



Bhaskar D <tech.bhaskard@gmail.com>

Mr. Bhaskar Dara & Family

1 message

Guesthouse.BookingCHNcontractor@cognizant.com <Guesthouse.BookingCHNcontractor@cognizant.com>

Sat, Jan 24, 2015 at 7:17 PM

To: Vijayasathya.S@cognizant.com, Yuvaraj.K3@cognizant.com

Cc: tech.bhaskard@gmail.com, bala@novascotiaboutiquehomes.com

*Hi,**Greetings from ACCO DESK And a very warm welcome to Cognizant family*

Acco Desk is managed by Manoj & Suresh

Name **Mr. Bhaskar Dara & Family**Period of Stay **14 days (14 * 24 hours) acco. as per the company policy from 28th January till 11th February**Guest house Allocated **Notting Hill general guest house (twin sharing)**Address & Route Map **As Attached - Please check the attachment**

Contact Numbers

* For any clarification on your accommodation, call us at the numbers mentioned in the signature

* To speak to the guest house personnel , call the numbers found in the route map

Check in formalities

Step 1 :- Carry the print out of this mail with you

Step 2 :- Carry the print out of the route map with you, this would be useful throughout your stay

Step 3 :- In the guest house, please produce the print out of this confirmation mail and your ID card to the Incharge/ caretaker

Step 4 :- Fill in all the requisite details in the GUEST INFORMATION SHEET and the GUEST HOUSE REGISTER

- THIS IS MANDATORY

Step 5 :- After completion of Step 4, the incharge would allocate the room to you

Step 6 :- Please go through the rules and regulations of the

guest house, found in the coffee table or stuck behind your

bedroom door

Check out formalities

Step 1 :- Inform the cook/ caretaker a day prior to your check

out

Step 2 :- On check out, do sign the GUEST INFORMATION

SHEET and the GUEST HOUSE REGISTER - THIS IS MANDATORY

Step 3 :- Do pay your F & B , Laundry, Telephone bill to the

cook/ caretaker **(Breakfast complimentary)**

Step 4 :- Please ensure you have collected all your belongings

(i.e) your mobile charges, walking shoes, medicines, etc..

Other Details

* Accommodation is strictly only for 14 days only as per the policy, any extension beyond this

would be only on direct payment basis

* There can be no break of dates in this 14 days period

* The Employee Id, project name and project Id has to be provided to the acco desk within 4 days and Non receipt of this, the accommodation charge would be billed direct to the guest

* Billing policy per day- 24 hours

* In case of extension on direct payment basis, the room rent would be

collected based on the occupancy. On sharing - Rs.700/- and Single

Rs.1400/- + taxes. No guarantee can be given that the accommodation

can be on sharing, if there are no guests sharing with you, then Rs.1400/- per day + taxes has to be paid

Escalation Number

For any escalations, please get in touch with Girija Madhu @

98404 12383

On an Emergency

Inform the guest house caretaker immediately, refer the

emergency contact numbers given in the write up stuck behind

the bedroom door and call them .

Hope you have a pleasant stay in our Guest houses, do not hesitate to get in touch with us
for any further assistance. Have a good day!

Thanks & Regards,

Acco Desk- Team

Manoj & Suresh

V-Net :- 446892 / Landline :- 044-42096892

For any Emergency contact after office hours(8.00pm to 10am) Pls contact

Manoj - 98840 67907

Suresh - 9884067926

Rajesh - 9176914242

For any **Escalations** pls contact

Williams - 9840075510.

-

Please visit "India Domestic Travel App" to raise all requests for cabs and accommodation as well as access to facilities you wish to visit".

From: S, Vijayasathay (Cognizant)
Sent: Friday, January 23, 2015 4:49 PM
To: K, Yuvaraj (Cognizant); GuesthouseBooking CHN(Cognizant)
Cc: Bhaskar D
Subject: RE: Bhaskar Dara | Approval for Accommodation | 27th-jan-15

ok

Thanks & Regards, Vijayasathay

Cognizant - Human Resources | Work (044) 43675511 | VNet 445511

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"People are my passion innovation is my mantra"

From: K, Yuvaraj (Cognizant)
Sent: Friday, January 23, 2015 11:58 AM
To: GuesthouseBooking CHN(Cognizant)
Cc: S, Vijayasathay (Cognizant); Bhaskar D
Subject: Bhaskar Dara | Approval for Accommodation | 27th-jan-15

Dear Team

Please Provide accommodation for below candidate accommodation from 27th-Jan-14

Vijay - Please approve the same.

Sl. No.	Full Name	Level	Accommodation From	Location	Mobile No	Gender
1	Bhaskar Dara	A	27 th -jan-15	Chennai	9035916923	Male

Regards,

Yuvaraj K | Human Resources


Cognizant Technology Solutions Pvt. Ltd

Mobile: 8939886160, Vnet: 461964

Linkedin: [in.linkedin.com/pub/yuva-raj/26/4a9/a34/](https://www.linkedin.com/pub/yuva-raj/26/4a9/a34/)

Dream Big. Start small. Act now.

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 **Route Map - Notting Hill - Cognizant Sr Manager's Guest House.xls**
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