

# Laptop Allocation, Transfer and Surrender Process



**Global Infrastructure**

**EPAMS - Asset Management (India)**

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## Approval

Organization	Name (Function)	Date	Visa
Group IT	Yeshwant Thakur – Head HAM	01/06/2017	
Group IT	Yeshwant Thakur – Head HAM	21/07/2017	
Group IT	Yeshwant Thakur – Head HAM	08/09/2017	
Group IT	Yeshwant Thakur – Head HAM	16/02/2018	
Group IT	Yeshwant Thakur – Head HAM	19/10/2018	
Group IT	Yeshwant Thakur – Head HAM	07/11/2019	 FW Laptop Allocation Transfer and Surrender
Group IT – Global Infra	Choudhury, Manojit – Head of EPAMS	27/04/2020	 RE_ Laptop damage cases.msg

## Distribution

Organization	Recipients	Raison(*)
Group IT – Global Infra	Capgemini India	I

(\*) V (Validation), Q (Quality Review), C (Contents Review), I (Information), D (Diffusion), A (Action)

## Updates

Version	Date	Author	Description of changes
1.0	26 May 2011	Parth Pandya	First Release
2.0	17 Dec 2011	Ajit Bansare	Reviewed by
2.1	30 Nov 2011	Biju Pillai	Amendment
2.2	11 Nov 2012	Parth Pandya	Amendment
2.3	9 Jan 2013	Parth Pandya	Amendment
2.4	24 Apr 2013	Parth Pandya	Amendment updated annexure with exception approvers for FS
2.5	26 Sep 2013	Parth Pandya	Amendment updated annexure with exception approvers for FS
2.6	6 Dec 2013	Parth Pandya	Amendment updated annexure with exception approvers for TS - BU
2.7	21 Apr 2014	Parth Pandya	Amendment updated annexure with exception approvers for TS - BU
2.8	25 Aug 2014	Abhijit Badhe	Amendment updated with lead time for laptop allocation below managers
2.9	10 Mar 2015	Adithya Balarama	Amendment updated annexure with exception approvers for Bayers Project



2.10	24 Jun 2015	Adithya Balarama	Amendment updated annexure with exception approvers for SAP Business & Apps One – SAP IDP
2.11	2 Jul 2015	Adithya Balarama	Amendment updated annexure with exception approvers for Na- comms (added N, Desikan in the place of Arvind Mehara)
2.12	6 Aug 2015	Adithya Balarama	Amendment updated annexure with exception approvers for CIO Global Delivery
2.13	11 Aug 2015	Adithya Balarama	Amendment updated annexure with exception approvers for Apps Two ADM & Infra – User Services
3.0	23 Nov 2015	Aditya Rathi	Incorporated Surrender process along with Allocation process
4.0	8 Jun 2016	Aditya Rathi	Amended Allocation, Surrender process steps, incorporated Transfer Process along with Updated list of exceptional approvers
4.0	9 Aug 2016	Aditya Rathi	Updated List of exceptional approvers
4.0	6 Sep 2016	Aditya Rathi	Updated List of exceptional approvers
4.0	28 Sep 2016	Aditya Rathi	Updated List of exceptional approvers
4.0	26 Oct 2016	Aditya Rathi	Updated List of exceptional approvers
5.0	5 Dec 2016	Aditya Rathi	Amended 1.0 Guideline
5.0	16 Jan 2017	Aditya Rathi	Updated List of exceptional approvers
5.0	25 Jan 2017	Aditya Rathi	Updated List of exceptional approvers
5.0	27 Mar 2017	Aditya Rathi	Updated List of exceptional approvers
5.0	10 Apr 2017	Aditya Rathi	Updated List of exceptional approvers
5.0	25 May 2017	Aditya Rathi	Updated List of exceptional approvers
5.1	1 Jun 2017	Aditya Rathi	Updated Disclaimer for exceptional approvers list and Distribution name changed from PPT to Capgemini India
5.1	28 Jun 2017	Aditya Rathi	Update exceptional approver list
5.1	11 Jul 2017	Aditya Rathi	Update exceptional approver list
5.2	20 Jul 2017	Aditya Rathi	Updated SLA time line as per Global SLA
5.3	14 Aug 2017	Aditya Rathi	Updated exceptional approver list and updated Refresh guidelines
5.3	10 Nov 2017	Aditya Rathi	Updated exceptional approver list
5.3	20 Dec 2017	Aditya Rathi	Updated exceptional approver list
5.4	15 Feb 2018	Aditya Rathi	Reviewed and Capgemini Logo updated
5.4	12 Mar 2018	Aditya Rathi	Updated exceptional approver list
5.4	9 May 2018	Aditya Rathi	Updated exceptional approver list
5.4	13 Aug 2018	Aditya Rathi	Updated exceptional approver list
5.5	20 Sep 2018	Aditya Rathi	Updates ticket creation process as per Remedy 9.1 version



6.0	19 Oct 2018	Aditya Rathi	Updated allocation ticket creation process as per 9.1 rollout, Guidelines to Refresh EOL Asset & BU Head approval section
6.0	1 Nov 2018	Aditya Rathi	Updated approver list
6.0	6 Nov 2018	Aditya Rathi	Updated approver list
6.0	12 Nov 2018	Aditya Rathi	Updated approver list
6.0	4 Jan 2019	Aditya Rathi	Updated approver list
6.0	31 Jan 2019	Aditya Rathi	Updated approver list
6.0	22 Feb 2019	Aditya Rathi	Updated approver list
6.0	8 Apr 2019	Aditya Rathi	Updated approver list
6.0	22 Aug 2019	Aditya Rathi	Updated approver list
6.1	30 Oct 2019	Aditya Rathi	Updated URL for Request portal, approver list
6.1	12 Nov 2019	Aditya Rathi	Updated approver list
6.1	15 Nov 2019	Aditya Rathi	Updated approver list
7.0	27 Apr 2020	Sushma Gundurao	Updated Sec 1 from Guideline heading to Introduction; Sec 3 Scope details updated from Sec 4; Sec 7 added chargeable contribution details

#### Storage

URL	Anonymous access?	Manager
<a href="https://talent.capgemini.com/in/pages/supportfunctions/APAC_Hub/documents_and_policies/">https://talent.capgemini.com/in/pages/supportfunctions/APAC_Hub/documents_and_policies/</a>	No (all Capgemini users can access)	[Aditya Rathi]

#### Reference Documents

S No	Document Name	Location	Owner
[R1]			
[R2]			
[R3]			



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# 1. Introduction

- a. All Capgemini employees in India by Designation Manager / Sr. Manager/ Program or Portfolio Manager / Director are provided with "Business Standard Laptop" as per group standards and configuration.
- b. All Capgemini employees in India by Designation Sr. Director and VPs are provided with "Traveler Laptop" as per group standards and configuration.
- c. Laptops for designation below Manager are provided with business justification and approval from BU Head and is charged to the project as per rate card as applicable for SBU.

## 2. Purpose

The purpose of this document is to provide guidelines on the process for Laptop Allocation, Transfer and Surrender.

## 3. Scope

The scope of document is for Capgemini employees working in India.

### 1. New Joiner (Manager & Above only)

Laptop request for Manager and above joining the organization is triggered via Pace to ServiceCentral and creates a ticket in ServiceCentral Tool for Group IT team. Respective Group IT Team shall attend the request and the laptop duly imaged as per the process and standards will be provided to the user. No additional approvals are required for the same.

### 2. Existing Employees

- a. **Laptop allocation below Manager / on-call:** Depending on the job role and approvals from BU Head, laptop is provided and is charged back as per SBU specific policy and rate card.
- b. Employees who require **Laptop due to Promotion / \*Relocation** from STPI to SEZ unit or vice-versa or from one SEZ unit to another) or \*to another city / moving from on-shore to off-shore (India); A user or anyone from project can raise laptop allocation request for Manager & above or below Manager as per the designation applicable.
  - Employees getting relocated (\*) must ensure to surrender existing IT assets at the base location.

Employees getting promoted from Senior Consultant to Manager must surrender their existing desktop, Director to Sr. Director must surrender their existing laptop.

## 4. Laptop Allocation Process

### 1. New joiner (Manager & Above only):

- a. For new joiners ATON tool auto triggers the allocation request only once the space is approved in the ATON tool. This generates an auto ticket in ServiceCentral tool and assigned to IT Team. On receipt of the ticket IT team shall provision the laptop as per defined process.



- b. In case the auto ticket is not generated, someone from project team / PM can raise a request for the person joining the organization.
  - i. Log on to <https://myit.eu.capgemini.com/ux/myitapp/>
  - ii. Go to browse category – In “Available Request” section :- Personal Computing – Laptop – Laptop Allocation – Manager and above
  - iii. Incase request is raised on behalf of the actual user (Manager and above); mentioned actual user name, employee ID and CORP login ID in the form and mention the same in the summary / notes section.
  - iv. Fill the online form and ensure all the information is filled accurately
  - v. Submit ticket

SLA – 5 Business days from the date of receipt of valid request with all information. In case of missing information Group IT reserves rights to cancel the ticket and new ticket will have to be submitted by the requestor.

## 2. Existing Employee –

### a. Laptop Allocation Process for Below Manager / On-call:

- i. Log on to <https://myit.eu.capgemini.com/ux/myitapp/>
- ii. Go to browse category – In Available Request section :- Personal Computing – Laptop – Laptop Allocation – Below Manager
- iii. Only for On-Call Laptop requirement, please mention “On-Call Laptop Request” in the Summary section
- iv. Incase request is raised on-behalf of the actual user (Manager and above); mentioned Actual user name, employee ID and CORP login ID in the Form and mentioned the same in the Summary / Notes section.
- v. **Attach BU Head Approval (Mandatory)**
- vi. Submit ticket

SLA – Four weeks from the date of receipt of valid request with all information and approvals. In case of missing information and approvals Group IT reserves rights to cancel the ticket and new ticket will have to be submitted by the requestor.

- b. Laptop allocation in case of **\*Relocation** from STPI to SEZ unit or vice-versa or from one SEZ unit to another) or \*to another city / moving from on-shore (Long Term Tenure) to off-shore (India);
  - i. Log on to <https://myit.eu.capgemini.com/ux/myitapp/>
  - ii. Go to browse category - In Available Request section – Personal Computing – Laptop –Laptop Allocation – Manager and above or Below Manager (as applicable)
  - iii. Select Allocation Sub type as Other and mention exact reason with details in the Description field.
    - 1. “Relocation from ‘Site / City A’ to ‘Site / City B’” or
    - 2. “Relocation from On-shore to Off-shore; ‘Site \_\_\_\_ & City \_\_\_\_’” orFor promotion cases; select Allocation Sub Type as Promotion and mention as applicable in the description:-
    - “Promotion – Senior Consultant to Manager” or
    - “Promotion – Director to Sr. Director”
  - iv. Attach relocation / movement approval email (only for relocation cases)
  - v. Submit ticket

SLA – 5 Business days from the date of receipt of valid request with all information. In case of missing information Group IT reserves rights to cancel the ticket and new ticket will have to be submitted by the requestor.



For relocation cases; a request must be raised 15 days in advance of the transfer.

## 5. Laptop Transfer

Laptop transfer request must be raised when a laptop is required to be transferred from one user (owner) to another user (owner) within the same SEZ / STPI base location.

### a. Laptop Transfer to another user due to role change:-

- i. Log on to <https://myit.eu.capgemini.com/ux/myitapp/>
- ii. Go to browse category - In Available Request section – Personal Computing – Laptop – Laptop ownership transfer
- iii. Mention following text in Summary Laptop transfer from 'user A' to 'user B' " followed by the user details to whom the laptop is now required to be transferred with user name, User employee ID and user corp ID
- iv. **Attach BU Head Approval – Mandatory**
- v. Submit ticket

SLA – 5 Business days from the date of receipt of valid request with all information and approvals. In case of missing information and approvals Group IT reserves rights to cancel the ticket and new ticket will have to be submitted by the requestor.

### b. Laptop Transfer due to separation:- Request must be raised only 3 days in advance of last working day

- i. Log on to <https://myit.eu.capgemini.com/ux/myitapp/>
- ii. Go to browse category - In Available Request section – Personal Computing – Laptop – Laptop ownership transfer
- iii. Mention following text in Summary "Laptop transfer from 'user A' to 'user B' " followed by the user details to whom the laptop is now required to be transferred with user name, User employee ID and user corp ID
- iv. **Attach BU Head Approval – Mandatory**
- v. Submit ticket

SLA – 5 Business days from the date of receipt of valid request with all information and approvals. In case of missing information and approvals Group IT reserves rights to cancel the ticket and new ticket will have to be submitted by the requestor.

## 6. Laptop Surrender

In case of separation/ transfer to other location/on site travel/ request for other alternate machine, one has to surrender laptop tagged to the individual.

SLA – 5 Business days from the date of receipt of valid request with all information and approvals. In case of missing information and approvals GROUP IT reserves rights to cancel the ticket and new ticket will have to be submitted by the requestor.

### a. Laptop Surrender Request:

- Surrender due to **Resignation / multiple asset tagged to a user**
  - a. Log on to <https://myit.eu.capgemini.com/ux/myitapp/>
  - b. Go to Browse category – Personal Computing –Surrender Desktop or Laptop and fill all the relevant fields with accurate information.
  - c. Submit ticket

SLA –

- a. In case of separation/Transfer, request will be attended on Last working day to help person





to work till last day

- b. In case of request to surrender alternate machine 5 Business days from the date of receipt of valid request with all information

In case of missing information and approvals GROUP IT reserves rights to cancel the ticket and new ticket will have to be submitted by the requestor.

## 7. Asset Tagging and Ownership

IT team tags the asset to the individual name as per the request. It is responsibility of the person owning this asset to safeguard and take due care of the asset issued.

In case of damages / loss / stolen, the cost of damage / replacement of part / system will be recovered from the individual owning the system as per below table.

Description	Employee Contribution	Others Contribution
Physical Damage (Repair Cost)	20%	80% by BU
Lost / Stolen (Cost of New Laptop)	20%	80% by BU

## 8. Guidelines to Refresh EOL Asset

Group IT Will refresh Laptop after 4 years of its usage.

The decision to replace or withdraw such assets will solely rest with the Group IT team. Group IT Field Support team will reach out to end users for refresh and users are not required to raise or trigger any request.

## 9. Charge Back Process

As per Group IT Policy one asset (desktop/laptop) is provided per user based on eligibility and global standards and configuration.

- a. Laptop in lieu of desktop will be provided with BU Head approval and will be charged back to the project as per rate card and respective SBU policy
- b. Additional assets requested will be provided with BU Head approval and will be charged back to the project as per rate card and respective SBU policy
- c. Additional hardware upgrade/Accessories/ non-standard Laptop to be procured on project cost as per the procurement process

## 10. BU Head Approval

BU Head approval should be obtained by mentioning user name, employee ID and corp login ID for whom the laptop is required to be tagged.

**Exceptional Approvals for Below Manager request: Disclaimer** - Changes to Exceptional approvers list are made on frequent basis on the basis of BU requests. This does not require explicit approvals and hence no Change Control Process will be followed unless there is a change in the process.



Sl. No.	BU / Project	Exception approver on transaction [SPOC]	Monthly Approvals
1	Sogeti	Surath, Mridula	Gangal, Vijay
2	SAP- IDP	Sandeep Sahasrabudhe	Narayan, Krishnan
3	LBS	Suryakala Krovvidi	KT, Nambi
4	TS-AppsTwo	Nadar, Pradeepkumar, Mayur Gala	Sudhakar Takke
5	Infra- Data Centre Services 2 & Network	Karen Kennedy	Dikshit,Milind Vinod
6	Infra- I3 Operations	Bana,Subhash	Dikshit,Milind Vinod
7	Infra- ITS	Ajith NC, Bandyopadhyay, Basab	Dikshit,Milind Vinod
8	Infra- User Services	Samir Khare	Dikshit,Milind Vinod
9	Infra –XRIM	Gupta,Sanjeev	Dikshit,Milind Vinod
10	AM-AppsTwo	Srinivasan, Jayaraman	Sudhakar Takke
11	Comms NA (North America Communications) Apps One	N, Desikan	Cherian, Reji
12	BIM	Venkatesh Nagasamudram	Kiran Kavale
13	ANZ	Suchitra Rao / Ankur Mishra / Sreejith C	Gore, Vasant
14	TS Enabling_Bayers Project	Priyanka Rane, Gadade, Namrata	C S, Madhavi
15	DS_ERP_DB_Run	Shah, Ritesh	Milind Bapat
16	AppsOne- SAP IDP	Manapuram, Sai Krishna	Vijay Shanbhag
17	Apps Two ADM	Nadar, Pradeepkumar	Sudhakar Takke
18	Apps one – Oracle	Nair, Girish	Binyala, Sanjay
19	IMSC	Sawant, Manjunath	Tangella, Srinivasan R
20	Covestro	Dalvi, Shweta, Tejas Kulkarni	Viswanathan, Chitra
21	CC India (Global Consulting India)	Aashish Chandorkar	Aashish Chandorkar
22	Infra Services - SMG (Service Mgmt Run)	Chatterjee, Chandrachur / Mishra, Saurava	Milind Bapat
23	Quality - India	Leena Sagar	Ashwin Yardi
24	ERP – SAP	Narayanan, Nirmal	Amesur, Sanjay
25	DS_Servers_Cld_Msg	Agarwal, Alok	Milind Bapat
26	India Data Run Services - DS_Network - New 1S	Manish Samtaney	Cleavinger, Don
27	Infra Operations	Binish Bhatia	Dikshit,Milind Vinod
28	BD Project	Sanjeev Jain	Tangella, Srinivasan R
29	India User Run Services	Nitin Dhonde	Nitin Dhonde
30	Apps Two   TS-CSD	Sunil Singhania	Sudhakar Takke
31	CC India	Desiraju, Lalit	Chandorkar, Aashish
32	NA SAP	Avinash Karve, Arnab Mukherjee, Manapuram, Sai Krishna, Monish Wahi	Nayak, Harish
33	I&D - Insights & Data Operations	Ambar Mudur	Parihar, Niraj
34	TOTAL - Cloud Infrastructure Services – India Data Run	Ketan Naik	Deepak Kulkarni



Sl. No.	BU / Project	Exception approver on transaction [SPOC]	Monthly Approvals
	Services - DS_Servers_Cld_Msg / DS_Tools_Hub		
35	UK AO	Arun Varghese	Damania, Shamax
36	UK SAP	Abhijit Dutta	Rede, Parag
37	UK CSD	Venkata Reddy	Lingireddy, Ramakrishna
38	UK Oracle	Abhijit Bhide	Rede, Parag
39	UK Central	Rashmi Gupta	Rede, Parag
40	Group Internal Audit Function – India	Kappagantula, Venkat	Kappagantula, Venkat
41	India Finance	Karine Marchat	Karine Marchat
42	Metlife	Dinesh Madne	Parihar, Niraj
43	iCare and SiCorp	Amrut Rajmane	Darbha, Ramesh
44	Royal Caribbean Cruises Ltd. (RCCL) Account	Sirivaram, Hariprasad	Thakkar, Kunjal
45	Comms - AT&T	Niladri Ray	
46	Comms - GCI	Niladri Ray	
47	Comms - Rogers	Niladri Ray	
48	Comms - SaskTel	Niladri Ray	
49	Comms - Charter	Radha Krishna Das	
50	Comms - Cox	Radha Krishna Das	
51	Comms - Equifax	Swennumson, Tor	
52	Comms - Ericsson	Radha Krishna Das	
53	Comms - T-Mobile (Titan)	Radha Krishna Das	
54	Comms - T-Mobile (Release Mgmt.)	Radha Krishna Das	
55	Comms - T-Mobile(Mercury)	Radha Krishna Das	
56	Hi-Tech - Cisco	Kunjal Thakkar	
57	Hi-Tech - HP LULU	Kunjal Thakkar	
58	Hi-Tech - Isola	Kunjal Thakkar	
59	Hi-Tech - Dell India	Kunjal Thakkar	
60	Hi-Tech - VM Ware	Kunjal Thakkar	
61	HTEC - HTEC Core	Prasad Acharya	
62	M&E - Amazon	Hariprasad Sirivaram	
63	M&E - IPG	Hariprasad Sirivaram	
64	M&E - NBCU	Hariprasad Sirivaram	
65	M&E - RCCL	Hariprasad Sirivaram	
66	M&E - Sony Picture Entertainment	Hariprasad Sirivaram	
67	M&E - Virgin Voyages	Hariprasad Sirivaram	
68	M&E - Disney	Hariprasad Sirivaram	
69	NRCS NA AM	Tickoo, Deepak	
70	CES MCOS	Abha Singh	Atul Kulshreshtha
71	Cloud Infra – SMG tower	Chandrachur Chatterjee	Colin Cross
72	MACs	Abha Singh	Atul Kulshresta



Sl. No.	BU / Project	Exception approver on transaction [SPOC]	Monthly Approvals
73	International assignment services	Arunkumar Gopalakrishnan	
74	Insurance GBU	Zal Lord	Niraj Parihar
75	P&GPES	Ram Walvekar	Prasad Shetye
76	ING and INP Account(s)	Vikram Nayak	Viraj Mahtre
77	EuroClear	Srinivas Chittineni	Samant, Nirmala
78	GSM Units	Gudipudi, Raghavendra Rao	Meera, Shobha
79	Discover	Shrotri, Abhishek	Paramanandam, Arul Kumaran
80	Wincentre	Gudipudi, Raghavendra Rao	Meera, Shobha
81	IBAS - India	Mediratta, Geetika	Balcerek, Tomasz
82	PLM group	Ram Walvekar	Shetye, Prasad
83	Procurement – India	Shailesh Thanki	Shailesh Thanki
84	Targo development	Manoj Bhojwani	Joshi, Amit
85	Infra Server	Alok Agarwal	Alok Agarwal
86	MDM India	Anuj Chaturvedi	Thakur, Rajendrakumar J
87	TE Account	Mandanna, Adit	Pathak, Sanjay
88	Meijer	Manish Shah	Mendon, Vasant
89	VMWare	Panda, Aruna Kumar	Kunjai Thakker
90	Coca Cola	Reena Gupta	Kapadia, Yatin
91	GP-DPX	Gaurav Mathur	Vikrant Karnik
92	GP-CFS	Mohan Murugesan	Vikrant Karnik
93	GE Corporate Testing Project	Manojkumar Nagaraj	Sanjeev Deshmukh
94	DS_IMOC	Irfan Khan	Milind Bapat
95	FS Australia BU	Tyagi, Amit	Virmani, Taruon
96	FS I&D	Ekambaram, Yamini	Shringarpure, Vaibhav
97	AppsNA AS SAP	Adit Mandanna (MA)	Harish Nayak
		Pushkar Deshpande (HTEC)	
		Manjunath Sawant (LS)	
		Surendranath Prabhu (EU AT CS)	
		Vivek Dadhwal (CPRD)	
		Rosalind Nalawade (GE)	
98	FSSBU GP Payments	Sriram Kannan	Holscher, Jeroen
99	FSSBU Cards	Ravi Vikram	Holscher, Jeroen
100	Medica	Mahajan, Sanjeev	Gangal, Vijay
101	GSS (Global shared service) – Laptop allocation	Parekh, Amit	Parekh, Amit
102	GSS (Global shared service) – Laptop transfer	Hemlatha Devadiga	Parekh, Amit
103	RSA	Punjabi, Ravi	Menon, Shabrish
104	Warner Bro	Alagappan, Radhakrishnan	Acharya, Prasad
105	Unilever Project	Rajat Kumar, Sandhya	Niraj Parihar



Sl. No.	BU / Project	Exception approver on transaction [SPOC]	Monthly Approvals
106	BDF India Practice	Kothandaraman, Srikanth	Nilesh Vaidya
107	SPS-OEM2	Prashant Mudaliar	Dahale, Rajesh
108	IMS / CIS	Lad, Naresh	Kurian, Jaepy
109	HCSC project	Karandeep Sood	Gopalakrishnan, Ravi
110	DCX Apps NA	Adkonker, Sohan	Shankavaram, Darshan
111	NA TMT	Sawkar, Praveen	Acharya, Prasad
112	MyConnect - Capgemini Global HR Rollout	Kumar Kamat	Labesse, Francois
113	GE (General Electric)	Abdul Sajad	Bangera, Vinay N
114	PCA Motors	Srinivasan Raghavan	Apte, Ajinkya
115	Software Services	Mohanty, Suvakanta / Shah, Ritesh	Milind Bapat
116	DS_Network	Badam, Vinoba	Milind Bapat
117	DS_ODM_HUB	Kulkarni, Deepak	Milind Bapat
118	Server_Unix/Linux	Goyal, Sanjeev / Agarwal, Alok	Milind Bapat
119	Server_Cloud	Sahoo, Ashok Kumar / Agarwal, Alok	Milind Bapat
120	DS_Storage	Mani, Manilal	Milind Bapat
121	Server_Windows	Kulkarni, Pramodini / Agarwal, Alok	Milind Bapat
122	Infra Services - Tools	Pal, Bhaskar	Milind Bapat
123	Infra Services – Automation	Agarwal, Alok	Milind Bapat
124	Infra Services - End_User-Support	Saldanha, David / Dhonde, Nitin	Milind Bapat
125	Infra Services - US_Service_Desk	Majumder, Mainak / Dhonde, Nitin	Milind Bapat
126	Infra Services - US_Workplace_Svcs	Saldanha, David / Dhonde, Nitin	Milind Bapat
127	Infra Services - Deliv_Excel	Ramanathan, Suresh / Bhagi, Rama Rani	Milind Bapat
128	Infra Services - Hub_SDMs	Raut, Amol	Milind Bapat
129	Infra Services – GSEC	Parthasarathy, Srinivas	Milind Bapat
130	TMT MU	Bhogate, Mahesh	Acharya, Prasad
131	LendingClub- NOC-Transition	Dubey, Madhur	Kurian, Jaepy
132	FAB T24 AMS 2019-SLA and FAB T24 T&M 2019 -with capping	Sangaranarayanan, Rajaprabhu	Guedhami, Bilel
133	NBC_RTS Managed Services	Sawkar, Praveen	Acharya, Prasad
134	Carter, Mast Global, Cole Haan and Cargill Accounts	Jayaraja, Sreenivas	Arora, Rajeev K
135	AHEAD	Prakash Variar, Shashikant Kulkarni	Therani, Rajesh
136	Daimler AG, BMW, VW, AUDI	Pande, Ranu	Therani, Rajesh
137	Apps NA - LP CENTRAL-COST SHARED-SERVICE NA	Pradeep Trivedi	Mahagaokar, Abhay
138	GE Business Services (BPO)	Mohan, Ramesh	Rangarajan, Soundarrajan



Sl. No.	BU / Project	Exception approver on transaction [SPOC]	Monthly Approvals
139	HUL	G, Balaji	Apte, Ajinkya
140	Cloud Infrastructure Service - India Data Run Services- DS_Server_Cld_Msg/DS_Tool_Hub	JVS Prasad	Bhaskar Pal
141	GIT Global Apps – Digital	Alka Saxena	Aseem Gupta
142	GIT Global Apps – BI	Munish Gupta	Aseem Gupta
143	GIT Global Apps – Oracle EBS	Chakrawarthy Kondapalli	Aseem Gupta
144	GIT Global Apps – SAP	Amit Gupta	Aseem Gupta
145	GIT Global Apps – CSD	Bhupesh Malhotra	Aseem Gupta
146	GIT Global Apps – PBS	Makrand Satarkar	Aseem Gupta
147	GIT Global Apps – Service Delivery	Henk Veerbeek	Aseem Gupta
148	GIT Global Apps – FS & APAC	Himanshu Patra	Aseem Gupta
149	Apps NA Oracel Practice	Sonal Kamble	Anupa Rout
150	Italy BU	Simi Vinod	Narayan Balasubramaniam
151	Swiss RE	Rishi Varshney, Jyotirmaya Mahapatra, Balaji Jagannathan	Viraj Mhatre
152	CIS	Wadhwa, Kulvinder	Ramesh, Radhika
153	Cloud Data Platform (CDP)	Samir Shah	Niraj Parihar
154	BNL	Sudipta Banerjee	Sudipta Banerjee

#### FOR APPS ONE:

SUB_BU	SUB_BU Head	Level
AppsOne AM-Australia	Ramakumar, Thanuja	SD
AppsOne AM-UK & Ireland	Ramakrishnan, Ananthalakshmi	VP
AppsOne AM WB	Balakrishnan Vaidyanathan	SD

#### FS SBU :

Name	Exception approver on transaction	Level
IMMIGRATION	Shetty, Amar	SD

#### BSv SBU:

Name	Exception approver on transaction	Level
All BSv Projects	Riasat Ali	SD

## About Capgemini

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A global leader in consulting, technology services and digital transformation, Capgemini is at the forefront of innovation to address the entire breadth of clients' opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year heritage and deep industry-specific expertise, Capgemini enables organizations to realize their business ambitions through an array of services from strategy to operations. Capgemini is driven by the conviction that the business value of technology comes from and through people. It is a multicultural company of 200,000 team members in over 40 countries. The Group reported 2017 global revenues of EUR 12.8 billion.

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