ACIS to FS Transfer: 4/Oct/2018- Pune Location

LB

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| [Transfer application form.xlsx](https://outlook.office.com/owa/service.svc/s/GetFileAttachment?id=AAMkADkwNGVmNGZlLWY4NWUtNDIzMC05YTM3LWVmZGE1ZjM3YjJjOQBGAAAAAAAACy2uZgbMRJu33%2FKghQD0BwBXqT8MydSaTI61%2Fg7hg7nDAAAA3fVSAAD433zSBwZkTahfSFrsf8CmAAAcFe2DAAABEgAQAPzG4hObptRLhPDSAmWSbWA%3D&X-OWA-CANARY=04BTQ7LMPEGi5ow6FXXhxGAXVk4KItYYnNzcw5gf7TgiyWh6sqUPLdD78Qf75rlkXpn1dwD1lXQ.)  [1 MB](https://outlook.office.com/owa/service.svc/s/GetFileAttachment?id=AAMkADkwNGVmNGZlLWY4NWUtNDIzMC05YTM3LWVmZGE1ZjM3YjJjOQBGAAAAAAAACy2uZgbMRJu33%2FKghQD0BwBXqT8MydSaTI61%2Fg7hg7nDAAAA3fVSAAD433zSBwZkTahfSFrsf8CmAAAcFe2DAAABEgAQAPzG4hObptRLhPDSAmWSbWA%3D&X-OWA-CANARY=04BTQ7LMPEGi5ow6FXXhxGAXVk4KItYYnNzcw5gf7TgiyWh6sqUPLdD78Qf75rlkXpn1dwD1lXQ.) |  |  |

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Dear All,

Please be informed you that, **you will be transferring to FS and your location is Pune on 4th October 2018 (Thursday)**.

Note: Clear all the timesheet and exit formalities on or before **3rd October 2018**

**Fill the attached documents and carry print outs of entire workbook, during transfer formalities.**

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.

Request you to complete exit formalities as per the process mentioned in the exit mails to be received from exit team.

**Last working date in ACIS is 3rd October 2018**. Therefore, kindly complete all pending clearances like timecard etc. on or before **3rd October 2018**, failing which, you would not receive **settlement allowance(if applicable) in Full and Final settlement.**

Request everyone to keep checking mails regularly and on daily basis so as to avoid any miscommunication. Kindly refer below key points to remember and required during FS On-boarding along with On-Boarding venue details.

  All associates will get their transfer letter on **Wednesday- 3rdOctober 2018** in their email id. ( Soft copy) after they complete their exit clearance. **You need to take print out of the copy for the 4th October on-boarding**

  Expected from all associates to specify their SPOC during on-boarding that they are **FS Transfer Cases**(Not fresher on-boarding)

  Associates need to report at venue @ 10am on **4th October 2018**

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| **Locations** | **Onboarding- HR** | **Venue Address** |
| Pune | Neena Vora/Renu | A-1, Technology Park, MIDC, Talwade, Pune- 411 062 India    **Venue:** GLC Auditorium  **Time:** 10 AM |

**Associates need to carry below list of documents for the on-boarding process.**

  Transfer letter

  Any photo identity proof (driving license, PAN card, Adhaar card) (3 copies)

  10 photographs

  Current and Permanent Address proof

**Below pointers to be noted**:

  It is requested from everybody do not apply for leaves on or before **4th October 2018** and kindly be present at the on-boarding venue as informed

  No swapping or location changes requests will not be entertained

  **Please Note**- **After on-boarding to FS, there will be possibility of relocation to different locations as per the requirement of Business, Kindly be prepared for the same as no excuses or reasons will be entertained**

  Hope you have received the **E-Mail from FS- L&C team (Ramesh Puram)** for the certification exam

  Certification details will be shared by respective practices after their on-boarding is done

  **Request everyone to check their mails regularly and easily reachable on their phones**

**Regards**

**Balaji L**

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