mentioned formula mentioned in the Gratuity Act 1972

Gratuity =  $15/26 \times \text{monthly basic salary} \times \text{number of years (with the firm)}$

Where Basic is the last drawn monthly basic salary by the eligible employee

Note: In case the employee is on a Flexible Work Option (FWO), the monthly basic under the full work load conditions will be considered and not the reduced basic pay.

### 3.6 How will I receive the gratuity settlement amount??

The gratuity settlement amount will be transferred ONLY online, through Electronic funds transfer (EFT) to your bank account last updated on Talent on Demand.

**Note:** Please be sure of updating bank account details with the same name as it appears in your pay slip. This is to avoid any rejects due to name mismatch with the bank records during the electronic funds transfer process.

### 3.7 Will my service with the Firm be considered continuous if my entity has changed (transfers from one FSS to another) due to business reason without any break in service?

Yes, if your entity has changed due to business reason without any break in service, then your complete tenure with Firm (i.e., from date of joining the Firm till date of leaving with the Firm) will be considered for gratuity calculation.

#### Example1:

- Date of joining the Firm is January 10, 2004
- Last date under previous entity is October 31, 2010
- Start date under new entity is November 1, 2010
- Date of leaving with Firm is January 31, 2014

In the above example, since there is no break between Last date under previous entity (October 31, 2010) and Start date under new entity (November 1, 2010), the complete tenure which would be considered for gratuity calculation will be Date of joining the Firm (January 10, 2004) to Date of leaving with Firm (January 31, 2014).

**Example2:**

- Date of joining in U.S. is January 10, 2004
- Last date in U.S. is October 31, 2010
- Start date in India is November 1, 2010
- Date of leaving in India is January 31, 2014

In the above example since your start date in India is (November 1, 2010) you will be covered under all India benefits only from start date in India is (November 1, 2010). In this scenario the tenure which would be considered for gratuity calculation will be Start date in India (November 1, 2010) to Date of leaving in India (January 31, 2014).

**3.8 Can the cheque be deposited in to bank account of my family members?**

No, the cheque cannot be deposited in bank account of any person other than you.

**3.9 Can the cheque be deposited in any bank account in my name?**

Yes, the cheque can be deposited in any of the savings bank accounts in your name.

**3.10 What is the ceiling for payment of gratuity amount?**

As per the prevalent provisions of the Gratuity Act, INR 10 Lakhs is the maximum amount that can be paid.

**3.11 I completed five years with Deloitte, out of which one year I was an intern and rest four years as regular employee. Am I eligible for gratuity?**

No, your service with the Firm will be considered only from the time you are a Full Time Employee with the Firm.

# Alumni Relations

## Colleagues for Life

This section entails a brief overview of the alumni program, privileges and what to expect after you leave Deloitte.

### What's in it for me?

- Opportunity to stay connected with fellow alumni and current Deloitte professionals
- Valuable content, such as Deloitte thought leadership, market insights and alumni newsletters

### What can I do before I leave?

- Join the [Official Deloitte group](#) on LinkedIn
- Complete the [Alumni exit survey](#)
- Update your contact information in DeloitteNet. Click [here](#), then follow the steps below:
  - Login using your Deloitte PIN
  - Click on 'My Information'
  - Click on the Contact details' tab to update your information, including a **personal email address**
- Set up time to meet with [Anubhuti Lalchandani](#) from Alumni Relations, to learn about local activities

### What can I expect after I leave?

- Once you join our [LinkedIn group](#), you will begin receiving our alumni communications which in turn helps you to stay connected.





# Contact us

Below are the contact details for any assistance required on various activities associated with your separation from Deloitte.

Please provide your employee ID, last working date and topic of your concern while sending your queries through mail to us. This will help us in extracting your relevant information from records for providing you the quickest and most appropriate response.

For queries on final settlement/gratuity	U.S. R10Face of Finance(U.S.— Hyderabad) <b><a href="mailto:USR10FaceofFinance@deloitte.com">USR10FaceofFinance@deloitte.com</a></b>
For queries on PF	U.S. India PF Administration(U.S.— Hyderabad) <b><a href="mailto:usipfadministration@deloitte.com">usipfadministration@deloitte.com</a></b>
For queries on exit process and relieving letters	USI India Exit Management(U.S.) <b><a href="mailto:USIIndiaExitManagement@deloitte.com">USIIndiaExitManagement@deloitte.com</a></b>
For queries on DTE expenses	US HYD R10 Expense Compliance (US) <b><a href="mailto:r10expensecompliance@deloitte.com">r10expensecompliance@deloitte.com</a></b> & Expense Compliance (US - Hermitage) <b><a href="mailto:expensecompliance@deloitte.com">expensecompliance@deloitte.com</a></b>
For queries on leave and time details	U.S. India Leave Administration (U.S.— Hyderabad) <b><a href="mailto:usileaveadministration@deloitte.com">usileaveadministration@deloitte.com</a></b>
For queries on Medical Insurance premium	U.S. India Insurance Benefits <b><a href="mailto:usindiainsurancebenefits@DELOITTE.com">usindiainsurancebenefits@DELOITTE.com</a></b>
For queries on Car Lease	U.S. India Car Lease Administration (U.S.— Hyderabad) <b><a href="mailto:usicarleaseadministration@deloitte.com">usicarleaseadministration@deloitte.com</a></b>
For queries on AmEx corporate credit card	U.S. R10American Express Corporate Cards (U.S.) <b><a href="mailto:usr10americanexpress@deloitte.com">usr10americanexpress@deloitte.com</a></b> & US Corporate Cards (Amex-P-Card–Recruiting-Meeting-Conferencing-FONcard) (US) <b><a href="mailto:corporatecards@deloitte.com">corporatecards@deloitte.com</a></b>
For informationon employee care center / HR Letters	US HYD HR-ECC(US) <b><a href="mailto:ushydhrecc@deloitte.com">ushydhrecc@deloitte.com</a></b>

Thank you for all your  
contribution to Deloitte!

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