

Singh, Shitij

From: Adhana, Poonam A
Sent: Monday, February 18, 2019 12:53 PM
To: Kumar, Ashok KAK
Cc: Singh, Shitij; Wheels, CM Noida
Subject: RE: Exit Formalities_ 18-Feb-19

Hi Ashok – Kindly check and update.

Regards,

Poonam Adhana
OpEx Catalyst - Transport
Infrastructure & Logistics
Cell: +91 9873913706
poonam.adhana1@genpact.com

From: Singh, Shitij <Shitij.Singh@genpact.com>
Sent: Monday, February 18, 2019 12:45 PM
To: Agarwal, Rekha <rekha.agarwal@genpact.com>; Goyal, Sundeep <sundeep.goyal@genpact.com>; Joshi, Vipin <Vipin.Joshi@genpact.com>; Wheels, CM Noida <cmnoida.wheels@genpact.com>; Adhana, Poonam A <poonam.adhana1@genpact.com>; S, Sandhya SS <sandhya.s2@genpact.com>; Jha, Shashi Nath <shashinath.jha@genpact.com>; Helpdesk, Payroll P <payroll.helpdesk@genpact.com>; Jain, Dinesh J <dinesh.jain@genpact.com>; Helpdesk, Payroll P <payroll.helpdesk@genpact.com>; Jain, Dinesh J <dinesh.jain@genpact.com>; Sharma, Mithileshwar <Mithileshwar.Sharma@genpact.digital>
Subject: Fw: Exit Formalities_ 18-Feb-19

Hi All,
Please help me out in my No dues my OHR-ID is 703226132.

with regards,
Shitij Singh

From: Srivastava, Shruti SS
Sent: Friday, February 15, 2019 3:14 PM
To: Singh, Shitij
Subject: Exit Formalities_ 18-Feb-19

Hi,

This is further to your last working day, please go through the following steps for understanding the exit formalities.

No Dues Clearance

- Kindly take clearances from all stakeholders (refer List of Departments for No Dues Clearance):
 - Pls refer last column in list of departments

- Email Approvals to be taken on email. Pls do not loop me in those emails as no track of the approvals will be done by me.
- Rest of the approvals to be taken on no dues form.

Submitting prints outs of all clearances is mandatory along with no dues form.

- Pls fill attached no dues form and take clearances from stakeholders mentioned as FORM -in last column of attachment- List of Departments for No Dues Clearance.
- Clearance for "Information Systems" is done by 5:00 PM. Make sure that you check your mails before that.
- For access card, kindly go to the BMS room at the reception and return your card. They will give you a temporary card for moving in the premises. This need not be done towards the EOD; it can be done anytime during the day.
- **100% clearance is mandatory for issuance of your acceptance of resignation letter. Please close them by 5.00 pm and collect the letter from me.**

Investment Proofs & Provident Fund

- If you wish to submit any bills/proof of investments, kindly submit the same to me when you come to collect your acceptance of resignation letter.
- Pls. share filled and signed attached Form 12BB to avail LTA and Rent benefit.
- For PF withdrawal, the process can only be initiated after 2 months from your last working day. Therefore, for **PF queries**, you can drop an email to genpactexitretirals@sgcservices.com or helpdesk.peoplefirst@genpact.com a mail from your personal email ID once you are about to complete 2 months.

Gratuity form:

- Please find attached specimen copy and fill Gratuity Form- I.

Pls. See: **Gratuity form to be filled only if you are eligible for the same.**

Regards,
Shruti