

Central Asset Management - IT Asset Related Clearance Form

It is Mandatory to provide all the information required in this form

Exit Employee Details	
Name : <i>Balachandran Janakiraman</i>	Bank ID : 1510174
Seat No. / Floor :	Business Unit : <i>GTM</i>
Building :	Location : <i>Chennai - India</i>
	Last Working Date : <i>30th Sep 2015</i>
Currently Used Asset(s) Details : <input type="checkbox"/> Desktop / <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> iPhone <input checked="" type="checkbox"/> Avaya Phone <input type="checkbox"/> VPN	Asset Service Tag No. : <i>INNB6QS5Z1</i> IMEI / Serial No. : <i>NA</i> Extension No. : <i>78144</i> Token No. : <i>NA</i>
RMS Details: <i>RGQ00001109419</i>	Type ID RMS Desc
Surrender of Asset : Surrender of (if Applicable) Avaya Phone : <i>RGQ00001108911</i> Blackberry / iPhone : - VPN : -	5874 : e-Waste or Hardware Return - H 6985 : IP Phone Access - Soft Phone & Hard Phone 10145 : iPhone Request 10106 : VPN Request
Other Assets returned to CAM (if any) : <input type="checkbox"/> Headset <input type="checkbox"/> Pen Drive <input type="checkbox"/> DVD ROM <input checked="" type="checkbox"/> Laptop Bag <input type="checkbox"/> External HDD <input type="checkbox"/> VPN Hard Token <input type="checkbox"/> Others <i>CHARGER</i>	
Exit Employee Acceptance:	
I hereby confirm that the details provided above for the IT Assets are correct and I can be held responsible for any discrepancy identified or found later related to the Company IT Assets.	
Signature : <i>Balachandran Janakiraman</i>	Date : <i>29th Sep 2015</i>
Line Manager Acceptance:	
I hereby confirm that <i>Mr. Balachandran Janakiraman</i> is resigned and the IT assets used by him will be handed over to Central Asset Management / Me (Desktop case only).	
I also confirm, 1. The LAN ID and email ID has been deleted / RMS has raised for LAN ID and email ID deletion: RMS# <i>9034071</i> 2. In case of Shared asset, RMS has raised to untagged the asset: RMS# <i>NA</i> (Desktop case only) 3. In case of Replacement, RMS has raised to tagged the asset to Replacement / Line manager : RMS# <i>NA</i> (Desktop case only) 4. The following items have been handed over to me and I am responsible for the same <input type="checkbox"/> Headset <input type="checkbox"/> Pen Drive <input type="checkbox"/> DVD ROM <input type="checkbox"/> External HDD <input type="checkbox"/> Others	
Comments (if any) :	
Signature : <i>Yegneswaran, Jothi</i>	Date : <i>29/Sep/2015</i>
Line Manager Name : <i>Yegneswaran, Jothi</i>	Bank Id : <i>1222711</i>
CAM Team (use only) :	
Details of additional assets (if any found)	
Asset Service Tag No's:	CAM Exit-Cleared-Internal Use only
Current User Details:	
CAM Remark's (if any) :	<i>User surrendered Laptop with charger and Bag</i>
Verified By	
Signature : <i>S. Subash</i>	
Name : <i>S. SUBASH</i>	Bank Id : <i>1513347</i>

Raise RMS in One IT portal to surrender the Asset

Line Manager Signature

CAMS Team Clearance with Signature and Seal

CAMS team location

Please feel free to contact the following Asset Management contacts for further clarification:

Central Asset Management Haddows Rd : 2 nd Floor, AMII30, Right wing, Americas Building, Haddows Road, Chennai	Central Asset Management Team will be Exit during:
Karapakkam : 2 nd Floor, 2W133, Digital Zone II, Karapakkam, Chennai	
Bangalore : 2 nd Floor, Cube #51 / 52 (Opp. Data Centre), Tower A, BTP, Whitefield	
Tel: (+91 44) 307 15686 / 282 19030 / 282 16457 / 304 31345	
email : ITAsset.GSSCwest@sc.com	

CAMS POC : Shiva Chander (9789834766) & Sabari (994029920)

VENDOR EXIT INFORMATION FORM

Name : <i>Balachandran Janakiraman</i>	Bank ID : <i>1510174</i>
Date of Joining : <i>23rd Jan 2015</i>	Last Working Day : <i>30th Sep 2015</i>
Date of provision of Notice to vendor: <i>30 days</i>	Vendor Name : <i>Cognizant Technology Solutions</i>
Department: <i>Global Test Management</i>	Cost Code: <i>3392306800</i>
Address for future correspondence: <i>Cognizant Technology Solutions, # 5/535, Old Mahabalipuram Road, Okkiam - Thoraipakkam, Chennai, Tamil Nadu 600096</i>	
Telephone #: <i>9940050464</i>	Email id: <i>Balachandran.janakiraman@cognizant.com</i>

LINE MANAGER'S ACCEPTANCE:

I hereby accept the relieving of *Balachandran Janakiraman*. I hereby confirm that I have actioned the exit on People Soft and the last working date of the above mentioned employee is as updated on PeopleSoft

LINE MANAGER'S INPUTS

1. Notice Period – Is notice period fully served to the vendor **YES**
2. Reason for Exit

	Project completion
	Resigned from parent company
	Performance Reasons
	Long / Medical Leave
	Planned redeployment (> 18 months with Scope account)to other projects within parent company
<input checked="" type="checkbox"/>	Adhoc redeployment to other projects within parent company
	Maternity Leave

ACCEPTANCE BY RRM

S. Ch
30/9/15

VMO Team
Signature

Line Manager
Signature



Line Manager Signature

for *Pradeep (1443330)*

Form should be submitted to VMO team
POC : Chandrasekhar (VMO Team)
Contact No : 9941484580
Digi office , 1st Floor, Seat # 22,
Karapakam

Line Manager
Signature

Exit Checklist: Completion of all items in this checklist on time will ensure us to process your exit efficiently

	Action Items	Status	Contacts	Signature
Line Manager	1. Updation in People Soft by Line Manager & reply copy from HRSSC	Mandatory	—	 Dr. (1443330) 29/sep/2015
	3. Knowledge transfer			
	4. Company Property: (Laptop / Calculator / Training Manuals / CD's & Floppies / Keys / Headset/ Black Berry / Mobile & etc.)	Pls drop mail to GSSC West, IT Asset.		
	Handover Document	Mandatory		
ITSC	1. Email – MS Outlook (For Individual Ids only).	RMS #	ScopeExit_ITSecurity@in. standardchartered.com	**(Mail copy of the RMS raised)
	2. VPN Token (Mention token # in RMS)			
	3. User IDs / Application Ids			
	a) Deactivation of Workwise ID b) Completion of time sheeting in Workwise		Workwise India Champions/APRS/SCB, Voice net - 16224	
FSSC	Travel Bills		FSSC,APUScope /APRS/SCB, Voice net – 13301 / 13237 RM team to certify no open Vtram pending for settlements	**(Mail copy of the confirmation from the specified ID)
GTL	STD/ISD Access Password Deletion (If applicable)	Deleted / Not Deleted	Support, GTL/APRS/SCB Voice net -19375	**(Mail copy of the confirmation from the specified ID)
SCB				
HR				
	Sodexo Pass (if applicable)	Surrendered/ Not Surrendered	Head Voice 1 floor Digital Zone	
	ID cum Access Card	Surrendered / Not Surrendered	Head Facilities Mgmt Voice net 16356 1 floor, Africa Bldg. or Digital Zone	 30/9/15

Surrender your ID & access card in your location and get the signature from them

Declaration and Undertaking by Separating Staff: I certify that all appropriate areas have been properly cleared. I understand that Standard Chartered Scope International reserves the right to request restitution of or payment for any property or the settlement of any outstanding obligations that might have been excluded from this clearance process and arising out of Final settlement calculation.

Date 29th Sep 2015

Signature

