

Resignation Alert to employee

Bajaj Finance Ltd <hcmAdmin@tcsprocesscloud.in>

Tue 10/25/2022 2:41 PM

To: Pranay Rokade <pranay.rokade@bajajfinserv.in>

Cc: Exit Team <exit_team@bajajfinserv.in>; Alwin Anthony <alwin.anthony@bajajfinserv.in>; Vaibhav Pachbhai <vaibhav.pachbhai@bajajfinserv.in>; Sagar Babar <sagar.babar@bajajfinserv.in>; Bipin Biswal <bipin.biswal@bajajfinserv.in>; Pravin Aswale <pravin.aswale@bajajfinserv.in>

Dear Pranay Dadaram Rokade (1001740),

We have received your resignation dated 25-10-2022 expressing your intention to resign from the services of Bajaj Finance Limited due to Career Growth/Better Prospects.

As per separation policy your actual last working day is 08-12-2022.

Please also note that the last date accepted on CHROMA would be binding and if you leave BFL and join a new employer before this date, it would be considered as **dual employment**.

[Click here](#) to read the separation policy

Resignation acceptance & Last working day (LWD):

Manager acceptance- Your Reporting Manager Pravin Umrao Aswale (2021312) has been informed about your resignation. On their action, your Requested Date of Leaving 02-12-2022 in the exit module will flow for skip manager for approval. If your reporting manager does not action within 3 days, the request will auto-flow to your skip manager Bipin Bihari Biswal (66741).

Skip Manager acceptance- On their approval, your Requested Date of Leaving 02-12-2022 in the exit module will be considered while processing your exit formalities. If your skip manager does not accept your Requested Date of Leaving, then actual last working day 08-12-2022 will be as per standard notice period.

If your skip manager does not action within 2 days, the request will flow to your HR Partner Sagar Manik Babar (2011533).

HRP Acceptance - Your HRP will have a discussion with you regarding this shortly. On their approval, your Requested Date of Leaving 02-12-2022 in the exit module will be considered while processing your exit formalities. If your HRP does not accept your Requested Date of Leaving or does not action within 2 days, then actual last working day 08-12-2022 will be as per standard notice period.

To view status of your resignation progress, Login to Chroma >> Organisation & People Management >> Employee Service >> My separation

Next few important activities related to your exit and related formalities post HRP Acceptance:

1) Full & Final settlement

Your F&F statement will be sent to you within 15 working days of your last working day. You are requested to clear your dues (if any) at the earliest so that your relieving letter can be released.

2)Claims

Claim all pending expense(s) & apply your leaves on Chroma before your last working day. Also, if your claimed expenses are at return status or if insufficiencies are highlighted over email separately, please action on the same before your last working day.

3)Leave application

Submit your leave & travel declaration and your planned leaves on Chroma before your LWD.

4)Investment proof submission

Submit actual proof against declared investments to get income tax benefit. (Login to Chroma>>Expenses and Claims>>Benefits>>Raise New Request>>Upload proof>>Submit)

5)Appraisal:

If you are in People Manager Role, please complete all actions for your reportees in Chroma

6)Updating Personal Records:

Update your permanent address, personal e-mail id and mobile no. in Chroma; the same will be referred to for further communication

7)Exit Clearance/ No Dues Clearance on CHROMA :

Ensure you get the Clearances from your Branch Admin, Reporting Manager, IT, Finance, HR Partner before your last working day. In case the clearance status is pending from any of the stakeholders even on the last working day, please write to exitsupport@bajajfinserv.in mentioning your employee code in subject line

8)If you are enrolled under company car scheme, you are required to settle the car dues at least 30 days prior to your LWD & get the ownership transferred.

Please follow the path to take necessary action:CHROMA >> Expense & Claims >> Benefits >> Company Car Scheme >> Car Closure.

9)Treatment of incentives:

a.Quarterly performance pay: Input will be received 1 month after the quarter in which you have exited, and will be processed in the F&F cycle of the month after that. You need to be on company's payroll for minimum 60 days in the quarter to be eligible for this incentive.

b.Monthly performance pay: Input will be received 1 month after the month in which you have exited, and will be processed in the F&F cycle of the month after that. You need to be on company's payroll for the full month to be eligible for this incentive.

c.Other incentives: Input will be received 1 month after the month in which you have exited and will be processed in the F&F cycle of the month after that. You need to be on company's payroll for the full month to be eligible for this incentive.

10)Treatment of salary:

All expected recoveries will be deducted from your salary in the current month till 100% amount is recovered. Recovery will spill over next month's payroll if the full amount is not recovered in the current month. Once all recoveries are settled, balance salary will be released.

Please note:

- 1.You will continue to discharge your current responsibilities in the required manner till the last working day.
- 2.You will properly handover your existing duties and responsibilities to your reporting manager or to any other colleague as directed by your reporting manager on or before your last working day should be made.
- 3.Leaving or absence from office without proper handover, intimation or approval will be deemed to be abandonment of your duties. Your dues will not be settled until satisfactory clearance is submitted & outstanding dues, if any, are repaid to Bajaj Finance Limited.
- 4.Relieving letter and F & F settlement will be provided only if you complete Exit Clearance Formalities, provided there are no dues pending from you and no disciplinary actions against you.
- 5.Your re-hire eligibility in Bajaj Group Companies & Background Verification by future employer will be treated as negative if you do not complete all exit formalities.
- 6.BFL Alumni Portal Access will be triggered on to your personal mail ID as updated on CHROMA profile to give you access of your payslips and Form 16

To view status of your resignation progress, please follow the path-

Resignation Acceptance: Chroma>>Organisation & People Management>>Manage Separation>>My separation details

Exit Clearance Status: Chroma>>Organisation & People Management>>Manage Separation>>My separation details>>Click on Request no>>Workflow Tracker

In case of any queries, please connect with your HRP Sagar Manik Babar at sagar.babar@bajajfinserv.in or raise a query on [HRCC](#)

Regards,
HR Team

Note: This is a system generated email. Please DO NOT reply to this email.