

RE: Exit Formalities_ 7th Nov19

Singh, Narvir

Tue 11/5/2019 2:24 PM

To: Shilpi, Shilpi <shilpi.shilpi@genpact.com>

Cc: Joshi, Vipin <Vipin.Joshi@genpact.com>

Hi Shilpi,

Approved from communication perspective.

Thanks & Regards

Narvir Singh

Information Technology

M + 91 9873491555

E narvir.singh@genpact.com

Escalation Matrix:- <http://182.94.176.21/ithelpdesk/ITEscMatrix.htm>

From: Shilpi, Shilpi <shilpi.shilpi@genpact.com>

Sent: Tuesday, November 05, 2019 2:23 PM

To: Singh, Narvir <narvir.singh@genpact.com>

Subject: Re: Exit Formalities_ 7th Nov19

Hello Narvir,

As 7th November is my LWD. Please No Dues clearance approval for the same.

Thanks & Regards,

Shilpi.

From: Srivastava, Shruti SS <shruti.srivastava@genpact.com>

Sent: Monday, November 4, 2019 2:23 PM

To: Shilpi, Shilpi <shilpi.shilpi@genpact.com>

Cc: Gupta, Deepali D <deepali.gupta1@genpact.com>

Subject: Exit Formalities_ 7th Nov19

Hi Shilpi,

This is further to your last working day on 7th Nov19, please go through the following steps for understanding the exit formalities:

No Dues Clearance

- Pls fill attached **no dues form** and take clearances from all stakeholders
- For clearances - refer attachment **List of Departments** for No Dues Clearance and further last column of the list to differentiate approvals to be taken on emails and forms.
- Initiate **email clearance** keeping all stakeholders in single email. Pls do not loop me in the clearance emails as no tracking would be done by us