EXIT FORMALITIES - PAYROLL

CGI

CONTENTS: -

I. Repayment of dues: -

1. In case of any dues payable members they will receive a mail GHRMS team, mail id e-Clearances@cgi.com with subject line Resignation Notification _____.

2. If the pending dues are not cleared, GHRMS team will advise the payroll team to withheld the salary for the month. Payroll team cannot take call on releasing your salary. Once the pending dues are paid, RHRMS team will advise payroll team to transfer the salary. For any clarification on the salary withheld you need to contact GHRMS team by raising a case in HRSC.

3. Pending dues should be paid using e-collect facility. For transferring the dues amount members need to register through net banking as a beneficiary.

Members having PSA ID	Members having LPS ID
Account Name - CGI ISMC Pvt Ltd	Account Name - CGI ISMC Pvt Ltd
Nick Name - CGI	Nick Name - CGI
Account number - **CCGIPSA** followed by PSA ID. (For example CCGIPSA012345)	Account number - **NCGILPS** followed by LPS ID. (For example NCGILPS00012345)
IFSC code - CITI0000004	IFSC code - CITI0000004
Account type - Current	Account type - Current
Address : #5, M. G. Road , Bangalore-560 001	Address : #5, M. G. Road , Bangalore-560 001

4. Enter your complete PSA ID (six digit) or LPS ID (eight digit) in the format given above, as the system will not accept IDs that do not conform to this nomenclature.

5. Use the Citi to Citi transfer option (if you hold a Citibank account) or **NEFT/RTGS** as the fund transfer option (for non-Citibank accounts) to transfer funds. Please note you should not select IMPS option for fund transfer.

6. Once the transfer is done the member needs to inform the RHRMS SPOC and your HRBP with the details of the transfer made for updating their records and also copy Ms. Archana Venkatanagaraja mail id archana.venkatanagaraja@cgi.com to confirm the receipt of the funds.

7. Please click on MSKC Link for more information for clearances and procedures.

II. Submission of FBP Reimbursement claims and Investment proofs: -

If you have opted for New tax regime as part of your Income tax declaration in CGI India Payroll, reimbursement submission and income tax proofs submission is not applicable.

a. FBP Reimbursement claims: -

1. Members need to submit the pending FBP reimbursement claims if any (VFM, Driver Salary) through Sodexo Zeta App at least seven days before the last working day.

2. Any unclaimed balance under reimbursements will be paid as taxable allowance along with final settlement.

3. If the Sodexo onboarding process is not completed as per the mail sent from inpayroll, entitled amount till last working day will get paid as unclaimed amount along with FFS.

4. Reimbursement claims submitted will be processed and credited to Sodexo IDFC Flexi Benefit card on the last working day of the month. 20th of the month is the cutoff date for considering the reimbursements claims.

5. Members should not change the official mail id in the Sodexo Zeta App, as any claimed reimbursement will be credited to Sodexo IDFC Flexi Benefit card based upon the official mail id on the last working day of the month.

6. Members can still use the meal card amount available in Sodexo Meal pass even after last working day.

b. Investments Proofs: -

1. Members can submit the Investment proofs through Investment Declaration Form tool (IDF) for considering it during the final settlement. Member needs to enter the details in the Investment Declaration Form tool (IDF). Submit the declaration, take the printout of IDF, sign it, scan it, save scanned copy of the signed IDF and scanned copy of the other investments proofs in a folder, Zip it and upload it in IDF portal at least seven days before the last working day.

2. You can find the Investment Declaration Form tool under CGI home page >>> Local Tools >>> [Finance Portal](#)

3. Refer to the Guidelines and notes under investment declaration tool before submitting the proofs.

4. Members claiming the HRA exemption need to submit the consolidated rent receipt generated from the IDF tool, duly signed by the landlord.

5. If the rent per month exceeds Rs.3000 it is mandatory to submit rent agreement along with consolidated rent receipt. If the rent per month exceeds Rs.8300 it is mandatory to submit the PAN card copy of the land lord along with rent receipt and valid rent agreement.

6. HRA exemption cannot be given by the next organization for the HRA income received from CGI.

7. If you do not have any other investments like LIC, PPF etc readily available with you, you can submit the same in your next organization.

8. Your settlement will be done based upon the tax proofs submitted before finance clearance and no further submissions will be entertained.

9. Any incorrect, insufficient proofs submitted will lead to rejection and payroll team will not be able to revert on this. Hence it is required to submit the all the necessary documents as per the process to avoid rejection.

III. Payroll related documents: -

1. Members need to download all the necessary payroll documents like payslip's, previous years form 16, income tax statement etc up to March 2021 from Folklore Payroll and from April 21 onwards from CGI India Payroll before the last working day.

2. After the final settlement payroll team will not be able to retrieve the previous records.

3. For current financial year Form 16 will be sent to the personal mail id updated in HRSC records in the month June. If Form 16 is not received by end of June members needs to send a mail from your personal mail id to inpayroll@cgi.com with your Emp no. Name, PAN and date of leaving. Form 16 will be sent within a weeks' time.

4. It is recommended that members need to check and update the personal email id in HRSC before the last working day for any future communication also for sending Form 16.

VI. Provident fund withdrawal and Transfer: -

A. Provident Fund withdrawal process: -

1. Members can withdraw PF only under following circumstances (conditions): -

   a. Retirement

   b. Resignation (not working with any organization)

2. Members satisfying above conditions and wish to withdraw PF, need to apply online thorough UAN portal.

3. If members do not satisfy the above points it is advised to transfer the PF to your next organization.

4. Address of the PF office for reference. Sub-Regional Office, Bommasandra, No.37/1, 6th Main, Singasandra, Hosur Main Road, Bangalore-68.

B. Provident Fund Transfer process: -

1. Member needs to initiate the PF transfer process only from his/her next organization.

2. You need to have below information for PF transfer.

- UAN : - Available in your payslip.

- PF Number, you need to download the PF passbook from UAN portal.

- State: Karnataka   PF Region Office: Bommasandara.

- Establishment Code PY BOM 18935

Provident fund maintained with: - Regional PF commissioner Bommasandra.

3. Once you initiate the PF transfer from your next organization, you need send the soft copy of the Form 13 by email to meenakshi.shekar@cgi.com for approval from CGI.

4. PF transfer request submitted online will be digitally approved with in a weeks' time.

5. Once the PF transfer request is digitally approved by CGI, member will get a notification.

6. CGI Payroll team will not have any visibility in the transfer process except approving the transfer request, hence for any clarification please login to UAN portal and check the status.

V. Gratuity: -

1. Members are entitled for Gratuity after completing 4 years 190 days of continued service in CGI without any loss of pay during the last 190 days. There is no need to submit separate form by the members for gratuity settlement. It will be calculated and processed by the payroll team.

2. Gratuity is calculated on last drawn monthly basic. The formula applied for calculating the gratuity is last drawn monthly basic / 26 x 15 x number of completed year of service.   Ex: - Basic is Rs.15000, service is 5 year - 15000/26 x 15 x 5   = Gratuity amount is Rs.43,269.

3. If number of months completed is more than six months it will be considered as one full year. Ex; 5 year 7 months considered as 6 years for gratuity calculation.

4. Gratuity amount will be transferred to your bank account within 45 days from the date of settlement.

VI. Superannuation (applicable only for Classic CGI members): -

1. Members are eligible for superannuation scheme only if you have contributed to superannuation from your salary. Please check your CTC Payslip under CGI India Payroll to know your contribution towards superannuation which is reduced from Flexi Basket of allowance.

2. If you are contributing towards superannuation and if you wish to withdraw, please submit the duly filled withdrawal form available in Folklore payroll under forms.

3. Superannuation withdrawal documents will be submitted to LIC office within 45 days from the date of submitting the forms.

4. LIC will transfer the superannuation amount to the member account directly within 45 days from the date of submission of documents.

VII. Loans and Advances: -

1. If member is having any personal advance or accommodation loan needs to clear all the dues at least 10 days before last working day. (Refer the fund transfer process as per the e collect facility)

2. If member is having any travel advance to be settled please get in touch india.expenses.in@cgi.com

VIII. Company Car lease: -

If member has taken car under the car lease policy of CGI, car lease formalities needs to be completed at least 10 days before the last working day and obtain the No objection certificate (NOC) from the leasing company. (for more details send a mail to Deepu. Kumar@cgi.com from Payroll team)

IX. Final Settlement: -

1. Final settlement amount will be directly credited to your salary account and the date of final settlement transfer will be intimated by RHRMS Team.

2. Final settlement documents will be sent by RHRMS Team directly to the address or the mail id updated by the member.

3. In case of any clarification on the final settlement calculations, please reach out to RHRMS Team   mail id globalhrss@cgi.com.

4. Once the settlement is completed, it will not be reinitiated or recalculated.