



HRSS Contact Matrix

HRSS Process	Common DL's	Primary Contact Details	Secondary Contact Details
Background Verification	backgroundverification.in@capgemini.com	Standard BGV: deepak.d.patel@capgemini.com Project Specific BGV: supriya.a.shetty@capgemini.com Non-Green BGV: sandra.remedios@capgemini.com	prema.chennakeswaran@capgemini.com
Probation	employeeprobation.in@capgemini.com	saaan.bagga@capgemini.com	anupa.dhumal@capgemini.com
Onboarding	onboarding.in@capgemini.com	sabuj.paul@capgemini.com	anupa.dhumal@capgemini.com
Insurance	employeeinsurance.in@capgemini.com	annella.dkhar-sawian@capgemini.com	uday.kumar@capgemini.com
HRSS Helpdesk	hrsshelpdesk.in@capgemini.com	kiran-yashwant.kamble@capgemini.com	tulsi.dicholkar@capgemini.com
Employee Data Management & MyC Uploads	hrssedm.in@capgemini.com	dipak.naik@capgemini.com	sandeep.dodda@capgemini.com
Permanent Transfer Support	permanenttransfershrssindia@capgemini.com	ekta-d.vira@capgemini.com	manjunatha.b-v@capgemini.com
Secondment Support	secondmenthrssindia@capgemini.com	raghupatruni.tejaswini@capgemini.com	manjunatha.b-v@capgemini.com
Location Transfer (Domestic) & Cost Centre Change	domestictransfershrssindia@capgemini.com	reddy-vasavi.ratakonda@capgemini.com	manjunatha.b-v@capgemini.com
Entity Transfer Support	entitytransfershrssindia@capgemini.com	nivethitha.m@capgemini.com	manjunatha.b-v@capgemini.com
New Joiners Relocation claims , Settling Allowance for Domestic Transfer, Deputation Allowance & Notice period Buy-out	transfersallowancehrssindia@capgemini.com	reddy-vasavi.ratakonda@capgemini.com	manjunatha.b-v@capgemini.com
HR Letters	hrssletters.ig@capgemini.com	meenakshi.tanwar@capgemini.com	tulsi.dicholkar@capgemini.com
Leave Management	hrssams.ig@capgemini.com	leena.parmar@capgemini.com	uday.kumar@capgemini.com
Absconding Management	unauthorizedabsence.in@capgemini.com	balaji.nagarajan@capgemini.com	janardhana.rao@capgemini.com
Off Boarding/Exit Clearances	centralexit.in@capgemini.com	annie.harris@capgemini.com	janardhana.rao@capgemini.com
Shift Allowances Support	claimshrssindia@capgemini.com	padmavati.kirtikumar-mistry@capgemini.com	manjunatha.b-v@capgemini.com
Retirals (PF & Gratuity)	retiralshelpdesk.in@capgemini.com	kajal.a.raval@capgemini.com	sanjaykumar.sonkusare@capgemini.com
Leadership Services		meenakshi.tanwar@capgemini.com	anupa.dhumal@capgemini.com
ACE of Capgemini (Long Service Award)	longserviceaward.in@capgemini.com	girigowda.hanumaiah@capgemini.com	tulsi.dicholkar@capgemini.com
Rehire Verification	rehireverification.in@capgemini.com	nitesh.b.kumar@capgemini.com	janardhana.rao@capgemini.com
Wedding Gift Voucher	cq_wedding_gift.in@capgemini.com	girigowda.hanumaiah@capgemini.com	tulsi.dicholkar@capgemini.com
Maternity Benefit	hrssams.ig@capgemini.com	leena.parmar@capgemini.com	uday.kumar@capgemini.com
Ex - Employment Verification	bqv.in@capgemini.com	nitesh.b.kumar@capgemini.com	janardhana.rao@capgemini.com
National Pension Scheme	npsqueries@capgemini.com	uday.kumar@capgemini.com	
New Joiner Data Push	datapush.in@capgemini.com	nisha.antony@capgemini.com	sandeep.dodda@capgemini.com

Company Internal