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| |  |  | | --- | --- | | **Type of Clearance** | **Details** | | **Asset Management** | IT Asset Clearance will be provided **only on last working day** after all assets are surrendered / transferred. Timing for Asset exit/transfer clearance : **11 AM to 1PM**  Before approaching for clearance please ensure Laptops/Desktops, Safe word token, Black berry (as applicable) or any other IT assets needs to be surrendered by raising surrender ticket in India Service Desk portal at least 3 days prior to last working day.  Please ensure that you follow-up for asset surrender/transfer with the person handling your ticket.  For **Transfer of asset**(desktop/laptop) please initiate the process along with necessary approvals at**least 3 days before LWD**to avoid any delays/Hassles  IT Asset clearance will be provided only if asset(s) owned by you is surrendered/Transferred, ensure **asset is untagged** and your tickets is closed before approaching for clearance.  **NOTE:-** Please ensure while surrendering, the Laptop is in good condition. If any damage kindly get it repaired by raising request in Service Desk well in advance to avoid any last minute delay.  Recovery will be initiated if surrender asset is in damaged condition.  **"As a process, without following above mentioned steps, it would delay your clearance.**  **" Kindly refer below process document for Desktop/Laptop Transfer and Surrender available in Talent portal:**  [Laptop Allocation, Transfer and Surrender Process](https://talent.capgemini.com/media_library/Medias/ITICS_Hub/Laptop_Allocation__Transfer_and_Surrender_Process.pdf)  [Desktop Allocation, Transfer and Surrender Process](https://talent.capgemini.com/media_library/Medias/ITICS_Hub/Desktop_Allocation__Transfer_and_Surrender_Process.pdf) | | **EIS/HR Clearance** | EIS/HR clearance will be done 2 days before LWD, notice period shortfall days will be updated in ECMS 1 day before LWD. Please contact the location POC as mentioned in contact list available in ECMS home page | | **Supervisor Clearance** | Your Supervisor has to provide the clearance in ECMS, this is in addition to his approval for resignation | | **Finance** | Please connect with Finance team 7 days prior to your last working day.   **Forex** - If you have any Onsite travel you need to get in touch with Forex team to verify your record by providing them your relevant documents like LOA, Per Diem Annexure Form and Passport Immigration along with stamps having your travel period mentioned in it or else Project Manager’s e-mail approval.   **Please get your record verified with forex team in case you have claimed Travel Kit Allowance or Relocation Cost.**   The same is not applicable for employees on Transfer.   **Payroll – It is mandatory to upload investment proofs in HR Workways under IPSF resignee option 3 days before LWD.**   Proof submitted on emails will not be **“Accepted”** for FnF settlement | | **ICRES** | **ID & Access Card:**  • **ID card needs to be submitted by all employees mandatorily**  • ID card should be **submitted to the ID card cell in the respective locations by 3 pm**  • If the ID card is **not submitted within the LWD a penalty** will be levied  • The ID card cell will issue visitor pass to exiting employees once they submit their ID’s.  • The pass is valid only on the LWD.  • The pass will allow the employees to remain in premises to complete their formalities. He will be escorted to access any of the work area (N+1 or anyone who is authorized by N1).  **AMEX Card:**  • Clearance will be given 10 days before LWD for employees who are not holding Corporate AMEX Card  • Employees holding Corporate AMEX Card and having any dues are requested to settle it directly with AMEX vendor  • Clearances will be given only if the account shows “0” balance  **Note: To speed up the clearance process, kindly share the screen shot of payment details with Amex help desk team** | | **Learning and Development** | **L&D – Library**  • Auto clearance is provided in case you do not have any books  • Books should be returned **“at least 45 days”** prior to the last working day  • For any queries or concerns, please contact Library SPOC  **L&D certification**  • Please get in touch with the L&D certification clearance role holder 7 days before LWD  • L&D role holders names are available on ECMS - Contact list  **Note : Training cost recoverable is updated by the L&D team in amount section.** | | **People Process (HR)** | Please ensure to update all the availed leaves in LMS and Clarity / Time card (time sheets) with appropriate leave code.  This should also be approved by your supervisor at least 3 days prior to the last working day.  **People process clearance shall be provided before 2 days of your LWD subjected to completion of Time helpdesk clearance.**  **People process clearance shall be provided on Last working day, in case time helpdesk clearance is pending. (Auto approval of Time helpdesk clearance will be done on LWD).** | | **Performance Management** | **Performance Management:**  • Please complete the Assignment Review at least 7 days prior to your last working day for yourself and your reportees (if any) in My Path.  • PMD clearance will be provided manually only for people managers (N+1).  • For below C1 grade it will be auto approved in the system  If you are tagged as **N+1**, please reach out to RMG Team and get all the Ns de-tagged **“at least 7 days before your LWD”**.  In case of any concerns, please write to [tmsupport.global@capgemini.com.](mailto:tmsupport.global@capgemini.com) | | **Time Helpdesk** | ACIS employees needs to ensure that in **India Timecard Application Portal, last 6 months (till the LWD of ACIS employee)**timecard status should be in **“Approved”** status. Post which Supervisor can provide Time clearance in ECMS portal.  1.In case of any **technical** related queries in **ECMS portal** raise the ticket through ITSM Portal : **Service Central – Click on Browse categories – Employee Management- ECMS- Select appropriate category** 2. In case of any **technical** related queries in **India Timecard Application Portal** raise the ticket through ITSM Portal: **Service Central – Click on Browse categories – Finance Applications – Timecard(Finance) - Select appropriate category**  **BSv employees** should ensure that all the **Clarity Timesheets are approved by Supervisor till the LWD** in clarity system for any technical issues please reach out to [cgbsil-clarity.in@capgemini.com](mailto:cgbsil-clarity.in@capgemini.com)  **.Note:** Supervisor Clearance is mandatory to provide Time Helpdesk clearance  In case of any **functional** related queries in **India Timecard Application Portal** raise the ticket through Service Central:**Click on Browse categories – Finance Support – MTS Clearance - Select appropriate category** | | **BU HR Clearance** | BU HR Clearance:  • BU HR clearance can be given 7 days before the LWD. • Details of the BU HR are available on Exit request status tab in ECMS | | **Mobility/IAS Clearance** | Mobility / IAS:  • Clearance can be completed 7 days before last working day if you do not hold any visa’s • Please get your record verified with IAS / Mobility team, in case you hold valid Work Permit / Visa / Residence Permit Card  For any queries or clarification, please contact IAS / Mobility admin as mentioned in contact list. | | **Gratuity** | Upon validation of the record, the claim will be processed and disbursement of the amount will be settled through your salary a/c within 30 days from your LWD.  For helpdesk support, please write it to the email-id : <https://ctfss.in/CTFCGEss/Login.aspx> or [cgretirals@allsectech.com](mailto:cgretirals@allsectech.com)  **Note:** You should mention your **entity and employee-id** whenever you communicate to the helpdesk team for better tracking. | | **Provident Fund(PF)** | **KYC:** We request you to update your name as per Aadhaar in UAN Member Portal on EPFO site :  <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>  Please note this requirement is mandatory from PF authority to complete the individual KYC to avoid any issues in future.  For any queries related to your PF account (including PF withdrawal/Transfer), please get in touch with the PF team :  For helpdesk support, please write it to the email-id : https://ctfss.in/CTFCGEss/Login.aspx or [cgretirals@allsectech.com](mailto:cgretirals@allsectech.com) | | **Escalation Matrix** | If the query is not resolved within 3 working days, please write it to :[retiralshelpdesk.in@capgemini.com](mailto:retiralshelpdesk.in@capgemini.com)  If the query is not resolved within 15 working days, please escalate it to : [arunkumar.gopalakrishnan@capgemini.com](mailto:arunkumar.gopalakrishnan@capgemini.com) | |
| **Shift and On Call Allowance Process:** |
| * 1- Please ensure that you raise your Shift and On-call allowance before your Last Working day. Any shift or on-call not claimed via the tool will not be processed. * Please note that your attendance and roster are updated on the tool. Once the details are updated you can raise a shift/on-call claim on the tool. Any changes to empulse records will take 48 hours to reflect on the shift allowance tool hence ensure you plan before your last working day. |
| **In case of queries, please reach out to:** |
| * 2- For technical queries please raise a ticket on http://help.capgemini.com -> Finance Application ->Shift Allowance. * 3- For payment related queries please raise a ticket on http://help.capgemini.com -> Finance Applications -->PICS (Finance). * 4- For change in approver definitions - http://help.capgemini.com -> Finance Support-->Project Player Definition-->New PM Matrix definition * 5- For policy or process understanding related query please reach out to your BUHR |

To transfer recovery amount

**Fund Transfer type : NEFT only**  
Beneficiary Name: Capgemini Technology Services India Ltd.  
Bank Name : BNP Paribas  
IFSC : BNPA0009009  
Bank Address : BNP Paribas House, 1 North Avenue, Maker Maxity, Bandra Kurla Complex, Bandra East, Mumbai 400 051  
Bank Account Number : CAPGEMEXITEMPLOYEE ID NUMBER  
Account Type : Current account

Note:  
Bank Account number is combination of “CAPGEMEXIT” fix words, without space, adding Employee Number.  
For Eg. If Natasha Shahane having her Employee ID 12345 then account number for transferring fund is CAPGEMEXIT12345