

BHARTI Praveen Sg GscRbfSge

From: GSC-EXIT-NoReply@socgen.com
Sent: Tuesday, March 16, 2021 10:55 AM
To: BHARTI Praveen Sg GscRbfSge
Cc: POOVANNA Sneha Sg GscHumHbp; NAYAK Sumanth Sg GscHumHbp; DAS Banashree Sg GscCenHrc; SOHI Supriya Sg GscHumHbp; SEETHARAMAN Sadishkumar Sg GscCenHrc; GSC-Exit-Process-1; SHYLENDER Bindu Sg GscRbfSge
Subject: Exit Process - Praveen Bharti-13744-(15-Apr-2021)

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Dear **Praveen**,

We thank you for your contributions to SG GSC and wish you the very best in your future endeavors.

With reference to your resignation letter dated **15-Feb-2021** and the agreement with your manager, your last working day at SGGSC has been decided as **15-Apr-2021**. Please note that the salary for the relieving month will be on HOLD and will be released as part of your full and final settlement.

In the below few sections of this document, we will be covering few important aspects of Exit formalities which will ease the entire exit process without any apprehensions. To prevent any unnecessary iteration when any issue arises, you are requested to thoroughly review each section that is applicable for you.

For your Further Action:

1. Apply all your pending leave applications in HCOM and get them approved by your Manager
2. You will have to repay any loans or advances, if any, 15 days prior to your last working day. Kindly contact My-HR or dial #915915 to know the procedure to pre close the loan.
3. Kindly note that HR-Specialist Team will schedule an exit interview at least 2 working days prior to your last working day.
4. Exit clearance mail will be triggered at least 7 days prior to your last working day

Finance:

1. Kindly submit all your claims (if any) such as expenses, travel settlement etc., at least 7 days prior to your last working day.

GTS:

1. Kindly return all company assets such as laptops, blackberry, RSA tokens etc. to GTS helpdesk prior to your last working day.

Payroll:

1. Investment proofs and Reimbursement supporting documents, if any, should reach 7 days before the Last Working Day to the Payroll team. Income Tax computation during your final settlement will be based on the Investment proofs submitted by you to the payroll team.
2. Please do not drop the IT proofs and reimbursement claims in payroll drop box. You need to handover the Investment proof & Reimbursement claims directly to payroll team 7days before your last working day.
3. Remember to print all your pay-slips and Form-16's from the e-payroll link for your future reference and records before your exit from SGGSC. Any requests received later for Pay-slip & Form-16's from your personal email id will not be entertained considering the risk factor.
4. **Reimbursements** -You can claim reimbursements (Telephone/LTA/Car Lease petrol reimbursement) through e-payroll as per your eligibility and submit the bills along with the respective reimbursement claim form.
5. **Income tax proof submission along with relevant forms available in connect as per guidelines.**
 - **Claiming of HRA exemption**- Request to submit a copy of valid rental agreement & original rent receipts for all applicable months duly signed by the landlord for the current period. If rent is more than 8333/- INR per month, then copy of PAN card of the landlord, whose name is reflecting in the rental agreement is mandatory as per the IT act norms. Fails to provide any of the above stated documents, proofs will not be considered and exemption will not be given.
 - **Claiming Housing loan interest deduction** – Request to submit the provisional home loan certificate & Pan number of lender (Bank) to claim the interest & principal paid for the relevant period from Apr till your last working day in SGGSC. Along with the document of Annexure of Housing Loan and Joint loan declaration needs to be submitted. The form is available in connect.
 - **Chapter VIA Deduction(80C, 80D...)** - Request to submit the copy of the current year premium payment receipt/ challan along with the Policy document or bond issued by insurance company.For further clarifications on Chapter VI A proofs submission, please refer the Employee investment proof submission guidelines available in connect.
 - Investment Proofs has to be submitted along with Employee Investment Proof Submission Form available in connect.

Further instruction for proof submission please refer the Investment Proof Submission Guidelines available in [Connect](#)

6. You can contact GSC-Payroll-Helpdesk@socgen.com for any payroll related queries. Escalation you can contact vishwantha.parvathala@socgen.com.

Group Medical Insurance portability (Optional):

1. All the SG benefits will be ceased on your last working day. You can avail personal Mediclaim Insurance with NIC under SG portability option. If you wish to opt for coverage outside SG, please initiate the process 20 days prior to your LWD to ensure continuity in benefit.
2. Premium should be paid by you directly to National Insurance and the policy will be administered as per the National Insurance terms & condition.
3. SG will not be responsible for the services delivered/offered/proposal made by National Insurance.
4. Contact Point:

PRIMARY CONTACT DETAILS:-

karishma chaubey
National Insurance Company Limited,
Phone No 8884499447
Email :- karishma.chaubey@nic.co.in

SECONDARY CONTACT DETAILS:-

Phone No:- 080-28411880

Email :- 604600@nic.co.in

KUDOS:

1. Please redeem your KUDOS points (if any) as you will not have access to the portal after your last working day.
2. KUDOS Link :
<https://kudos.performnet.com/biww1auth/Shibboleth.sso/Login?entityID=https://societegenerale.com>

Others:

1. Kindly contact your MSU and fill the required timesheet in the tool till your last working day - if any
2. Kindly return any borrowed library books to the respective drop boxes.

SG shares

1. For any share related queries , please send a mail to [Blr-Gesop-Support](#)

Reach out to MY-HR team (#915915) for any clarification.

Regards,

MyHR-India

Ph: #915915

Email:MyHR-India@socgen.com

Note: Please do not reply to this e-mail, this is auto generated e-mail hence it will not be monitored. Kindly contact MyHR-India@socgen.com for any queries

GSC-E-Separation Version: 1.0 Environment: prod
