



# Offboarding Handbook

June 2025

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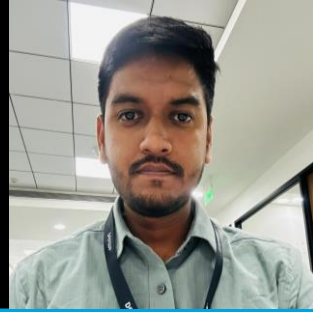
## TSG || Offboarding team



**Gaurav Goel**  
TSG Lead



**Manvi Singh**  
South Zone and  
Offboarding Process Manager



**Ajay Biswas**  
South zone



**Dhikshith S**  
South zone



**Dhruve Mehra**  
North and east zone



**Ananya Sharma**  
North and east zone



**Sagar Mishra**  
North and east zone



**Aishwarya Tikle**  
West zone



**Janhavi Gaikwad**  
West zone



**Akshata Dighe**  
West zone



**Shikha Sharma**  
West zone

## 3 STEPS Offboarding process

### Exit survey and employee step

Please check for mail with subject line as- **Notification on offboarding process initiation for "your name"** for completing the formalities (if the resignation is approved)

01

### Confidentiality form

Post completion of, Exit Survey and employee step you will receive a separate mail to submit the confidentiality form with subject line as -**"Sign the required attached forms – your name"**

02

### Submission of admin & IT assets


Post completion of step one and two, employees must submit their admin asset (ID card) and IT assets on last day or basis manager approval you one day prior to last day






03



# How to start with offboarding formalities?

[EXT] Notification on Offboarding process initiation for Shruti Soukhiya

 IN TalentHub <noreply@sapsf.com>  
To  
Cc ● IN, Talent Offboarding

  Reply  Reply All  Forward 

Mon 6/5/2023 3:22 PM

**Please consider this as a mandatory activity for having a seamless closure of off-boarding activity. Non-closure of this activity is not considered for processing the final settlement.**

**Below are the points which you will be actioning in this process.**

- Review all the information provided and complete the exit interview form.
- Once the above step is completed, you will receive a notification with necessary form fillings.
- Finally complete the self-clearance

**Note: If you can see that any of the displayed information is not correct. Please login to your Employee's profile and correct it.**

Please [click here](#) to complete below mentioned RRO Exit formalities, this shall be completed immediately on receipt of this email.

- D points Undertaking
- ICC undertaking.

Only post completion of the RRO formalities, please [click here](#) to start the exit process.

**If you have any queries you may reach out to your designated SPOC mentioned below.**

**You shall receive this triggers**  
Once your resignation is approved



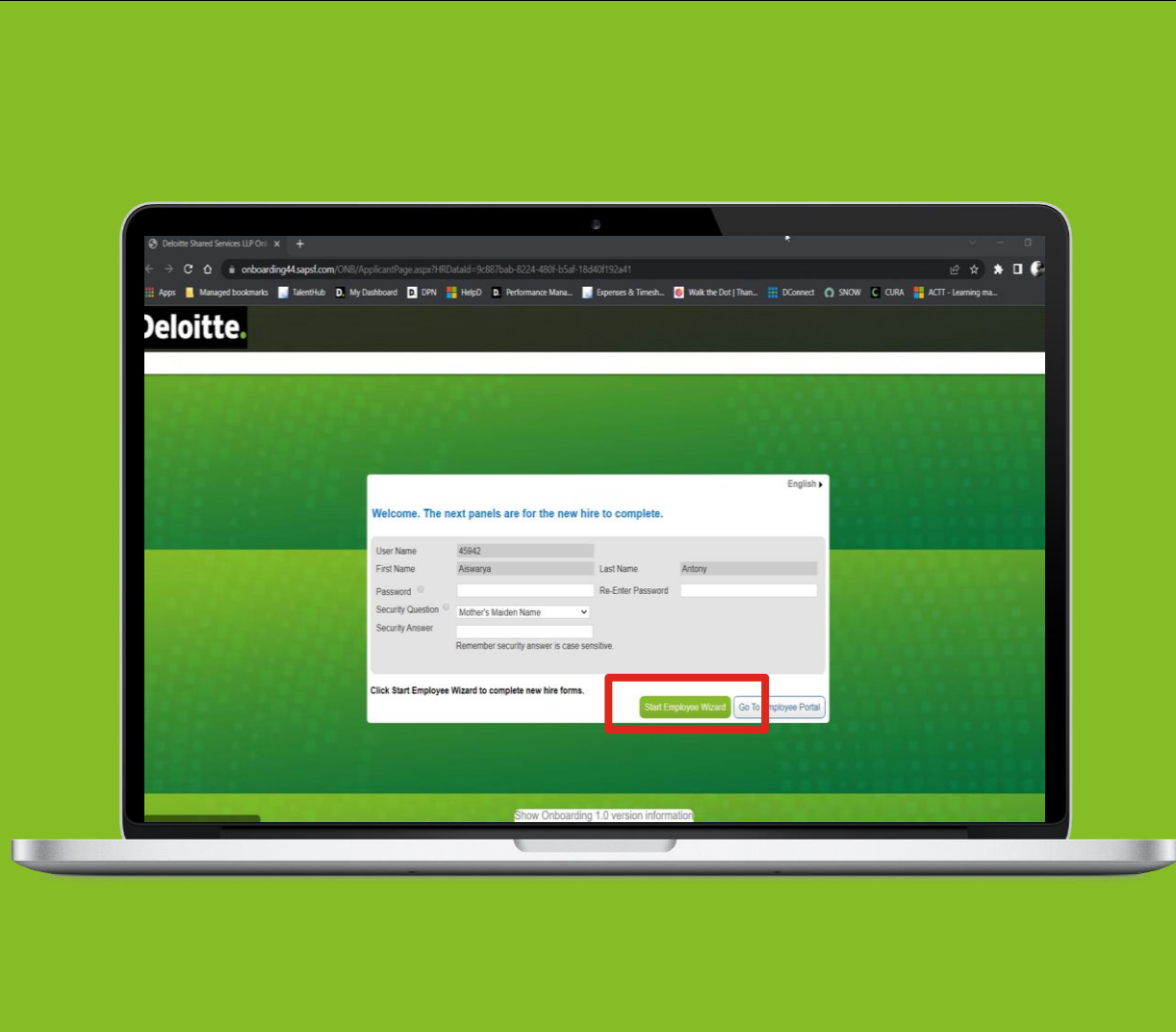
**Check outlook, click on both hyperlinks to complete**  
[noreply@sapsf.com](mailto:noreply@sapsf.com)



**After this email Part two will be triggered**  
[noreply@sapsf.com](mailto:noreply@sapsf.com)



# #1



## Please note:

1. The hyperlink will take you to the onboarding page as “onboarding XP”, it is same for offboarding.
2. Fill in the password and re-enter the password after that answer security question.
3. Click on “Start Employee Wizard” in bottom right side.

## #2

Deloitte.

Personal Information - 45942 (Aiswarya Antony)  
Employee Step

Salutation: Ms

First Name: Aiswarya

Last Name: Antony

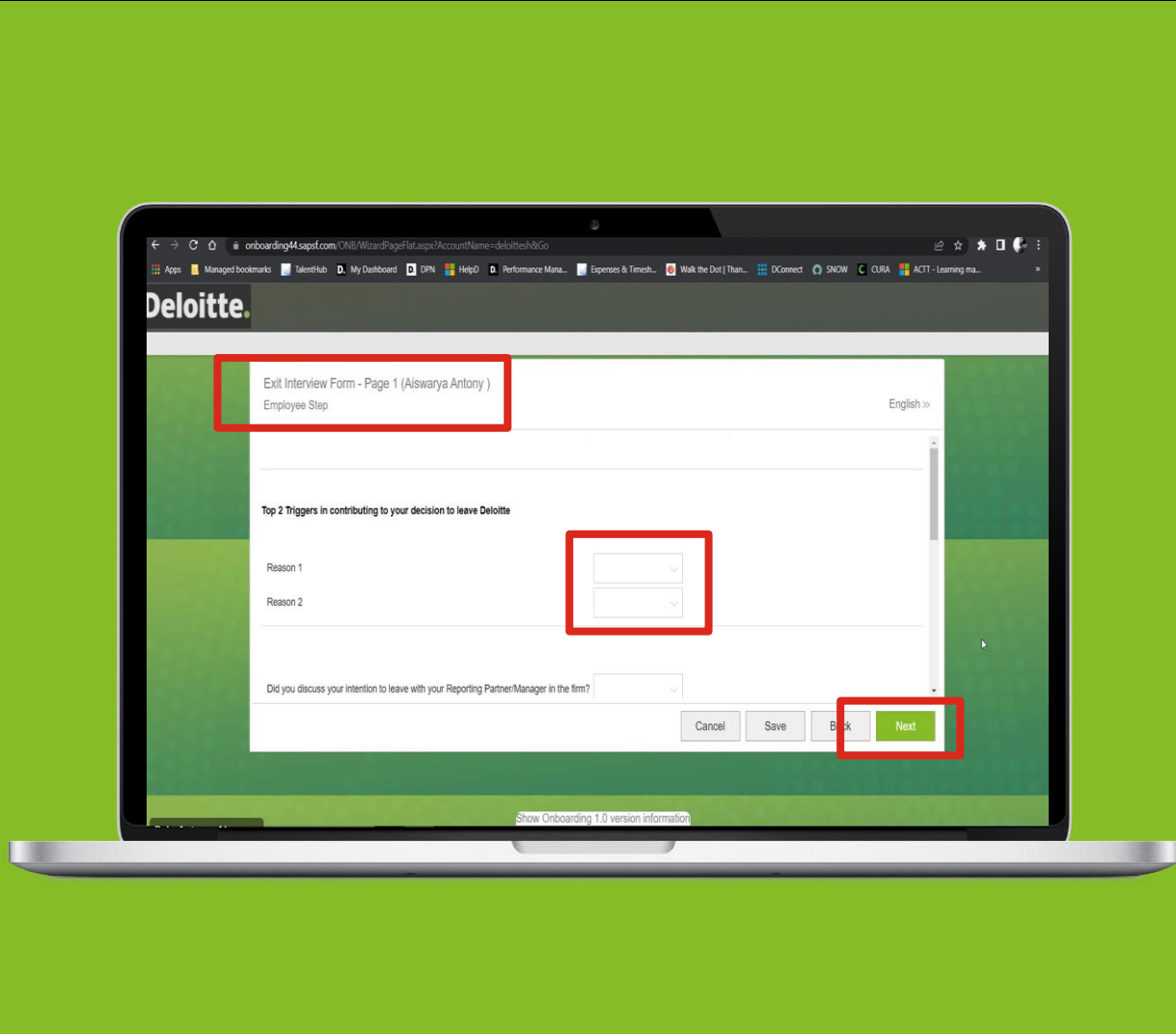
Full Name:

Cancel Save Next

### Please note:

1. After you click on the “start employee wizard”, it will land you to personal information page.
2. Please go through the personal information and click on “Next” button on bottom right side.

### #3



#### Please note:

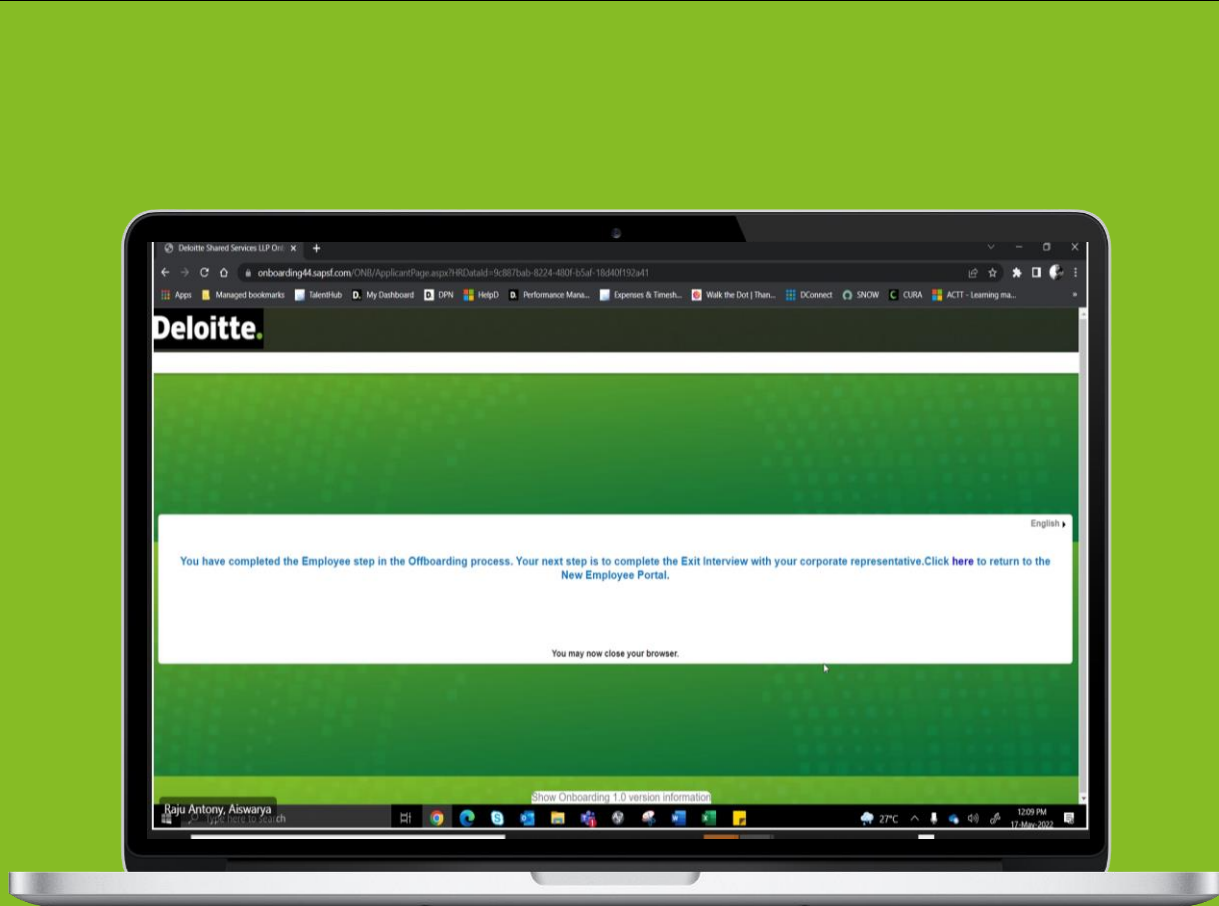
1. After clicking on next button, it will take you to “Exit Survey” page of Employee step.
2. Select the desired option from drop down and click on “Finish” button on bottom right side of screen.



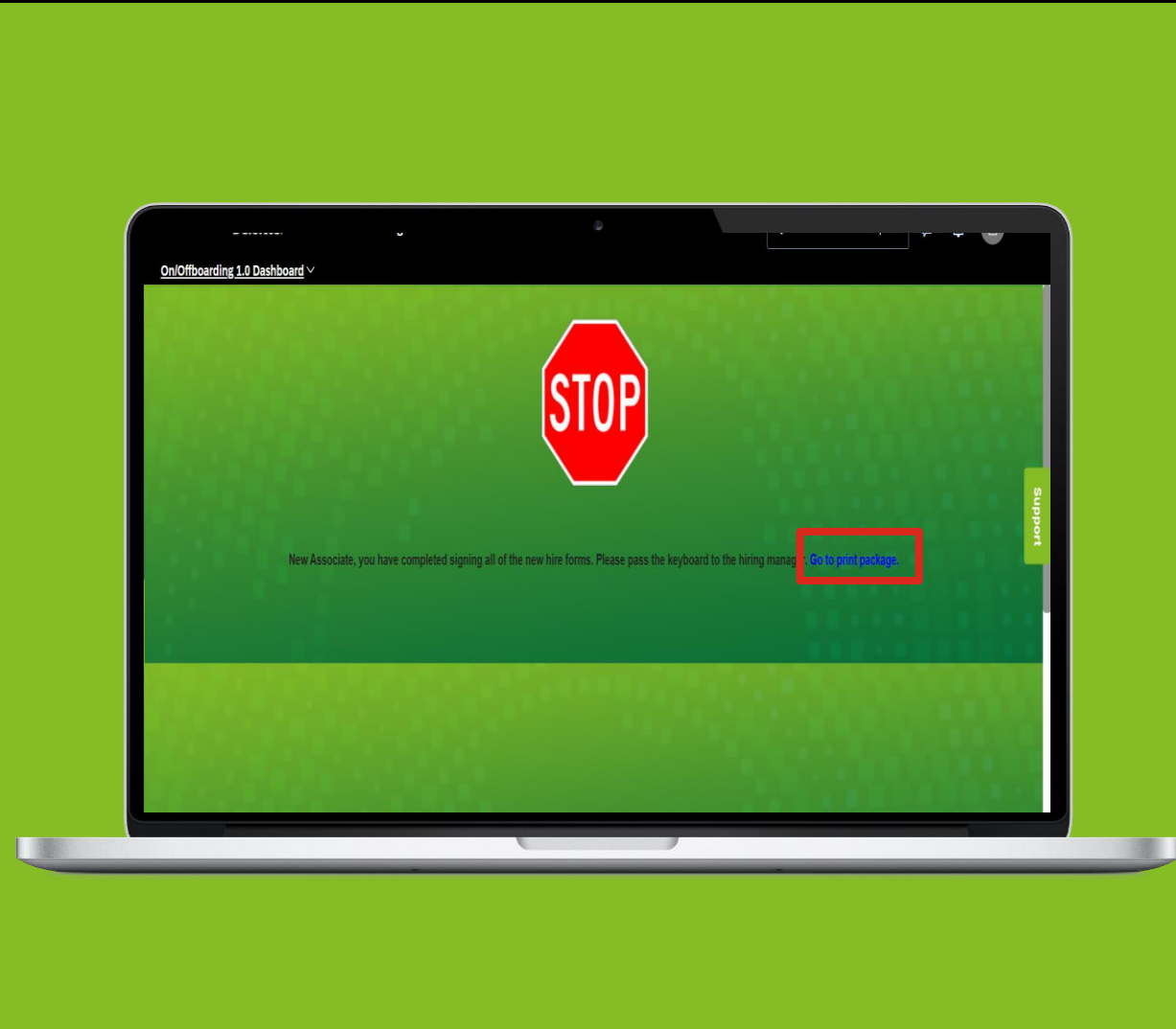
The screenshot shows a laptop displaying the Deloitte Exit Interview Form - Page 2 (Aiswarya Antony). The form is titled "Exit Interview Form - Page 2 (Aiswarya Antony)" and "Employee Step". It features a dropdown menu for the statement "The benefits and facilities provided foster a good work environment". The dropdown menu is open, showing options: Agree, Strongly Agree, Agree, Disagree, and Need Improvement. The "Finish" button is highlighted in green at the bottom right of the form.

**Please note:**

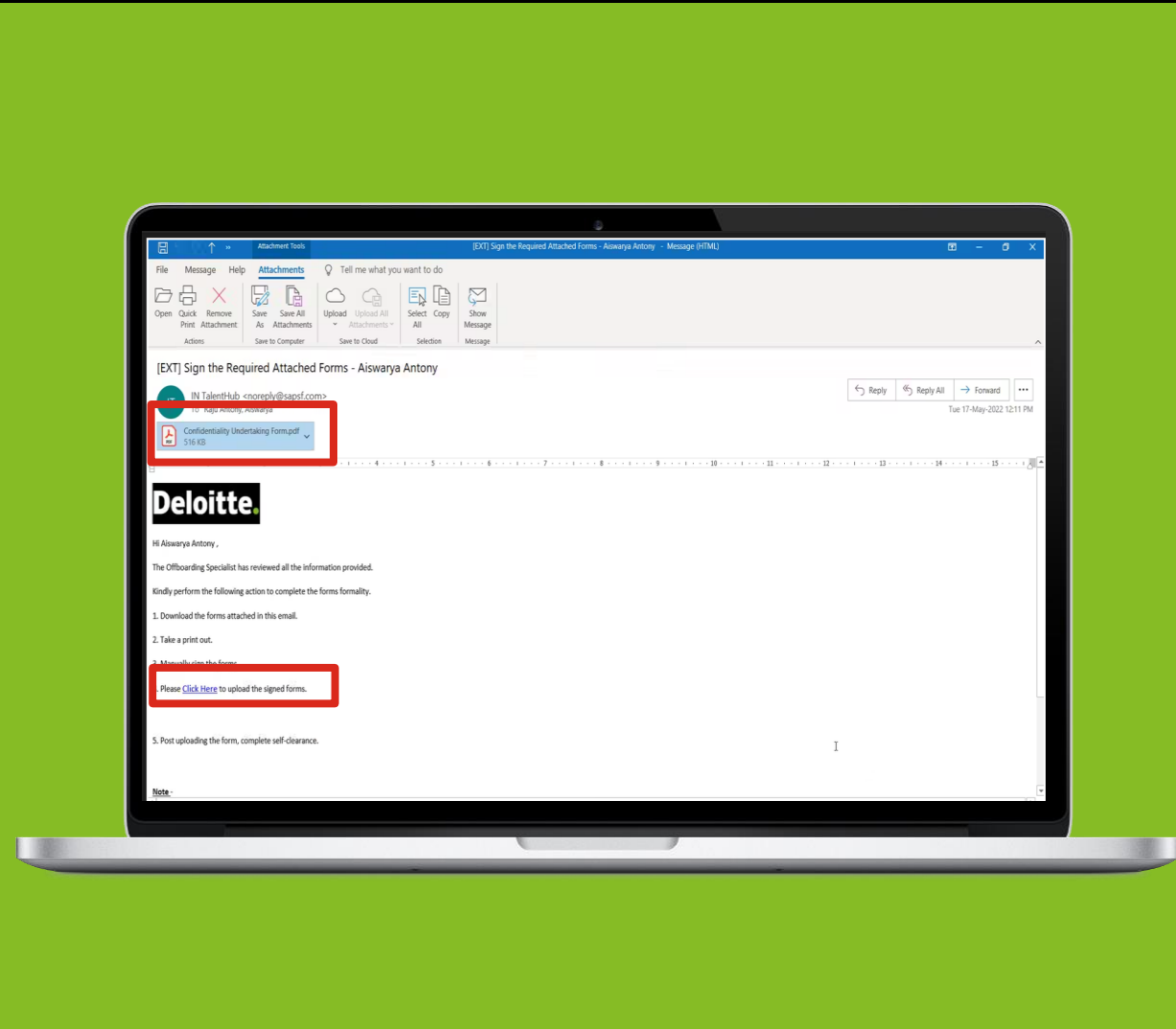
1. When you click on drop down this how the option would appear, and you can select as per your desired option.
2. Click on “Finish” button on bottom right side of screen.

**Please note:**

1. This is for self-understanding/as a confirmation for completion of exit process part one.
2. It will either show you this page or “STOP” page.
3. This must be considered as confirmation for completing Exit Survey & Employee Step.

**Please note:**

1. This is for self-understanding/as a confirmation for completion of exit process part one.
2. If you see this “STOP” page, then go to print package that is in blue hyperlink >> click on that “GO TO PRINT PACKAGE “ >> SUBMIT ALL DOCUMENTS >> SUBMIT.
3. This must be considered as confirmation for completing Exit Survey & Employee Step.



### Please note:

1. Post Completion of exit survey and employee step i.e., part one email.
2. Another separate mail from [noreply@sapsf.com](mailto:noreply@sapsf.com) will be triggered to Official mail ID, with subject line as “[EXT] sign the required attached forms – your name”.
3. Whatever is applicable to you will be attached in this mail to sign & upload on the hyperlinked “CLICK HERE” in point no four.
4. Download the form and sign them digitally or manually and upload the form on the hyperlinked to complete “SELF CLEARANCE”.

### Undertaking and Privacy Consent

By clicking on the checkbox (where this Undertaking is provided in the electronic form) or signing below (where this Undertaking is provided in the physical form), I confirm that I have read, understood, accepted and have given my consent, to this "Undertaking and Privacy Consent" (**Undertaking**).

In this Undertaking, **Organization** refers to the entity of which I am an employee or I am otherwise associated with. "Deloitte Entities" means entities which are a member or affiliate of the Deloitte network.

My employment or association with the Organization has ceased or will shortly cease on and from the day immediately following my last working day with the Organization (Last working day): (DD/MM/YYYY)

#### 1. Defined Terms

In this Undertaking, unless opposed to the context, the following terms have the meanings given to them below:

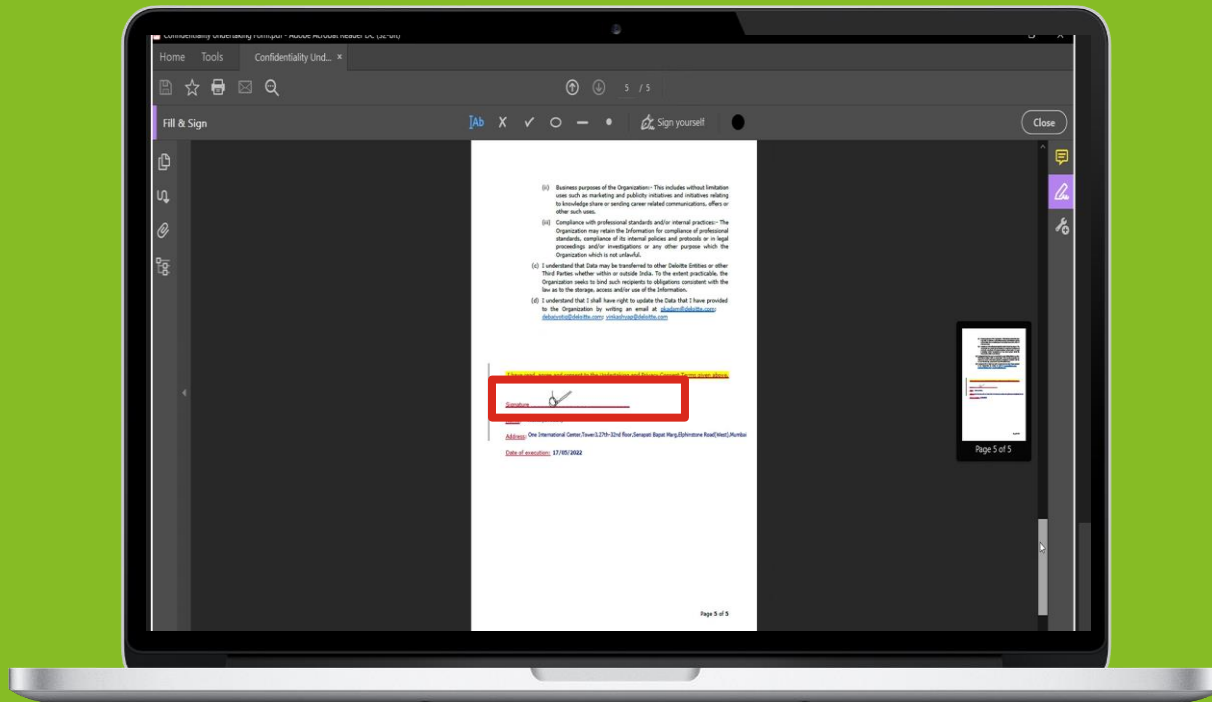
1.1 **Deloitte Entities** means Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee (DTTL), its member firms and their respective subsidiaries and affiliates (including the Employer), their predecessors, successors and assignees, and all partners, principals, members, owners, directors, employees, subcontractors and agents of all such entities. Neither DTTL nor, except as may

### Please note:

1. Please Check your last day on page one and Digitally Sign on page five of confidentiality form.
2. On page five mention the office address and execution date as LWD – convert to PDF and upload

### 3. Pathway to Esign the CF :

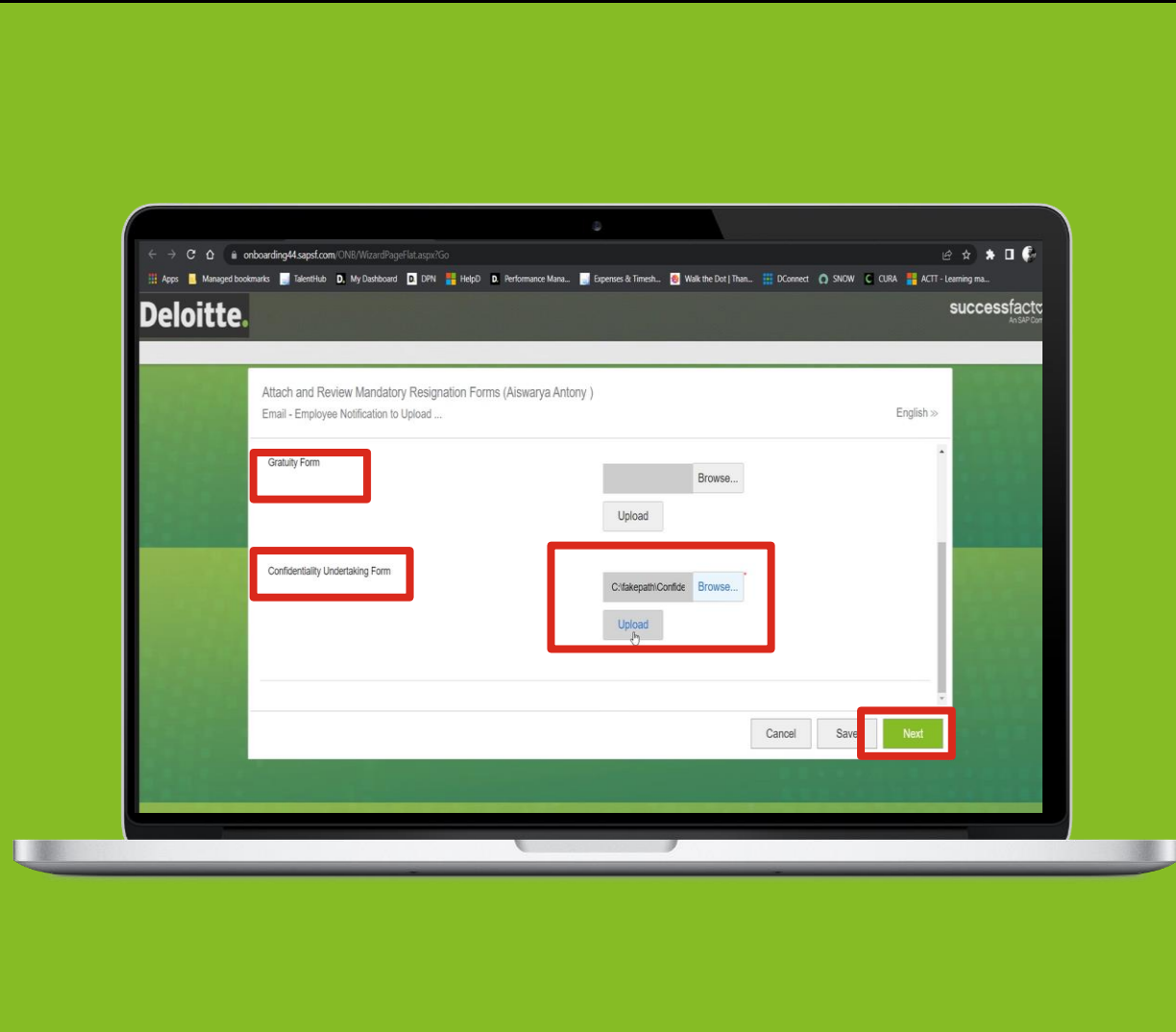
Double click the CF form > opens into Adobe > use the AB to write LWD on page 1 near DD/MM/YYYY format > Sign yourself/Pen symbol on top left side of screen bar > using touch screen or insert Esign > save > upload/share in pdf format on this email.



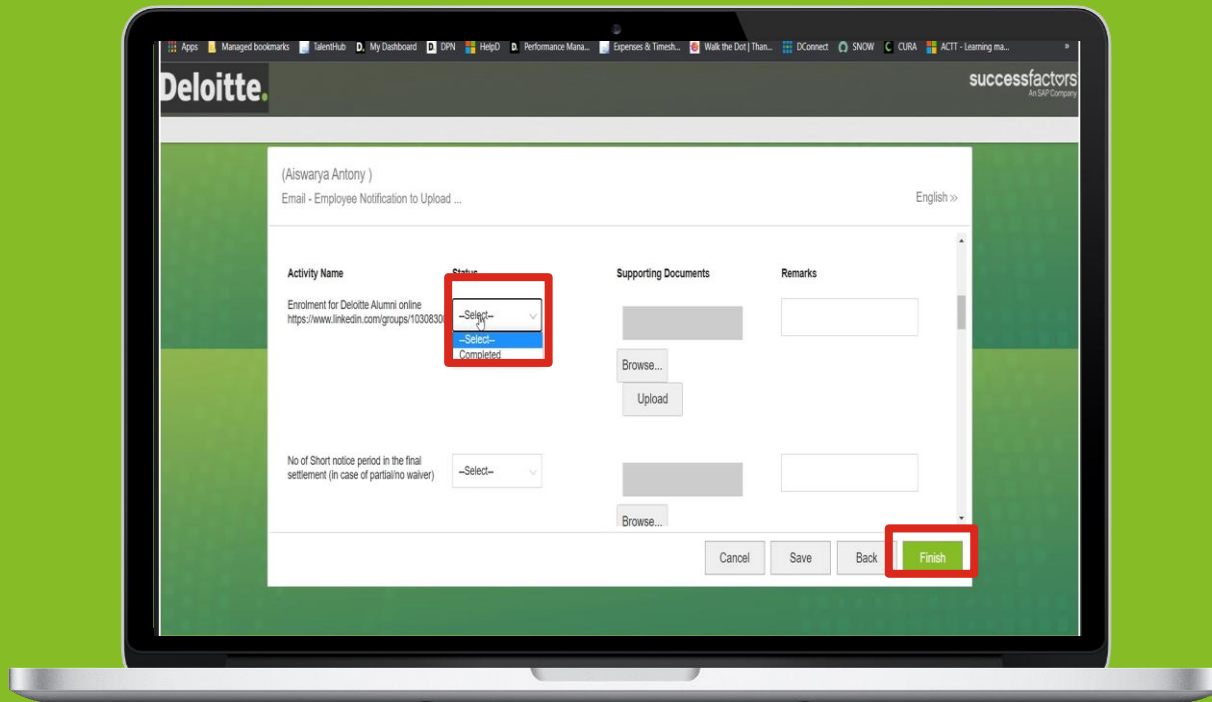
### Please note:

1. Please Check your last day on page one and Sign on page five of confidentiality form.
2. Sign the document and upload against the same form name received in attachment.
3. **Pathway to Esign the CF :**

Double click the CF form > opens into Adobe > use the AB to write LWD on page 1 near DD/MM/YYYY format > Sign yourself/Pen symbol on top left side of screen bar > using touch screen or insert Esign > save > upload/share in pdf format on this email.

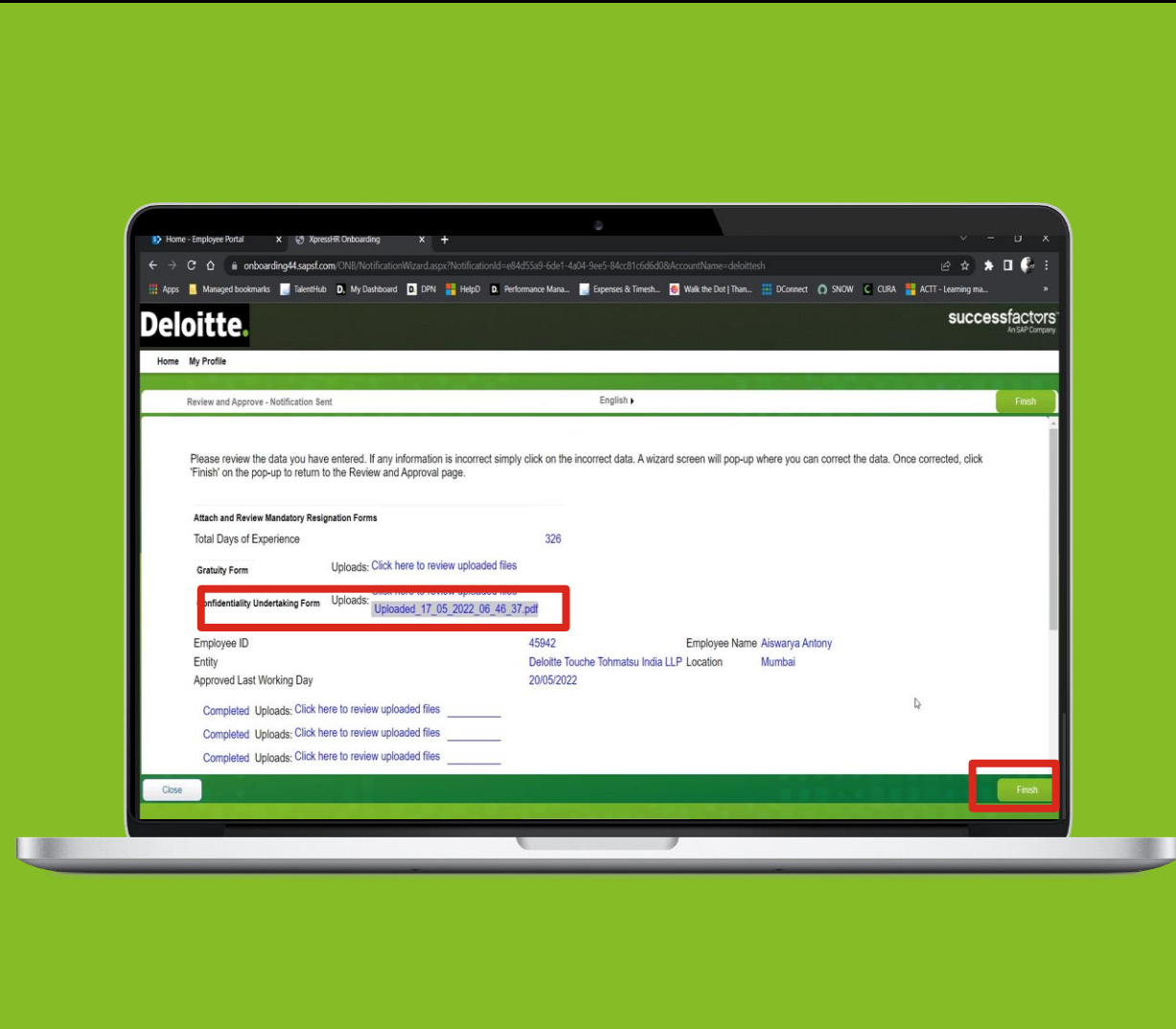
**Please note:**

1. Please scroll up or down to upload against the correct form name >> Browse >> Upload.
2. Post the documents are uploaded you can click on the “NEXT” button to complete the self-clearance.
3. If you are applicable for gratuity, you shall receive that auto populated – only sign and upload form, also with undertaking CF form to be actioned on page 1 & 5 and after you must upload the same in Gratuity section and CF Section.
4. For PF related query you should reach out to Anil Desai and Yash Salian after two months from Last day.

**Please note:**

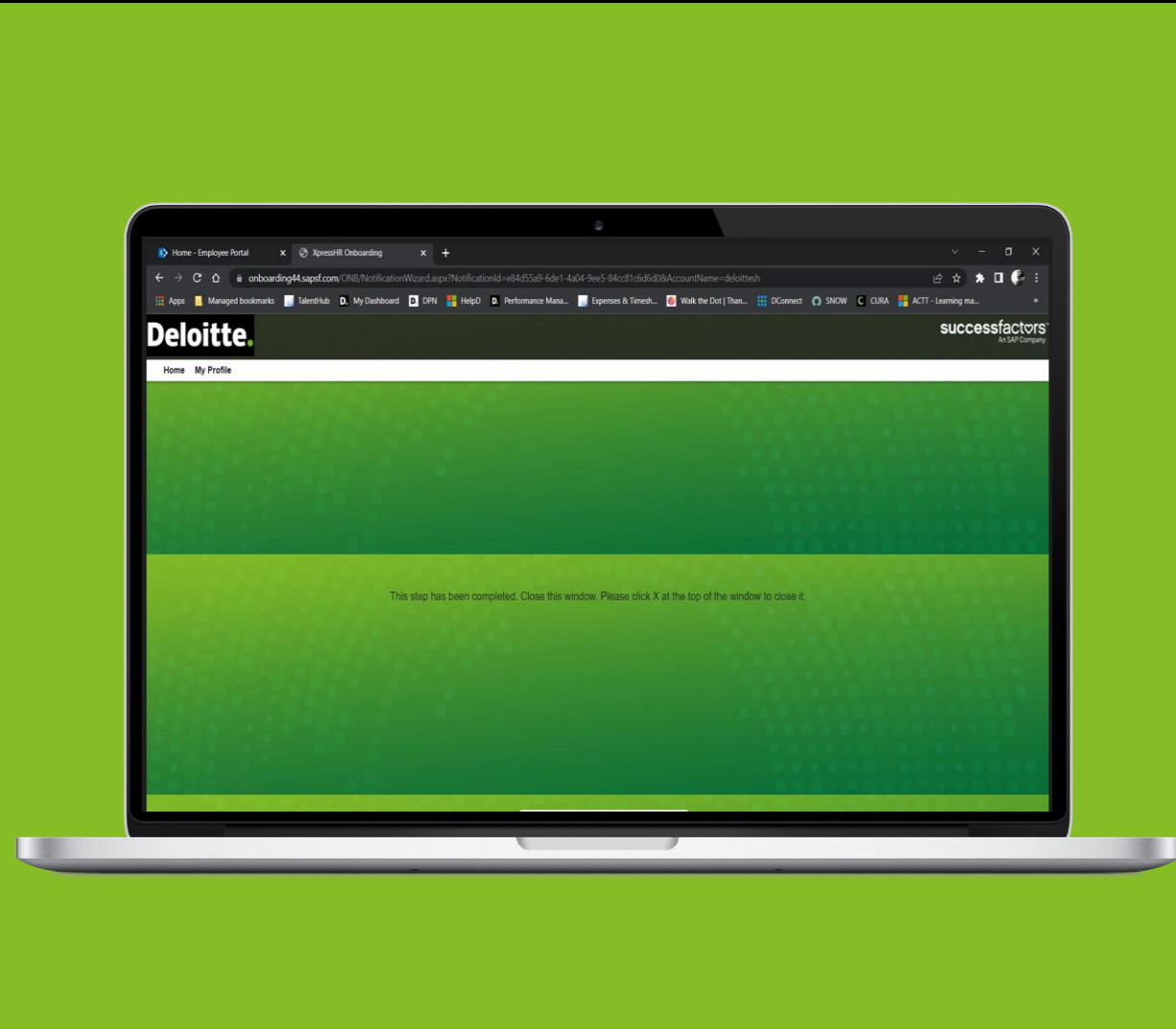
1. After uploading the attachment and clicking on next you will land at self-clearance page.
2. Please select all dropdown option as “COMPLETED” since there is no other option you must select “completed” as dropdown option.
3. It is not mandatory to upload documents in supporting document column, if you wish you can else just select completed the checklist. However, all Investment/OPE related docs are to be uploaded on TalentHub portal only.
4. Please scroll down and select “YES” for self-clearance to complete the part two of Exit process.
5. Click on the “Finish” button to complete the final process.





### Please note:

1. After completing the self-clearance and clicking on finish, it will bring you to the final page of exit process to submit your undertaking and self-clearance.
2. Please Click again on “FINSH” to complete the process.
3. The green page can be considered as self-confirmation for successful completion of exit process part two i.e., exit forms are completed.

**Please note:**

1. This is for self-understanding/as a confirmation for completion of exit process part two.
2. It will either show you this page or “STOP” page.
3. This must be considered as confirmation for completing exit formalities for part one and two.

**Please note:**

1. This is for self understanding/as a confirmation for completion of exit process part two.
2. If you see this “STOP” page, then go to print package that is in blue hyperlink >> click on that “GO TO PRINT PACKAGE “ >> SUBMIT ALL DOCUMENTS >> SUBMIT.
3. This must be considered as confirmation for completing exit formality's part one and two.

# Update on IT Policy

(a) Employees now have access to Talent Hub through their mobile devices and personal laptops via the **provided link till last working day 6pm only**. They can directly download documents such as payslips, Form 16 for previous years, other employment related documents, from the talenthub and save them for future : <https://fsp.deloitteresources.com/fiori?sap-client=720#TalentHub-manage>

(b) Employees are permitted to capture screenshots using their mobile devices to document resignations and approval emails related to resignations. These screenshots should be retained for personal records.

(c) If employees require documents not available on Talent Hub, For the restriction removal, please raise ticket basis partners approval using below link –

[https://deloitteapac.service-now.com/spin?id=sc\\_cat\\_item&sys\\_id=0ae265cd3325ca106a61cad24d5c7bf8](https://deloitteapac.service-now.com/spin?id=sc_cat_item&sys_id=0ae265cd3325ca106a61cad24d5c7bf8)

SPOCs: Harsha Venkatesh ([havenkatesh@deloitte.com](mailto:havenkatesh@deloitte.com)) from infosec team,  
SA, IAM Desk ([saiamdesk@deloitte.com](mailto:saiamdesk@deloitte.com)) and Samaresh Das ([samd@DELOITTE.com](mailto:samd@DELOITTE.com))

**You shall receive this triggers**  
Once your resignation is approved



**Ensure to complete offboarding formalities through hyperlink sent from** [noreply@sapsf.com](mailto:noreply@sapsf.com)



**Access documents from TalentHub**

<https://fsp.deloitteresources.com/fiori?sap-client=720#TalentHub-manage>



# Submission of Admin and IT assets to respective SPOC only

#12

## Admin

- Bengaluru 18 Floor– Aparna Ramesh ([apramesh@deloitte.com](mailto:apramesh@deloitte.com))
- Chennai – Rajan R ([ramrajan@DELOITTE.com](mailto:ramrajan@DELOITTE.com))
- Coimbatore – Vadivel S ([vs@deloitte.com](mailto:vs@deloitte.com))
- Kochi – Prasad Nair - Prasad Nair ([pnair@deloitte.com](mailto:pnair@deloitte.com)) and Soby Sojan ([ssojan@deloitte.com](mailto:ssojan@deloitte.com))
- Hyderabad – Rama Gopal ([ramagopalp@deloitte.com](mailto:ramagopalp@deloitte.com))
- Delhi – Megha Khanna ([mekhanna@DELOITTE.com](mailto:mekhanna@DELOITTE.com)) / Pradeep Shekhawat([prshekhawat@deloitte.com](mailto:prshekhawat@deloitte.com))
- Kolkata – Chandan Sikdar ([csikdar@deloitte.com](mailto:csikdar@deloitte.com))
- Jamshedpur – Karen D’Souza ([kadsouza@deloitte.com](mailto:kadsouza@deloitte.com))
- Bhubaneswar - Manoranjan Panda ([mpanda.ext@deloitte.com](mailto:mpanda.ext@deloitte.com))
- Mumbai OIC | 28th Floor: Swarangi Palekar ([swpalekar@deloitte.com](mailto:swpalekar@deloitte.com))
- Mumbai Commerz III | 31st Floor: Sneha More ([snemore@deloitte.com](mailto:snemore@deloitte.com))
- Mumbai Thane | 11th Floor: Amol Mole ([ammole@deloitte.com](mailto:ammole@deloitte.com))
- Ahmedabad: Harshad Barot ([hbarot@deloitte.com](mailto:hbarot@deloitte.com))
- Pune: Ashwini Game ([agame.ext@deloitte.com](mailto:agame.ext@deloitte.com))
- Goa: Ketki Vaidya ([kevaidya@deloitte.com](mailto:kevaidya@deloitte.com))



ID card  
Temporary card  
Drawer keys  
Parking stickers  
Building access



Laptop  
Laptop charger  
Laptop bag  
Laptop lock  
Dongle, mouse,  
privacy screen

## IT

- Bengaluru – IN, Bengaluru IT Helpdesk ([BangaloreITHelpdesk@deloitte.com](mailto:BangaloreITHelpdesk@deloitte.com)) and V, Suman - Ext ([vsuman.ext@deloitte.com](mailto:vsuman.ext@deloitte.com)) submit to Prestige tower office only.
- Chennai – Praveeh Hari ([prh@deloitte.com](mailto:prh@deloitte.com))
- Hyderabad – Noronha Thomas ([tnoronha@deloitte.com](mailto:tnoronha@deloitte.com))
- Coimbatore – Jaya Rama Chandiran ([ramkumarj@deloitte.com](mailto:ramkumarj@deloitte.com))
- Kochi - Akash James ([akajames.ext@deloitte.com](mailto:akajames.ext@deloitte.com)) and Ram Kumar ([ramkumarj@deloitte.com](mailto:ramkumarj@deloitte.com))
- Delhi – Prateek Mundra ([pramundra@deloitte.com](mailto:pramundra@deloitte.com)) / Sudip Roy ([sudiproym@deloitte.com](mailto:sudiproym@deloitte.com))
- Kolkata – IN, Kolkata IT-Helpdesk (IT [IT\\_Kol@deloitte.com](mailto:IT_Kol@deloitte.com))
- Jamshedpur – Karen D’Souza ([kadsouza@deloitte.com](mailto:kadsouza@deloitte.com))
- Bhubaneswar - Jyoti Ranjan Jena ([jjena.ext@deloitte.com](mailto:jjena.ext@deloitte.com))
- Mumbai OIC | 13th Floor: Tejas Chavan ([chtejas.ext@deloitte.com](mailto:chtejas.ext@deloitte.com))
- Mumbai Commerz III | 31st Floor: Rohan Gaikwad ([rgaikwad1.ext@deloitte.com](mailto:rgaikwad1.ext@deloitte.com))
- Mumbai CEC Thane | 11th Floor: Aatish Shinde ([aashinde.ext@deloitte.com](mailto:aashinde.ext@deloitte.com))
- Ahmedabad: Sanjay Bhavsar ([sabhavsar@deloitte.com](mailto:sabhavsar@deloitte.com))
- Pune: Mayuresh Hatapale ([mhatapale@deloitte.com](mailto:mhatapale@deloitte.com))
- Goa: Siya Joshi ([siyjoshi@deloitte.com](mailto:siyjoshi@deloitte.com))

Please make sure to drop a mail to admin spoc if you haven't received ID card/ lost ID card, also drop a mail post submission of all Deloitte Asset from your personal mail ID to respective TSG spoc.

**Note: Assets submission is not allowed in Goa & Bengaluru Ecospace Office.**

# Important points & SPOC details

Sr. No	Category	Spoc Details/Links
1	Finance – LTA / Mobile (reimbursement)	<p>Your reimbursement should include your LTA + Mobile + Vehicle (if part of CTC), where:</p> <p>a) For LTA: LTA opening balance + LTA entitlement till your LWD – LTA claimed in this FY = Final LTA amount in your FnF.</p> <p>b) For Mobile &amp; Vehicle: It is paid annually if not claimed subjectively will be part of FnF post tax deduction</p> <p>c) User Manual: <a href="https://inconnectit.deloitte.com/SitePages/SAP.aspx">https://inconnectit.deloitte.com/SitePages/SAP.aspx</a></p>
2	Accounts / OPE	<p>All OPE related formalities must be completed a week before the last working day through <a href="#">Concur Corner portal</a>.</p> <p>Concur support guide &amp; SPOCs <a href="#">Concur Champions.pdf</a></p> <p>OPE will be settled separately from the FNF basis concur portal approval status by RM &amp; RP.</p>
3	IT/ admin	<a href="#">Important Updates on Firm Assets Submission</a>
4	HDFC CC	<p>HDFC Corporate Credit Card guide &amp; SPOCs <a href="#">HDFC (Support Documents)</a></p> <p>Please drop an email to Prajna Shetty(<a href="mailto:prajinshetty@deloitte.com">prajinshetty@deloitte.com</a>) for deactivation &amp; submit on LWD to travel desk/Admin spoc.</p>
5	Form 16 current year + other documents	<p>Will be shared on personal mail ID in first week of July and not before July &amp; SPOC is Vijay Dhawde (<a href="mailto:vdhawde@deloitte.com">vdhawde@deloitte.com</a>).</p> <p>a) Please ensure to download the required documents like resignation approval/revised LWD emails, previous years payslips and taxslips, increment &amp; offer letter, previous year Form-16 for previous years, and other required documents related to employment for future purpose to your personal mail ID before LWD only.</p> <p>b) Last 3 months of payslip only with FNF documents will be shared post FNF settlement only on personal mail ID as mentioned in TalentHub (as per applicability of policies).</p>

# Important points & SPOC details

Sr. No	Category	Spoc Details/Links
6	RRO formalities Spoc & RRO learning ID	Aditi Sharma ( <a href="mailto:adsharma1@deloitte.com">adsharma1@deloitte.com</a> ) / Vinisha Kattira ( <a href="mailto:vkattira@deloitte.com">vkattira@deloitte.com</a> ) / RRO team ( <a href="mailto:inearroexit@deloitte.com">inearroexit@deloitte.com</a> )
7	Medical Insurance	<a href="mailto:Medicalinsurance_mum@deloitte.com">Medicalinsurance_mum@deloitte.com</a> / Shoaib Shaikh ( <a href="mailto:smshaikh.ext@deloitte.com">smshaikh.ext@deloitte.com</a> ) / Akshaya K ( <a href="mailto:akshk@deloitte.com">akshk@deloitte.com</a> ) / Onkar Salunkhe ( <a href="mailto:osalunkhe@deloitte.com">osalunkhe@deloitte.com</a> )
8	NPS	Onkar Salunkhe ( <a href="mailto:osalunkhe@deloitte.com">osalunkhe@deloitte.com</a> )/Rohith Murali ( <a href="mailto:rohmurali@deloitte.com">rohmurali@deloitte.com</a> )
9	Time sheet	Afreen Damra ( <a href="mailto:afdamra@deloitte.com">afdamra@deloitte.com</a> ) Link to raise request: <a href="https://inhelpd.deloitte.com/MDLServiceMgmt/SR_LogServiceTicket.aspx">https://inhelpd.deloitte.com/MDLServiceMgmt/SR_LogServiceTicket.aspx</a> COG support team <a href="https://inhelpd.deloitte.com/MDLServiceMgmt/SR_LogServiceTicket.aspx">https://inhelpd.deloitte.com/MDLServiceMgmt/SR_LogServiceTicket.aspx</a>
10	Deloitte India Alumni portal	Requesting you all to register on Deloitte India Alumni portal from your personal mail ID - <a href="https://di-alumni.deloitte.com">https://di-alumni.deloitte.com</a> SPOCs for Alumni: <a href="mailto:inalumni@deloitte.com">inalumni@deloitte.com</a> / Jennifer Kasad <a href="mailto:jkasad@deloitte.com">jkasad@deloitte.com</a>
11	BGV	Till the time you receive your settlement & FNF documents you can ask your next organisation to initiate BGV if required on <a href="mailto:inemployeebgv@deloitte.com">inemployeebgv@deloitte.com</a>
12	QRM/Diamond clearance	Practitioners working at the managerial level (and above) of service line/ department as below are required to obtain respective diamond clearance from: a) A & I C (Audit) from Alisha Jain ( <a href="mailto:alijain@deloitte.com">alijain@deloitte.com</a> ) for Audit b) Cyber (T&T) from Gunja Sharma ( <a href="mailto:gunjsharma@deloitte.com">gunjsharma@deloitte.com</a> ) for T&T
13	PFNF	Provisional FNF is an indicative settlement before tax deduction, including/excluding certain recoveries. This will be sent to your official email ID 7 calendar days prior to your last working day (including weekends).

# Important points & SPOC details

Sr. No	Category	SPOC Details/Links
14	Pending exit clearance + RA	Dashboard for pending formalities will be triggered to official ID 5 calendar days prior (including weekends) and post LWD on your personal mail ID for clearance Note: please focus on Admin, IT, self, RRO and RA clearance & rest will be auto cleared on LWD late evening
15	PF	You will have to update the LWD on EPFO portal - 3 months after your LWD and Refer <a href="#">PF Handbook</a> . Your POC for PF related queries will be <a href="mailto:yassalian@deloitte.com">yassalian@deloitte.com</a> and <a href="mailto:anildesai@DELOITTE.com">anildesai@DELOITTE.com</a> Note: For PF withdrawal, or any other PF assistance the firm has introduced <u>Third-party Consultants</u> If required, you may please contact on Mobile: 8691951515(Nitinium service Pvt Ltd.), email: <a href="mailto:happy2help@nitinium.com">happy2help@nitinium.com</a>
16	Leavers block policy	For any restriction removal of Leavers Block Policy, please raise ticket using below link - <a href="https://deloitteapac.service-now.com/spin?id=sc_cat_item&amp;sys_id=0ae265cd3325ca106a61cad24d5c7bf8">https://deloitteapac.service-now.com/spin?id=sc_cat_item&amp;sys_id=0ae265cd3325ca106a61cad24d5c7bf8</a> SPOCs - Venkatesh, Harsha <a href="mailto:havenkatesh@deloitte.com">havenkatesh@deloitte.com</a> (from infosec team ), SA, IAM Desk <a href="mailto:saiamdesk@deloitte.com">saiamdesk@deloitte.com</a> , and Samaresh Das <a href="mailto:samdass@DELOITTE.com">samdass@DELOITTE.com</a>
17	Policies	<a href="#">Separation Policy.docx (sharepoint.com)</a> ; <a href="#">Leave Policy.docx (sharepoint.com)</a> ; <a href="#">Offboarding FAQ</a> .
18	Investment / travel advances - proof	To be uploaded on <a href="#">TalentHub portal</a> before the LWD, otherwise tax deduction will happen for old regime in FNF settlement.
19	Pluxee/Sodexo card	The Pluxee/Sodexo card will remain valid and usable until its expiry date, which is mentioned on the card itself. Please note that the card issued by Deloitte is non-transferable and will not be linked to your new employer. SPOCs - Vinod Kalekar ( <a href="mailto:vkalekar@deloitte.com">vkalekar@deloitte.com</a> ) and Manisha Ghadigaonkar ( <a href="mailto:manisha.gurav@pluxeegroup.com">manisha.gurav@pluxeegroup.com</a> ).



# Important points & SPOC details

Sr. No	Category	Spoc Details/Links																
20	Table format for asset submission details on email:	<p>Please drop an <u>email a day prior to</u> Admin &amp; IT spoc copying TSG spoc if you are submitting assets <u>other than base location</u>, if surrendering <u>base location</u> please drop <u>post submitting</u> in below format:</p> <p>TO: Admin &amp; IT spoc CC: TSG spoc</p> <table><tr><th>Employee Code</th><th>Employee Name</th><th>Office Location</th><th>Asset submission location</th><th>LWD</th><th>Date of Asset submission</th><th>Assets details while submitting</th><th>Missing assets, if any, while submission</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Employee Code	Employee Name	Office Location	Asset submission location	LWD	Date of Asset submission	Assets details while submitting	Missing assets, if any, while submission								
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21	Recoveries as per Separation Policy / Offer Letter & Claw back Timelines	As per the <a href="#">Separation Policy.docx (sharepoint.com)</a> , recoveries related to Joining Bonus, One-Time Payment, Retention Bonus, Continuing Education Policy, Work from Home Allowance, and others—including non-submission of assets—will be enforced in line with the applicable claw back timelines. These recoveries are governed by the terms outlined in the Separation Policy, the practitioner's offer letter, and other relevant policy guidelines available on <i>Talent Hub</i> .																



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