

From: Namita Nijhawan/TVM/TCS
To: Amit Bhalerao/PNE/TCS@TCS
Cc: Pune Separationcell/PNE/TCS@TCS

Date: Friday, June 05, 2015 12:27PM
Subject: Re: Resignation Acceptance_Amit Bhalerao_ 848185

For Follow up: 🟢 Normal Priority.

History: 🟢 This message has been replied to.

Dear Amit,

Your date of release has been confirmed as **30 June 2015**

Thanks & Regards
 Namita Nijhawan
 Human Resources
 Tata Consultancy Services Limited
 Ph:- 020 67941007
 Buzz:- 4241007
 Mailto: namita.nijhawan@tcs.com
 Website: <http://www.tcs.com>

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▼ Namita Nijhawan---06/04/2015 07:26:12 PM---Dear Amit, This is with reference to your resignation dated 27 May 2015. We would like to inform yo

From: Namita Nijhawan/TVM/TCS
 To: Amit Bhalerao/PNE/TCS@TCS
 Cc: Pune Separationcell/PNE/TCS@TCS
 Date: 06/04/2015 07:26 PM
 Subject: Resignation Acceptance_Amit Bhalerao_ 848185

Dear Amit,

This is with reference to your resignation dated **27 May 2015**. We would like to inform you that your resignation has been accepted by the company and you would be released from the services of the company effective close of business hours on **25 June 2015**.

We would also like to remind you of the obligations of the confidentiality and non-disclosure agreement which you had signed during the course of your employment with the Company.

We earnestly hope that you will continue to bestow the same degree of commitment in protecting the Intellectual Property of the company as you have agreed to uphold as per the terms of the confidentiality and non-disclosure agreement. We request you to strive and ensure that the trade secrets, confidential and the intellectual property that were developed when you were in the employment of the company continue to be protected and are not compromised in any way.

Kindly go through the below table (each tab) to understand the separation formalities and read the separation Kit/Separation process on Knowmax (refer to 2nd tab in the below table for more details) .

You are requested to meet Pune Separation Cell at Nyati office on your release date for completion of exit formalities.

Approval w.r.t Clearances and Claims

[Documents submission](#)

[Link to Separation Policy and Process](#)

[Co-ordinates of Pune separationcell](#)

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Clearances: You are requested to take clearances from the below departments prior to your release date.

- **Admin** : Hand over your ID Card/smart card/SEZ Pass/Keys of lockers or drawers. Company mobile connection.
- **IS** : Handover your laptop/laptop accessories/Blackberry/Photon. Kindly ensure the asset is de-tagged in system.
- **Library** : Handover your library books/CD's
- **Visa** : Please visit Visa Cell with your passport in Sahyadri Park or Commerzone as feasible (between 3 pm and 5 pm).

[attachment "Clearance Form-Revised.pdf" deleted by Namita Nijhawan/TVM/TCS]

Claims: You are requested to ensure all claims are raised and approved in system prior to your release date.

Ensure all pending claims requests like travel, local conveyance, night shift allowance, extended working hours, professional membership reimbursement and so on are approved at all levels in the system and relevant documents are submitted.

Ensure that Investment/Tax exemption declarations like LTA/Medical/TRLP are approved in the system and relevant documents are submitted.

Keep your India Salary/ERA account which has been updated in TCS records active at least for 3 months from your Date of release or till your full and final dues are settled by the company.

Collect your Food Coupons on the scheduled distribution dates. If not collected the amount will be paid to you post deduction of applicable taxes through your last month payroll or Full and Final settlement whichever is earlier.

Redeem all your GfMS points before your last working day.

Employee having Sodexo meal card are requested to refer to below FAQ doc. For any further clarification you may write to mealcard.sodexo@tcs.com
[attachment "Sodexo Meal Card FAQs.pdf" deleted by Namita Nijhawan/TVM/TCS]

**** Please note. If in case you have not received Night Shift Allowance till your date of release, Kindly send confirmation approval mail**

from your supervisor to your HR with CC to Pune.separationcell@tcs.com stating the no of days (Dates and hours of payment) of Night Shift Allowance payment

in FFS (Full and Final Settlement).

***** Kindly print the Online PF Statement and carry it along with you to have ready access of your Pension No. / UAN / PF balance etc...**

Thanks & Regards
Namita Nijhawan
Human Resources
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Ph:- 020 67941007
Buzz:- 4241007
Mailto: namita.nijhawan@tcs.com
Website: <http://www.tcs.com>

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▼ Amit Bhalerao---05/27/2015 12:12:10 PM---Hi Rutu, I wish to to resign from my position of System Engineer from TCS in order to pursue another

From: Amit Bhalerao/PNE/TCS
To: Rutuparn Paratkar/MUM/TCS@TCS
Cc: Jeevan Badame/MUM/TCS@TCS, Namita Nijhawan/TVM/TCS@TCS, Sachin Tambe/MUM/TCS@TCS
Date: 05/27/2015 12:12 PM
Subject: Resignation

Hi Rutu,

I wish to to resign from my position of System Engineer from TCS in order to pursue another career opportunity.

Therefore I request you to accept my resignation and release me from all my roles and responsibilities on 25-June-2015 as 25-June-2015 would be my last working day.

Request you to please let me know the handover process.

Regards
Amit Bhalerao
System Engineer
Tata Consultancy Services
Mailto: amit.bhalerao@tcs.com
Website: <http://www.tcs.com>

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