

**RE: Emp No.365295(Binay Kumar) has raised a travel request for Self, from 18th Sep 2022 with exceptions**

Balakrishnan R <balakrishnan.r5@tcs.com>

Wed 8/24/2022 8:04 PM

To: BINAY KUMAR <binay.kumar@tcs.com>

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Dear Binay

This is regarding your Canada WP/PR/Dependent Travel Request which has now reached my GESS worklist. Please provide following to review your travel request.

Please make sure and plan travel only if you have the below details and documents ready.

**a. Visa Medicals should have been done in the last 12 months. Visa medicals is valid for only 12 months. So, please make sure your Visa Medical was taken within the last 12 months. It will be good if the Medical is valid for minimum 30 days during travel. If not please identify the nearest IRCC panel and redo the Medicals. Link is available below. If your first Visa Medicals was expired and if you have re-done your visa medicals recently then please wait for 5 Weeks to travel from the date you have re-done your visa medicals. IRCC portal takes 5 weeks to reflect the medical completion status on their portal. It is required for Work permit holders and Study permit holders. Visa medicals Not required for Visitor visa holders and PR holders and travelers from USA.**

<https://secure.cic.gc.ca/pp-md/pp-list.aspx>

**b. Download ArriveCAN App in your mobile and complete all the details before travel. You must use the ArriveCAN mobile app or sign in on a computer to enter your proof of vaccination, quarantine, and travel information.**

- Proof of vaccination and travel documents can be saved in your ArriveCAN traveller profile before any planned travel
- ArriveCAN is always free

**c. Checks and measures for fully vaccinated travellers. <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>**

• As of January 15, 2022, only fully-vaccinated travelers will be allowed to enter Canada; this includes applicants requesting a work permit upon entry, applicants holding work permit approval letters, and dependent family members seeking family reunification in Canada. Fully-vaccinated travelers are those who have received two vaccines, each manufactured by AstraZeneca/COVISHIELD, Bharat Biotech, Moderna, Pfizer, Sinopharm, or Sinovac, or one dose of the Janssen/Johnson & Johnson vaccine, at least 15 calendar days prior to entering Canada.

**Accompanying Dependents:** If the associate will be accompanied by any dependents, and they are mentioned in the application package, please ensure that they travel alongside the associate and that they carry a copy of their passports, Canadian visas or eTAs (as applicable), and birth or marriage certificates to show their relationships to the associate. Dependents over 12 years of age who are not fully-vaccinated must have a quarantine plan and quarantine for 14 days on arrival; dependents between 5 and 12 years of age who are not fully-vaccinated and unaccompanied by someone who is fully-vaccinated must do the same. Dependents under 5 are exempt from pre-entry and arrival COVID testing.

**Please download the "New Arrivals Orientation PPT" and B4U policy document from the below path which will take you through "on arrival formalities" and your HR point of contact**

[Ultimatix > Learning & Collaboration > Knowmax > HR Policy Hub > North Americas > Canada > Benefits > Benefits For You/Handbook > Expats.](#)

**Please share me the below details and documents.**

1. Copy of valid Work Permit/Visa or PR Card/Landing Document of self & all the travelling individuals.
2. Copy of latest Canada visa immigration completion eMedical information sheet (Applicable for work permit/study permit holders)
3. Copy of fully (2 doses) vaccinated proof of travelling individuals.
4. Filled in Fresh travel approval form (attached with this e-mail)
5. Confirmation mail from your Onsite BRM on your assignment end date and long term role commitment and billing for this position (**Approval obtained at the time of visa processing is not accepted**):
6. Confirmation from you that you have gone through the Welcome to Canada PPT and understand the instructions provided.
7. Confirmation from you that you have completed your TCS India Time sheet before travel.
8. Is your spouse working for TCS and travelling with you as a dependent? (If yes, please provide EMP # and confirm whether he/she applied for LWP) (**Please do not mention " Not applicable" or " NO" or " NA ". We need the complete answer**):
9. Your role in iTalent/iEvolve. Share me the screen shot of your role in system. Your role in iTalent/iEvolve and WP role should be same. If not, travel will not be approved. You can view your role in Ultimatix home screen top right.
10. Kindly complete Mandatory training courses from HR Downloads and share screenshot (Not the courses from iEvolve). You will get email notification from HR Downloads within 24 to 48 hours in EST time zone.

Thanks

Bala

**Balakrishnan R**

Immigration HR - Canada, [Tata Consultancy Services](#)

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**From:** ultimatix.gess@tcs.com <ultimatix.gess@tcs.com>

**Sent:** August 24, 2022 8:28 AM

**To:** Balakrishnan R <balakrishnan.r5@tcs.com>

**Subject:** Emp No.365295(Binay Kumar) has raised a travel request for Self, from 18th Sep 2022 with exceptions

Dear Balakrishnan R,

Travel Request no: 10814146 for International - Deputation/ Relocation raised for Self, has been approved by (174045/Venkatesh Mysoresehadri ). The request is pending for your approval.

GESS - Travel

Request Details				
SWON	Associate No	Associate Name	Travel Type	Submit Date
20312738	365295	KUMAR, MR. BINAY (KUMAR)	International - Deputation/ Relocation	2022-08-24 09:07:19

**Itinerary Details**

<b>From(Location)</b>	<b>To(Location)</b>	<b>Travel Date</b>	<b>Staying Duration</b>
Kolkata-India	Toronto-Canada	2022-09-18 00:00:00	538

To view the entire request, log on to <https://www.ultimatix.net>. Click on the 'Employee Self Service' link and then click 'Global ESS' link and then go to ' My WorkList

**In case of any travel related assistance please contact our 24\*7 TCS Travel Help Desk @ 1800-267-6563 IVR 6(Toll Free India).**

**(Applicable for all Travel requests where the ticketing location is India, UK,Australia, New Zealand , Singapore, Europe (Both Domestic & International Travels ) and USA Return to base requests ). For all other Ticket processing countries, please contact your local travel desks.**

Regards :

Ultimatix -> Global - Employee Self Service

Note: This is a system-generated e-mail. Please do NOT reply to it

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