

## Arjun, Avagadda

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**From:** ITAsset\_ASTChecklist  
**Sent:** Tuesday, January 25, 2022 10:00 PM  
**To:** Arjun, Avagadda  
**Cc:** Manjunath, Sindhu  
**Subject:** RE: Action Required: Your Asset Submission - Next Steps  
**Attachments:** Fresh Declaration.docx

Dear User - Please find the Steps to be followed to courier the asset , kindly courier the IT Assets post your LWD.

Please note international courier of IT Assets is not allowed and its against custom compliance.

1. Preferred courier vendors would be
  1. Karnataka & Andhra – Blue dart, Professional & DTDC.
  2. Tamil Nadu - Blue dart, Professional, DTDC & ST
  3. Rest of india - Blue dart, Professional, DTDC, Gati, Maruthi, Sri Maruthi & AFL
2. Assets should be couriered only to base location (STPI Facility) mentioned below.
3. Please fill the attached “Declaration form” and place it inside the box.
  - On the box mention “Exit” , this will help smooth transaction at the time of receipt at Accenture office
  - Post courier, share the acknowledgement slip picture and AW no. to [ITAsset\\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com)
  - As your asset belongs to CDC3 facility please courier for below mentioned address details :

CDC3	sorna.a.prabha	Tecci Park – STPI, No.173, Old Mahabalipuram Road, Sholinganallur, Chennai - 600 119, INDIA	7708814013
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Please raise a decommission request on below link.

**Link to raise request for Decommission:**

Asset Decommission: [https://accentureinternal.service-now.com/support\\_portal](https://accentureinternal.service-now.com/support_portal) à Select a Topic ( Technology Support) à Order Service à Under Asset management – IT Assets(India) à Asset Decommission.

Thanks & Regards,

Prathima Somashekar

IT Asset Management Team.

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**From:** Arjun, Avagadda <avagadda.arjun@accenture.com>  
**Sent:** Monday, January 24, 2022 6:55 PM  
**To:** ITAsset\_ASTChecklist <ITAsset\_ASTChecklist@accenture.com>  
**Cc:** Manjunath, Sindhu <sindhu.manjunath@accenture.com>  
**Subject:** RE: Action Required: Your Asset Submission - Next Steps

Hi,

I want to ship through courier , it would be great if I know the process. I want to ship to HDC3B(Hyderabad) as its my near location.

do I need to raise decommission request if I ship it through courier? And due to this WFH I missed my id card. I do have my white card which I can send along with the laptop.

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Regards,

**Arjun Avagadda**

Hyderabad, Accenture India

+91 9959156195 | Mobile

[avagadda.arjun@accenture.com](mailto:avagadda.arjun@accenture.com) | Email

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**From:** ITAsset\_ASTChecklist <[ITAsset\\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com)>

**Sent:** Friday, January 21, 2022 11:06 AM

**To:** ITAsset\_ASTChecklist <[ITAsset\\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com)>

**Subject:** Action Required: Your Asset Submission - Next Steps

Dear user

**Note: If already responded, Please ignore the below mail**

This is further to your resignation and closure of associated exit formalities, we would like to inform you about the next steps to ensure safe submission of Accenture IT assets.

Given the current situation and work arrangement, we would request you to submit Accenture IT assets in your possession within five(5) working days from your LWD. This will enable on-time processing of your Full and Final Settlement as well as issuance of relieving letter.

**Please note international courier of IT Assets is not allowed and its against custom compliance.**

**View the assets assigned you at below mentioned URL's :**

1. [ConsolidatedAssetTool \(accenture.com\)](#) → My Asset Details → View My Asset Details
2. Other IT Assets if any tagged to you, will be emailed separately
3. To release the asset to IT Stores : Please raise request by following link [Asset Decommission Request](#)
4. To transfer the ownership of an asset : Please raise name transfer request by following link [https://accentureinternal.service-now.com/support\\_portal](https://accentureinternal.service-now.com/support_portal) → Select a Topic ( Technology Support) → Order Service → [Asset Management & Procurement](#) ->IT Asset Changes → Transfer of ownership for IT Assets

We would request you to please respond to the mail so that we can help you with next steps.

**Action Required & Next Steps**

1. Please respond to this mail along with the below details two days prior of your LWD and accordingly IT team will be connecting with you to enable your office visit

Accenture Employee ID	Personal email id	Emp current address	Date by when emp will visit the Accenture Facility	Emp visiting Facility	Employee doesn't have symptoms of Cold, Cough, Flu, Fever, etc	

**NOTE: Vaccination Certificate are mandatory for entry in office campus .**

2. Please refer the below section regarding your responsibilities and obligations towards safe return of Accenture IT assets

As per the Terms of Employment,

- (a) Upon expiration of your employment, for any reason, or as otherwise requested by Company, you shall return to the Company any property belonging to the Company, that is in your possession, custody or control, including but not limited to laptop computer, software, mobile phone, identity card, access card and other devices with details of any passwords or user ids installed therein.
- (b) In cases of your failure to return the Company property the Company shall be entitled to, at its sole discretion, withhold the relieving letter and all other documents regarding your employment hereunder.

Also, as per Policy on Employee Separations, you must, prior to or on your last working day, return all Accenture property to the designated stakeholders. Accenture property includes, but is not limited to your laptop, RSA token and all other Accenture computer equipment, access/id cards, pedestal keys and car pass, corporate credit card, library books, failing which Accenture will be entitled to deduct the relevant asset amount in lieu of the same as part of full and final settlement due to you. The approval from each of these stakeholders mentioned below would be essential in getting the exit process completed:

1. Laptop, RSA token and any other technology assets.
2. Library books borrowed. – Library (if applicable)
3. Pedestal keys. – Workplace
4. Id card/s(photo ID card), access card/s– Workplace

**Please note we will be able to release the relieving letter only once the asset is submitted to Accenture. In case asset is not submitted within 5 working days post your last working day, it will lead to recovery of the asset in full and final settlement.**

In case of any query you can reach out to [ITAsset\\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com)

Thanks & Regards,  
IT Asset Management team

