

Guidelines to clear No Dues

To view and clear the no dues login to my Wipro→Careers→Employee Separation – No due Status and refer “Task pending with me” and “Task pending with others”.

Task pending with me: Refers to no dues where action is pending with you.

Task pending with others: Refers to no dues where action is pending with other internal departments.

No Dues Clearance guidelines department wise:

Hardware:

Step 1: To see the asset/s tagged to you, login to myWipro→Information→MyAsset

Step 2: To return the asset to IMG, raise the asset release request in my Wipro by following the below path and follow up with location asset team for closure.

My Wipro→Request→MyResquest→IT Services→IT Asset Release

Step 3: To Retag asset to another employee, follow the below path.

My Wipro→APPS store→asset→undeclared assets/declared assets- and select “I want to re-tag” and ask the new user to accept same in their worklist.

Note: The hardware due will be cleared in the system only on the last working day if the asset/s returned to IMG or retagged to another employee.

For any queries related to Hardware clearance, mail to: imghardware.clearance1@wipro.com

KT clearance (Knowledge Transfer):

Request you to coordinate with your L1 manager who is tagged as per system to get KT Clearance.

SIM:

Step 1: Login to: My Wipro→Request→My Teleservices→My connections – click on select and choose surrender or transfer.

Step 2: To convert official SIM card to personal, kindly raise the request in MyWipro→Request→My Teleservices→My connections→Mobile→Official to Personal and send mail to Location SPOC's.

Please Note:

Official to Personal request to be raised minimum 30 days in prior and get transfer closed before Exit

Location	SPOC	Contact	Mail Id
Chennai	Manikandan/Nagarajan	9840342765/9606076316	nagarajan.s83@wipro.com/manikandan.p421@wipro.com
Hyderabad	Srinivas/Kumar	6300717278/8500292926	sudhakar.karmori2@wipro.com
Pune	Sachin	9890404814	sachin.bableswhar2@wipro.com
Mumbai	Rajesh	8956186420/9890404814	telecomsupport.airoli1@wipro.com
Bangalore	Thiru/Krishna	9611682255/9741073336	krishna.swamy3@wipro.com/thirumoorthy.rajappa1@wipro.com
Kolkata	Dhruba	9831592338	dhrubajyoti.kar1@wipro.com
Delhi/GDC	Naresh	9899115740	naresh.kumar45@wipro.com
GNDC	Shiv/Basant	7599185105	telecom.gndc@wipro.com
Kochi	Ajay	9446793164	ajay.kumar112@wipro.com
Mysore	Thiru/Krishna	9611682255/9741073336	krishna.swamy3@wipro.com/thirumoorthy.rajappa1@wipro.com
Coimbatore	Manikandan/Nagarajan	9840342765/9606076316	nagarajan.s83@wipro.com/manikandan.p421@wipro.com

Device/Data card:

Kindly return the data card to location Telecom SPOC team and follow the given steps for the clearance:
MyWipro→Myrequest→Teleservices→Mobile Connection→My Connection→Datacard click on select and choose the option as surrender.

**Note: Data card is non-transferable.*

Location	SPOC	Contact	Mail Id
Chennai	Manikandan/Nagarajan	9840342765/9606076316	nagarajan.s83@wipro.com/manikandan.p421@wipro.com
Hyderabad	Srinivas/Kumar	6300717278/8500292926	sudhakar.karmori2@wipro.com
Pune	Sachin	9890404814	sachin.bableswhar2@wipro.com
Mumbai	Rajesh	8956186420/9890404814	telecomsupport.airoli1@wipro.com
Bangalore	Thiru/Krishna	9611682255/9741073336	krishna.swamy3@wipro.com/thirumoorthy.rajappa1@wipro.com
Kolkata	Dhruba	9831592338	dhrubajyoti.kar1@wipro.com
Delhi/GDC	Naresh	9899115740	naresh.kumar45@wipro.com
GNDC	Shiv/Basant	7599185105	telecom.gndc@wipro.com
Kochi	Ajay	9446793164	ajay.kumar112@wipro.com
Mysore	Thiru/Krishna	9611682255/9741073336	krishna.swamy3@wipro.com/thirumoorthy.rajappa1@wipro.com
Coimbatore	Manikandan/Nagarajan	9840342765/9606076316	nagarajan.s83@wipro.com/manikandan.p421@wipro.com

IT proof submission:

IT proofs need to be uploaded in separation portal one day before your last working day. Path to follow: My Wipro→Careers→Employee Separation→Task pending with me→IT proof submission

GIMS Clearance:

If there is a Work permit / visa obtained for any country through Wipro, request to get in touch with respective GIMS location coordinator to understand the clearance formalities well in advance.

Medical / Accidental / Life insurance, Provident fund, Bank details, Full & final settlement, WBP, Offshore leave settlement: All these no due components will be system cleared hence no follow-up required.

Group Insurance Benefits:

Wipro provided insurance benefits which includes Group Mediclaim Insurance policy, Group Term Life Insurance Policy and Group Personal Accidental Insurance Policy will be active only till the last working day of an employee.

Any pending hospitalization claim for Group Mediclaim Insurance and Parental/ In-laws insurance should be raised immediately in myWipro→Finance→myMedical Claim→Medical Insurance Claim→Medibuddy→Claims→Submit Claim.

Employees will also have portability option to carry forward the Mediclaim Insurance (Self, Spouse & Child) and Parental/ In-laws insurance policy with same benefits and no lag in coverage even after leaving the Company. To continue the policy in retail rates, please write to wipro.insurance@marsh.com at least 30 days before your last working day to exercise portability.

Please refer to the prospectus of portability attached in the auto-mailers related to employee separation.

Final Settlement:**Salary Settlement:**

If your last working day is on or before 15th of the month, you will be paid salary for the previous month along with your final settlement. For example, if your last working day is 12th October, your salary for September will be paid in the final settlement and not through the monthly payroll.

Provisional final settlement:

Provisional FS statement will be updated under myWipro→Careers→Employee Separation→No due status→Final Clearance→Full and Final Settlement due. Please note that the amount shown is provisional and may undergo changes

Variable Pay

If employee's salary stack has variable pay component, they will be eligible for the payment if they have worked till the last day of the quarter and will be paid as per the below.

- **IT Business:**
 - For B3 and below billable employees – If exit is before 20th of the first month post quarter end, pay-out will be average of last 2 quarters variable pay-out. If exit is on or after 20th day of the first month post quarter end, pay-out will be paid as per concerned quarter achievement.
 - For all other roles – if exit is before 20th of the second month post quarter end, pay-out will be paid average of last 2 quarters variable pay. If exit is on or after 20th day of the second month post quarter end, pay-out will be paid as per the concerned quarter achievement.
 - For scenarios where last two quarter variable pay-outs are not available in system (new joiners, moved to non-sales role from sales or delivery incentive plans, or any other reason)
 - To be paid as per last quarter variable pay out
 - If last quarter variable pay-out also not available – to be paid as per last quarter company performance 50% Revenue at IT Services + 50% OM at IT Services on pro rata basis
 - For employees in sales role, inputs will be processed only after the achievement details are shared as per the variable pay policy.
- **DO&P:**
 - Variable pay for eligible employees will be paid separately and it will not be part of the final settlement payment.

Relieving cum service certificate:

Relieving cum service certificate will be issued as soft copy within seven working days once all the no dues are cleared and if the settlement is positive from the date of leaving or from the date of last no dues clearance, whichever is later.

Wipro Alumni Circle (applicable only to India, US, UK, Singapore & Australia exits)

Employees would get a link to register themselves to Wipro Alumni Circle on their personal email id after last working day. Alumni circle will give access to FS statement, statutory documents like Relieving letter/Service certificate, pay-slips (last 6 months) etc.

Provident Fund:

- You may refer your Payslip for your PF account number and UAN.
- To know your current PF balance, you may login to MyWipro→Finance→My Financials→Financial Reports→PF Details. In case, your PF funds is maintained with RPFC then you can view it in passbook in epfo portal.
- Once you join another organization you will have to initiate PF transfer post allocation of PF number by your new employer. PF transfer can be initiated in online EPFO portal at the below path:
 - Click on <https://unifiedportal-mem.epfindia.gov.in/memberinterface/> and login with your UAN and password.
 - Path: Login Uan Portal->online services-> Transfer Request
- For conditions of PF withdrawal and detailed withdrawal steps you may refer to PF policy- FAQ's available in Mywipro→Mypolicy→Financials→Provident Fund policy.
- For detailed steps on your UAN activation and KYC linking you may refer to Mywipro→Mypolicy→Financials→UAN,KYC updation.

Id & proximity card handover:

As per the procedure, you are requested to submit your ID badge and proximity card to the location security team on your last working day with Wipro and your dues will be cleared online same day. For details of the exact locations for handing over ID badge and access cards, refer to the table below.

Locations for handing over ID Badge & Access card**Delhi GNDC**

GNDC, Gate #1	0120-4405505, 9654047777
Sarita Vihar, Gate #1	011-33785033, 9654047777
GDC, Gate #1	0124- 3084100, 9654047777

Pune (PDC)

PDC2 Security Block, Reception	020-42928665, 9168502681
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Kolkata (KDC)

Gate No – 1, Security Reception	033-44612082, 033-44612100, 9903527777
Gate No – 3, Security Desk	033-44612081, 033-44612200, 9903527777
Gate No – 1, Security Reception	0674 – 3350129,

Bhubaneswar (BHDC)

Gate No – 1, Security Reception	0674 – 3350129
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Mumbai (MDC)

Airoli , 1 st floor Security Operations Centre	022 -71977558, 9920087777
Alight, Gigaplex, Airoli 03 rd floor Security Desk	022-33893705
Kensington , 07 th floor Security Operations Centre	022-42261053
Bandra , Ground floor security desk	022-67418717
Belapur , 03 rd floor front office security desk	022-30954300

Chennai (CDC)

CDC 1 &3 STPI, Guindy, Main Gate	044- 49739222, 9003147777
CDC 2 STPI, Sholingnallur, Gate-2 Reception	044 -30691000, 9003147777
CDC 5 SEZ, Sholingnallur, Gate 3 Reception	044-49733675,4973447, 9003147777

Bangalore, Electronic City

EC 123 – Gate 6 Reception	080-46716594/5481, 9740975580.
EC 4 & 5 - Gate 10 Reception	080-43928952, 7259267676.

Bangalore, Sarjapur

SJP1: Security cabin at SJP1 Main Gate	080 – 61426032– 39916032, 7259224000
SJP2: Security cabin at SJP2 Main Gate	080 – 61153158, 8105537777

Bangalore, Divyasree

C1 3rd Floor Control Room	080-46933074, 733785026
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Bangalore, Kodathi

Main Gate Security Counter	080-47466223 / 224 , 9606077331
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Mysore

Security cabin at Mysore Main Gate	0821-4011075, 9743702497
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Hyderabad (HDC)

Manikonda SEZ, Gate-3 Reception	040-40714692, 9550937777
Manikonda STPI, Gate-1 Reception	040-40713957, 9550937777
Goppanpally SEZ Security Reception	040-40630113, 9550937777
Surya Towers, Secunderabad	040-40719231, 9550937777

Vishakhapatnam (VDC)

Vizag Campus Security Reception	0891-3043010, 7287878600
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Kochi, KoDC

KoDC Front Office, Gate House Reception, Infopark SEZ	0484 -3991599, 9633597777
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Coimbatore (CMDc)

Gate-1 Security Reception, Coimbatore SEZ	0422-4071014, 9843273203
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We wish you the very best in all your future endeavors!

**Regards,
Wipro - HR Shared Services
Global Off-boarding Team**