

Exit Process Guidelines

Vincent Thomas (Associate)

Thu 9/19/2019 8:29 PM

To: Vincent Thomas (Associate) <Vincent.Thomas@mindtree.com>;

Cc: Ramya R <Ramya.R@mindtree.com>; Deepika Cv <Deepika.CV@mindtree.com>;

 1 attachments (726 KB)

Exit Process Guidelines - India.pdf;

Bcc'd intentional

Dear Mindtree Mind,

As per EMS, today (19 -Sep-2019) is your last working day at Mindtree. In order to enable a smooth transition, kindly refer to the exit process guidelines attached and the below email content.

- Following is a list of important tasks to be completed atleast by 2.00pm.
- Please note that on your LWD, all the departments will provide Clearance by 4.15 pm. Post 4:15 pm if any department has not given clearance you can get in touch with the concerned team to get your clearance before 5:00 PM. **Please Do Not follow up with any Team for Clearance before 4.15 pm on your LWD.**
- Kindly go to PeopleHub >> Work Tab >> Utilities >> Exit Management System to view your Clearances and take Exit Interview in the Exit Interview Tab. (Without taking Exit Interview you will not be able to View your Clearance)
- Check the Personal Email ID and contact details in the Exit Interview page and incase it needs to be changed, please revert back to this email with details to update.
- Return the ID card and draw keys (if any) to the Admin department/Security control room in your respective location by 12.30pm to provide Admin clearance.

You will be receiving a Temporary access card for the day. Kindly do not delay the ID card submission, as your clearance might get delayed and INR 250 will be deducted towards non-submission of the ID card on your LWD.

- Return your Laptop to CIS team in your respective location.

Additionally, please check if there are any other laptops tagged to your name as you would be required to justify the whereabouts of the same to CIS for providing assets clearance.

- Return you Amex Card along with Zero Balance Statement to expense team. Other locations, please submit to your respective PF/PSS/Finance team. (MTW – P2, 5th floor, PSS Bay/MTE - Rameswari Pradhan/MTC – Dineshmohan Shanmugam /MTP – Tanmayi Lonkar /MTB – Swapna Patnaik/MTH – Location SPOC as per document)
- **Clear all your dues with Finance if any. You can contact Global Contact Centre (Call 12345 and choose 3) to check for any dues. Kindly make the payment and send the transaction details to finance.clearance@mindtree.com. Dues will not be recovered from Full and Final Settlement. (It takes 2-3 working days after you send the transaction details for Finance clearance)**

Please Note:

- Resignation acceptance letter will be triggered to your personal email ID by 5:30PM, provided all your clearances are done, except "IS Deact_Mail ID" which will happen automatically by 6:30PM. Your Full and Final Settlement would be on HOLD if any of the clearances are pending.
- For any Provident Fund related queries, write to epf@mindtree.com.
- C2 and Gratuity will be auto-cleared at 3:00 PM and 3:15 PM respectively
- Pace will be auto-cleared by 4:00 PM if there are no pending items against your name in the PACE portal
- If you have any shift allowance or PLB (Project Linked bonus), please ensure it is approved on or before LWD by your manager, failing which it will not be processed with FFS
- **All the eligible Mindtree Minds for gratuity amount would have received Form-I in the email trigger as a link sent from Exit Management System once PF had approved the resignation. Kindly fill the same and send the scanned copy to Varalakshmi.karveti@mindtree.com. In case the form is not opening please drop a mail to Deepika.cv@mindtree.com who would share it via email.**
- Ensure the Clearance from your end by returning all the company assets to the concerned departments before 4 PM to avoid delay in sending the resignation acceptance letter.
- The Full and Final settlement will be done within 20 working days from your last working day after taking into account the leave entitlement details and other dues(if any). Once the Full and Final settlement is completed you will receive your Relieving cum service letter to your personal email Id. **Please Note: No Hardcopies will be provided**
- **You will get your Resignation acceptance letter as soft copy on LWD after 5.30 pm to your personal mail ID after all your clearances are done and Please note your Service cum Relieving letter will be sent to your personal mail id after your Full & Final Settlement is done approximately within 20 days from your LWD**

Regards,

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