



## NON - EMPLOYED WORKER – EXIT FORM

Name:	APPARAO M	Bank ID :	1543999
Date of Joining:	17/06/2016	Vendor Name:	CAPGEMINI
Date of Notice to Vendors:		Last working day:	13/11/2018
Department:	CIBITO-GBTec-ProjCH-	Cost Code :	3399259800
Contact Number:	9940564715 CnOxiRsk	Email ID :	apparao4java@gmail.com
Address for future Correspondence:	4/17, Ground Floor, Navalar Street Dhasarathapuram, Saligramam, Chennai - 600093		
<b>Reason for Exit</b>			
	Project Completion		
<input checked="" type="checkbox"/>	Resigned from Parent Company (specify if insourced to SCB)		
	Performance Reasons		
	Bad Conduct		
	Long / Medical Leave		
	Maternity Leave		
	Planned redeployment (>18 months with SCB GBS) to other projects in parent company		
Others (please specify)			
<p>I hereby accept the relieving of the above NEW_. I hereby take responsibility to ensure the notice period is served fully and the knowledge transfer is completed.</p> <p>As People Manager, it is mandatory this form is uploaded in the NEW / Fieldglass Portal and the right reason is provided for your NEW. This is a governance and compliance action.</p>			
Line Manager's Acceptance / Signature:	Signature - Approval by VMO Authorized Personal		
Date	Date		
	**SOW Number		


## Central Asset Management - IT Asset Related Clearance Form

It is Mandatory to provide all the information required in this form

Exit Employee Details	
Name : APPARAO M	Bank ID : 1543999
Seat No. / Floor : WS-83 / 4th Floor	Business Unit : CIBITO - GSTec - ProjCH - Co Orig
Building : PCT - Capgemini	Location : CHENNAI - PCT
	Last Working Date : 13/11/2018
Currently Used Asset(s) Details	Asset Service Tag No. : INNDYFHYX1
<input type="checkbox"/> Desktop / <input checked="" type="checkbox"/> Laptop	IMEI / Serial No. :
<input type="checkbox"/> iPhone	Extension No. :
<input type="checkbox"/> Avaya Phone	Token No. :
<input type="checkbox"/> VPN	
RMS Details:	Type ID RMS Description
Surrender of Asset :	5874 : e-Waste or Hardware Return - Hardware Feasibility Check
Surrender of (if Applicable)	
Avaya Phone :	6985 : IP Phone Access - Soft Phone & Hard Phone
Blackberry / iPhone :	10145 : iPhone Request
VPN :	10106 : VPN Request
Other Assets returned to CAM (if any) :	<input type="checkbox"/> Headset <input type="checkbox"/> Pen Drive <input type="checkbox"/> DVD ROM <input checked="" type="checkbox"/> Laptop Bag <input type="checkbox"/> External HDD <input type="checkbox"/> VPN Hard Token <input type="checkbox"/> Others
Exit Employee Acceptance:	
I hereby confirm that the details provided above for the IT Assets are correct and I can be held responsible for any discrepancy identified or found later related to the Company IT Assets.	
Signature : M. Apparao	Date : 13/11/2018
Line Manager Acceptance:	
I hereby confirm that APPARAO M is resigned and the IT assets used by him / her will be handed over to Central Asset Management / Me (Desktop case only).	
I also confirm,	
1. The LAN ID and email ID has been deleted / RMS has raised for LAN ID and email ID deletion: RMS#	
2. In case of Shared asset, RMS has raised to untagged the asset: RMS# (Desktop case only)	
3. In case of Replacement, RMS has raised to tagged the asset to Replacement / Line manager : RMS# (Desktop case only)	
4. The following items have been handed over to me and I am responsible for the same <input type="checkbox"/> Headset <input type="checkbox"/> Pen Drive <input type="checkbox"/> DVD ROM <input type="checkbox"/> External HDD <input type="checkbox"/> Others	
Comments (if any) :	
Signature :	Date : 11/13/2018
Line Manager Name : T. A. LAKSHMI PRIYA	Bank Id : 1472992
CAM Team (use only) :	
Details of additional assets (if any found)	
Asset Service Tag No's :	
Current User Details :	
CAM Remark's (if any) :	USER HAS SURRENDERED LAPTOP, BAG AND CHARGER
Verified By	
Signature :	Date : 13.11.18
Name : KARTHIKEYAN P	Bank Id : 1562555



**Exit Checklist: Completion of all items in this checklist on time will ensure us to process your exit efficiently**

	Action Items	Status	Contacts	Signature
Line Manager	1. Updation in People Soft by Line Manager & reply copy from HRSSC	Mandatory		 11/13/2018
	3. Knowledge transfer	Done		
	4. Company Property: (Laptop / Calculator / Training Manuals / CD's & Floppies / Keys / Headset/ Black Berry / Mobile & etc.)	Pls drop mail to GSSC West, IT Asset.		
	Handover Document	Mandatory		
ITSC	1. Email – MS Outlook (For Individual ids only).	RMS #	ScopeExit_ITSecurity@in. standardchartered.com  Workwise India Champions/APRS/SCB, Voice net - 16224	**(Mail copy of the RMS raised)
	2. VPN Token ( <b>Mention token # in RMS</b> )			
	3. User IDs / Application Ids			
	a) Deactivation of Workwise ID b) Completion of time sheeting in Workwise			
FSSC	Travel Bills		FSSC,APUScope /APRS/SCB, Voice net – 13301 / 13237  RM team to certify no open Vtram pending for settlements	**(Mail copy of the confirmation from the specified ID)
GTL	STD/ISD Access Password Deletion (If applicable)	Deleted / Not Deleted	Support, GTL/APRS/SCB Voice net -19375	**(Mail copy of the confirmation from the specified ID)
SCB				
H R	Sodexo Pass (if applicable)	Surrendered/ Not Surrendered	Head Facilities Mgmt Voice net 16356 I floor, Africa Bldg. or Digital Zone	
	ID cum Access Card	Surrendered / Not Surrendered	Head Facilities Mgmt Voice net 16356 I floor, Africa Bldg. or Digital Zone	

**Declaration and Undertaking by Separating Staff:** I certify that all appropriate areas have been properly cleared. I understand that Standard Chartered Scope International reserves the right to request restitution of or payment for any property or the settlement of any outstanding obligations that might have been excluded from this clearance process and arising out of Final settlement calculation.

Date 13/11/2018

Signature M. Apparao