

Location assigned as Mumbai

IN, Fresher Mgmt Team <freshermgmtteam.in@capgemini.com>

Tue 12/4/2018 8:04 PM

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Importance: High

Hi All,

Greetings from CFMG Team! ☺

This is to inform, Your project location is confirmed as Mumbai & you need to report at the location on 12th December 2018. PFB the details of the contact person at the location & office address.

As already mentioned location allocation are done based on the business requirements and you will be governed by the 'Employment Conditions' specified at the time of joining.

Hence the location assigned is not negotiable and will not be changed at any circumstances.

You'll will be assigned to AppsTwo BU and POC will be Neha Sinha(Marked in CC).

POC details:

Capgemini Mumbai

Capgemini SEZ

Mugalsan Rd,

TTC Industrial Area,

Airoli, Navi Mumbai,

Maharashtra 400708

Below pointers to be noted:

- Swapping or location changes requests will not be entertained. Kindly consider this as final assigned location
- Mode of travel as per the individual selection, can be either thru Train/Bus. But for Flight booking, you would be receiving an E-mail with links to book your flight tickets. **Egencia who is our Vendor for booking Flight tickets** and No third party flight booking or thru websites booking will not be entertained for reimbursement
- You will be eligible for a Settling allowance of Rs 5000/- post your relocation. This amount will be applicable only those who are Non- Native to the assigned locations. If you are assigned to Native/Hometown location you will not be eligible to claim this allowance
- The process for claiming travel expenses and approver details will be shared through mail post relocation
- Submit authentic receipt **(submission of forged receipt and any misrepresentation would lead to indiscipline and termination from the services)**
- **Expense claims for any other mode of transport (train or bus) will be reimbursed as usual**

Regards,
CFMG Team