

Employee Assistance Handbook

Disclaimer: The information contained in this document is meant to provide only a brief overview of policies / guidelines of Capgemini to new joiners. However, in case of any conflict in information between this document and the policy / guideline document, the information in the policy / guideline document shall prevail. Capgemini reserves the right to amend, change or withdraw any of its policies / guidelines without notice.

Index	
Section I: Capgemini Values	3
Section II: Some Basic Guideline	
Office Hours	5
Dress code	5
Section III:Employee Compensation & Payroll	
Basic salary	6
House Rent Allowance (HRA)	6
Conveyance Allowance	7
Other Allowances and Reimbursements (OAAR)	8
Telephone Reimbursement	10
Leave Travel Allowance	10
Medical Reimbursement	10
Meal Coupons	11
Vehicle reimbursement	11
Employees Provident Fund & Gratuity	13
Provident Fund (PF)	13
Gratuity	13
Employees Benevolent Fund	14
On Call and Shift Allowance Policy	14
Frequently Asked Questions	16
Section IV:Employee Entitlements	
Leave Entitlements	20
Capgemini Holidays List-2017	23
Relocation - New Joiners	24
Notice Period Claim Process	25
Relocation-within India (for all employee transfers)	26
Section V:Employee Insurance	
Group Mediclaim & Personal Accident Insurance Coverage	28
Section VI: HR Process and Initiatives	
Buddy Program	32
Diversity and Inclusion	33
Career Framework	34
Section VII: Cappgemini Facilities	
American Express Corporate Card	35
Bus Transportation	37
Canteen Facilities	37
Concierge Services	37
Section VIII: Capgemini Help points	
Capgemini Network Help (Intranet Sites & Group Email Addresses)	39
Information Technology Information Communication System (ITICS)	40
Capgemini India HR Contact List	44
Capgemini India Ready Reckoner	54
Section IX:Ethics & Compliance	54

SECTION I - CAPGEMINI VALUES

Seven shared values have been at the heart of Cap Gemini since our formation. These values influence the way we meet client needs while respecting the regulatory requirements of each country in which we operate, and the way we promote ethically sound practices within Cap Gemini and in our partnerships. They are:

Honesty



Particularly the refusal of unfair business practices aimed at obtaining a particular contract or advantage. In line with this principle, Cap Gemini has established clear rules with respect to commissions and gifts of all kinds

Boldness



In the sense of an entrepreneurship and desire to take considered risks balanced by prudence and clear-sightedness, without which a bold manager can become reckless.

Trust



It implies a willingness to empower employees and teams, and to allow managers to experience the effects of their initiatives and decisions. Trust also implies an open mind and genuine transparency in the flow of information, and is at the heart of our Collaborative Business Experience®.

Freedom



It includes creativity, innovation, independence of mind and respect for others in their diverse cultures, habits, and customs, all of which are crucial for a company with a presence in 40 countries and that has over 100 nationalities among its employees.

Team spirit



With clients, employees, and partners; the ability to share in both good and bad times.

Modesty



In relations with others and in our approach to issues.

Fun



Fun, finally, means feeling good about being part of the Group or of one's team, feeling proud of what one does, feeling a sense of accomplishment in the search for better quality and greater efficiency, feeling like part of a challenging project.

SECTION II- BASIC GUIDELINE

Office Hours

The location wise details of office hours for a five day week (Monday to Friday) are detailed below:

Location	Office Timings
Bangalore	8.30 a.m. to 6.00 p.m.
Chennai	8.30 a.m. to 6.00 p.m.
Gurgaon	8.30 a.m. to 6.00 p.m.
Hyderabad	8.30 a.m. to 6.00 p.m.
Kolkata	8.30 a.m. to 6.00 p.m.
Mumbai	8.30 a.m. to 6.00 p.m.
Pune	8.30 a.m. to 6.00 p.m.

Employees may be required to work to different client timings/ shifts / different work week depending on their Project requirements.

You can refer to the detailed policy at \\ntbomfs001\DATAPUB\HR\Policies

Dress code

As a premier professional services company, our image, including the attire one wears, is of paramount importance. The way employees dress of professionalism in the work environment.

The dress code for all employees is “Business Casuals” from Monday to Thursday and “Smart Casuals” on Friday. If one needs to be present in office on Saturdays, Sundays or other Holidays, employees can follow “Smart Casuals” unless there is a specific event, where you need to follow a specific guideline.

Dress should be clean, neat, conservative and have a professional appearance. Anything that is too loud, bright or sheer should be avoided.

Attire at a client site should be based on the client's dress code. When working with a client, whether in their office or ours, you should never dress more casually than the client. If in doubt about appropriate dress for a client site, please consult your Project Manager.

At anytime, your attire should be suitable enough for you to appear before clients / other external visitors.

You can refer to the detailed policy at \\ntbomfs001\DATAPUB\HR\Policies

SECTION III- EMPLOYEE COMPENSATION & PAYROLL

This section will help you get an understanding of the various components of your salary package

- Basic
- House Rent Allowance (HRA)
- Conveyance Allowance
- Other Allowances and Reimbursements [OAAR] comprising:
 - Employee Provident Fund & Gratuity Policy
 - Employee Benevolent Fund
 - On call & shift allowance
 - FAQ's

Basic salary

Basic is the salary used for calculating other retrials and benefits such as Provident Fund, Gratuity, etc and is employee-specific.

House Rent Allowance (HRA)

House Rent Allowance (HRA) is

The allowance granted by an employer to an employee to meet expenditure incurred on payment of rent in respect of residential accommodation occupied by employee at his/her place of posting in India

Not Applicable for

Residential accommodation occupied by the employee which is owned by the employee, in which case the entire HRA received is taxable

How to claim

On the submission of two months' rent receipts – one for the beginning of the year (DOJ), and one for the latest month. Where the HRA exemption claimed is Rs.8333/- or more, the PAN details of the landlord too are mandatory. HRA exemption should be declared immediately post joining in the payroll portal and supporting documents have to be submitted in the month of January.

Exemption Limit

HRA is part of your salary, and can be made non-taxable to the extent of least (minimum) of the following:

- **Actual Amount of HRA received** during the relevant period.(A)
- **Equal to 50% (for metros) or 40% of Basic Salary (for non-metro)** where the residential house is situated at any other place (B)
- **Rent paid less 10% of Basic Salary.**(C)

The following example shows how the HRA exemption is calculated:

Assumptions

- HRA per month = Rs.15,000
- Basic monthly salary = Rs.30,000
- Monthly rent = Rs.12,000
- Rental accommodation is in Tier-1 city (Metro)

Exemption

A → Actual amount of HRA = Rs.15,000

B → Calculating 50% of salary = 50% × 30,000 = Rs.15,000

C → Actual rent paid - 10% of salary = Rs.12,000 - [10% of Rs.30,000]
= 12,000 - 3,000
= Rs.9,000

Hence HRA amounting to **Rs.9,000** being the **least of the three amounts (A, B, C)** will be **exempt**.

The **balance HRA** of **Rs.6,000** (15,000-Rs 9,000) is **taxable**

Conveyance Allowance

Conveyance allowance of Rs. 1600 per month is non-taxable as per Income Tax rules.

Other Allowances and Reimbursements (OAAR)

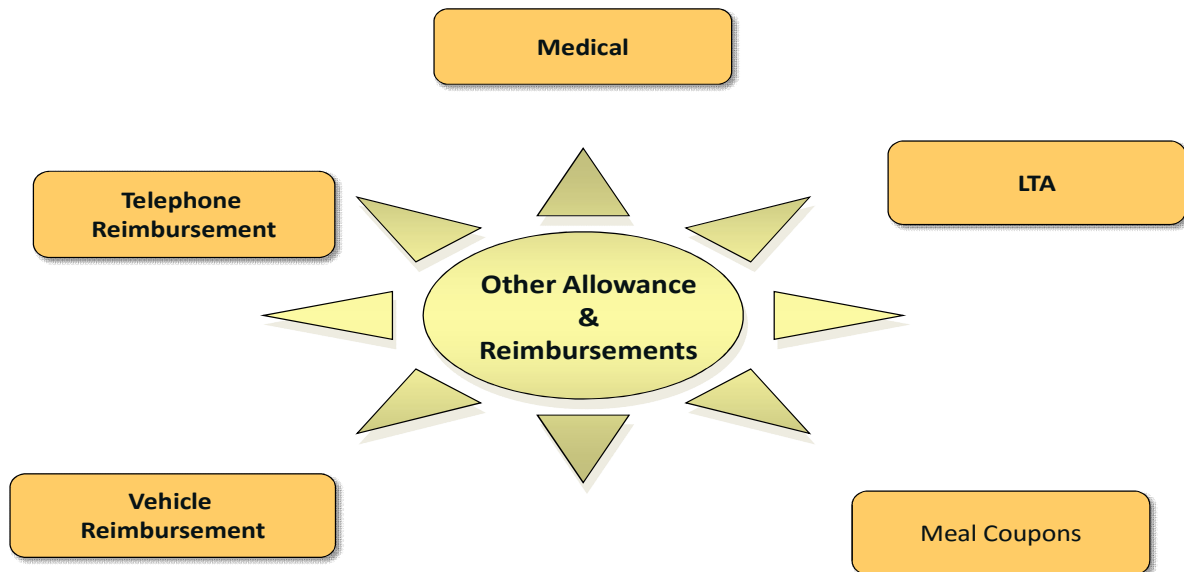
Benefits of OAAR

- **Basket of Tax friendly** components as per Capgemini Compensation Policy
- All the elements listed are optional i.e. employees could choose to include any of the elements either in the non- taxable category or in the taxable category, subject to the limit of the OAAR amount mentioned in the salary breakup letter.
- All non-taxable components (except Meal Coupons) would be paid through payroll, based on a claim by employee.
- Various components available and the grade wise maximum limits are as follows:

OAAR Components	A1 to A5/B1 to B2	C1 to C2/D1 to D2	E1 to E2/F1 to F3
Telephone	19,800	36,000	36,000
Leave Travel Allowance	60,000	60,000	90,000
Medical	15,000	15,000	15,000
Meal Coupons	24,000	24,000	24,000
Vehicle & Driver Reimbursement	21,600	39,600	39,600
Total	140,400	174,600	204,600

- For details of each component, governing rules and process of claiming them, please refer to the OAAR policy & FAQs at
\\ntbomfs001\DATAPUB\HR\Policies\Compensation & benefits

OAAR Components



When and How to declare your OAAR

- For new employees: Within 15 days of joining on the Excelity Global portal:
<https://ess.excelityglobal.com/>
- The declaration, once submitted cannot be modified for the calendar year.

HRWorkWays - Windows Internet Explorer

https://www.hrworkwaysindia.com/LoginServlet

HRWorkWays

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Capgemini

Last Login Date : 06-May-2013 11:48:35 AM IST

Payroll

Home | Chat | Log Out

My Personal Details

My Transactions

- Vehicle Information
- Schedule
- Claim Reimbursements
- Investment Declaration
- Other Allowance Planner

My Reports

Downloads

Password

Year End

Image Upload

OAAR Per Month

Annual OAAR	Effective From Date	Effective To Date	Prorated OAAR
7500.00	01/01/2013	31/03/2013	22500.00
13811.00	01/04/2013	31/12/2013	124305.00
OAAR Payable for the year - A			146805.00
Fixed Components - B			0.00
Fixed Retirals - C			0.00
OAAR for the Year (A-(B+C))			146805.00

You are required to update the 'Monthly plan amount' & annual value will be auto calculated basis the plan effective date.

Pay Element Type	Pay Components	Edit	Max Annual Entitlement	Existing Monthly Plan	Existing Annual Plan	Paid till date	My OAAR Plan per month	Plan Effective Date	Annual Plan for the Year
Meal Coupons			15000.00	0.00	0.00	0.00	1500.00	01/05/2013	15000.00
Medical Reimbursement			15000.00	1250.00	15000.00	0.00	1500.00	01/05/2013	13000.00
Vehicle Reimbursement greater than 1.6 CC			21600.00	0.00	0.00	0.00	0.00	01/05/2013	0.00
LTA Reimbursement			61500.00	0.00	0.00	0.00	0.00	01/05/2013	0.00
Telephone Reimbursement			31500.00	0.00	0.00	0.00	0.00	01/05/2013	0.00
Driver Salary			8100.00	0.00	0.00	0.00	0.00	01/05/2013	0.00
Vehicle Reimbursement lesser than 1.6 CC			16200.00	0.00	0.00	0.00	1000.00	01/05/2013	8000.00
Other Allowance - Taxable			0.00	13812.00	143058.00	32562.00	9812.00	01/05/2013	109808.00
Employee Plan Total									146805.00

Note: In case if you don't plan OAAR, your entire prorated eligibility would be treated as taxable and paid along with payroll. The plan window will not be opened again till Jan'14. Hence please ensure that you update your OAAR plan before 18th May'13 to avoid excess tax

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How to claim OAAR plan components:

- Reimbursement claims have to be made on the Excelity Global portal and the claim form should be printed.
- All supporting bills / receipts have to be attached to the reimbursement claim form and uploaded on Excelity Global before 15th of the month mention your name /employee code on the reverse of bills
- Bills **submitted after the 15th** will be **processed** in the **subsequent month**
- Please keep a photocopy of your original bills

Telephone Reimbursement

- Telephone reimbursement can be claimed for: 1 landline, 1 mobile phone and 1 internet connection in the employee's name, supported by appropriate bills.
- Payout would be limited to maximum of 80% of the bill amount or the limit for the grade specified under the policy. Landline can be in the name of self, spouse, parents or landlord, provided it is installed at the address of the employee as per Company records. If cell phone is provided / reimbursed by Company then employee can claim reimbursement for only 1 landline and 1 internet connection up to (provided data card is not provided / reimbursed by the Company) Rs. 18,000 per annum as upper limit.

Leave Travel Allowance

- As per the provisions of the IT Act, employees can claim LTA reimbursement as per their eligibility defined in their salary structure subject to maximum limit mentioned in the Table 1. LTA can be claimed twice in a block of four years. The current block is from Jan 2014 to Dec 2017.
- Though the employee can claim two LTA journeys in a block of four years, he/she can claim LTA benefits only once in a year
- Employees should be on leave for minimum 5 working days (privilege leaves) sanctioned by their reporting manager and leave need to be Tag to LTA leave.
 - Exemption is based on actual expenditure incurred on the journey
 - The exemption is restricted to economy class of national carrier, in case the journey is performed by Air, AC first class fare in case the journey is performed by Rail – in case travel is made by road, the exemption will be restricted to AC first class by rail. No other expenditure, like scooter/taxi charges at end, porter expenses during the journey and lodging /boarding expenses will qualify for exemption
 - LTA covers travel for employee **and his/her family** (which includes parents dependent on you and spouse, even if she/he is working) and only two minor children

Original travel tickets needs to be submitted for claiming LTA; Submission of boarding pass along with tickets is mandatory for air travel

- If LTA is not utilized, it gets paid along with the salary at calendar year end as a taxable component.

Medical Reimbursement

This refers to **reimbursement** of **actual expenditure** incurred by the employee for

medical treatment for self and immediate family members

Benefits:

- This component is fully exempt from income tax to the extent of bills submitted, subject to a maximum limit of Rs.15, 000 per year

How to Claim

- Original bills have to be furnished along with the medical reimbursement claim form to claim this tax-exempted component

When to claim

- The bills have to be **submitted on or before the 15th of a month**. Bills submitted after the 15th will be paid only in the subsequent month

Who can you claim for:

- Medical bills can be submitted for **self** and immediate family members, which includes **parents** and **siblings dependent** on you and **spouse**, even if she/he is working, and your **children**

Keep in mind

- Medical reimbursement is **paid** on a **calendar year basis** and any **unclaimed portion** of the same, will be paid **along with the salary at year end** as a **taxable** component
- Medical reimbursement exemption is computed for financial year, i.e., April to March
- Medical reimbursement will be **prorated** from your **date of joining**
- In order to avoid inconvenience, please take a photocopy of the bills that you submit and also write your name and the employee number on the reverse side of the bill

Meal Coupons:

- Meal Coupons are pre-paid vouchers with a face value in Indian Rupees (INR), which can be used to pay for an equivalent value of food & non-alcoholic beverages at the outlets affiliated to a company selected Vendor in India.
- Employees will be entitled for meal coupons as per their eligibility defined in their salary structure subject to maximum limit mentioned in the Table in this section above.
- Meal Pass booklets will be issued to employee every month if they have opted for it.

Vehicle reimbursement:

- Employees can opt for vehicle reimbursement for official and personal use.
- Such reimbursement is applicable for use of cars only. Reimbursement claim of two-wheeler will not qualify for a vehicle reimbursement. The vehicle has to be registered on the employee's name.

- A maximum amount of INR 2,400 per month for car engine capacity exceeding 1.6 liters and INR 1,800 per month for engine capacity not exceeding 1.6 liters. This can be reimbursed towards maintenance, fuel & insurance cost of the vehicle which will be non-taxable.
- A further amount of INR 900 per month can be reimbursed towards driver allowance which also will be non-taxable.
- To claim this amount, employees would have to submit a copy of their vehicle registration document once and thereafter original receipts of expenses for claiming the car allowance and driver's allowance.
- In the event of employee opting for a Vehicle Reimbursement, exemption on conveyance allowance will not be available and it would be paid as a taxable component.
- Employees who are availing the Company's bus facility cannot opt for vehicle reimbursement.

How to Claim the Medicals, Telephone, Vehicle Bills & LTA Bills:-

- First you have to Plan you Non Taxable OAAR.
- You have to Fill online claim form of reimbursement .(Telephone, Medical, LTA, Vehicle Reimbursement).
- Voucher ID will get generated once you filled completer form. Take the printout of claim form and signed the same.
- Scan the claim form along with the supporting documents & bills which you have to upload.
- You have to upload zip file. It should not be password protected.
- The documents within zip file should be in JPEG, JPG, TIFF, BMP, PNG & into PDF format. Maximum 20 MB size for one zip.
- For one Voucher ID there should be only one Zip File.
- You have to select Voucher ID and then need to Upload Zip File.

NPS

This scheme is available for SC(C1) and above.
Employee can contribute maximum 10% of basic.
Employee has to opt the same in Excelity Global site.
Reliance is Fund Manager for the same.

Employees Provident Fund & Gratuity

Provident Fund (PF)

Membership to Provident Fund

- For all employees who join Capgemini, membership of PF is mandatory.

Transfer of Provident Fund

Please submit the form 13 through EPFO Online Portal System using the below link to transfer the funds from previous employer to current employer EPFO account and send the duly sign hard copy of PF transfer application (form 13) to process/approve the claim at our end on below address.

<http://memberclaims.epfocservices.in/>

Kind Attn: PF Helpdesk

Capgemini India Pvt. Ltd

Capgemini India EPF Trust

Gate Number - 2 Godrej IT Park , M7 02nd Floor HR Desk Number 24/27

Godrej and Byoce Compound, LBS Marg Vikhrolui Mumbai - 400079

Capgemini sends the Form with other details to the previous employer who in turn submits it to the respective PF office for the transfer process. Once we have submitted the PF form to the previous employer, Capgemini does not have any control on the transfer process. It is advisable that the employee follows-up with the previous employer / PF authorities.

Gratuity:

- All Capgemini employees are covered under the Group Gratuity Scheme
- Gratuity payment is as per the Payment of Gratuity Act and Capgemini Gratuity trust rules. at the time of separation, if the employees has completed five complete years of continuous service; except in unfortunate death while in service
- Gratuity shall be paid at the rate of 15 days of last drawn basic salary for every year of service within the company

As per current rules, gratuity payment of up to Rs. 10,00,000/- is exempt from tax. The contact points for any PF related queries are:

Email ID : info@excelityglobal.com

Employees Benevolent Fund

Objective

- To provide additional financial assistance to the member employees in times of distress, such as medical treatment including hospitalization and other related / similar purposes that may be adopted by the trustees from time to time.

Enrollment & Membership:

- The **membership** to the fund is **optional** and is **open to all employees**
- All Capgemini India employees, **who want** to be **members** of this fund, should make an **application in a hard copy** form, duly signed, at the **time of joining**

Member's Contribution:

- A declaration for deduction of one time application fee, which would be an amount equivalent to one day's basic salary
- A deduction towards the fund from the monthly salary, at Rs.100 per month

For more information on 'Employee Benevolent Fund-Capgemini India, please read 'Benevolent Fund' document on the path below:

<\\ntbomfs001\\DATAPUB\\HR\\Policies\\General\\>

On Call and Shift Allowance Policy

All Capgemini CSS employees (**up to and including Manager Level**) and ITICS employees at similar levels in DSS are covered under the scope of 'On Call/ Shift Allowance Policy'.

On call allowance

Employees are eligible for on call allowance, for the time when he/she is designated to available to provide remote support and assistance, and attend his/ her place of work, if required.

On-call days are the number of days an individual is designated to provide on-call support, authorised by an appropriate manager prior to starting work

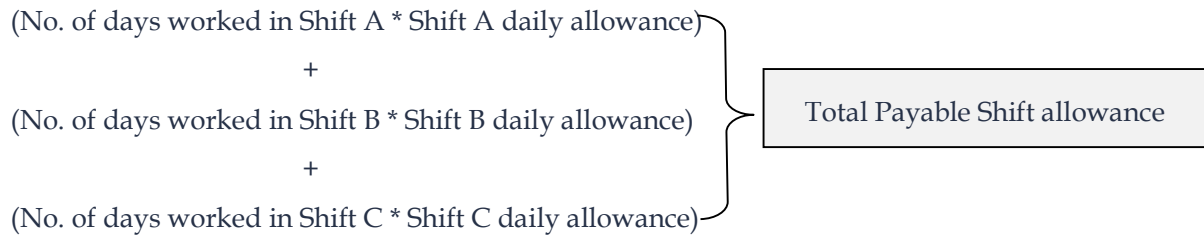
Payable On-Call allowance is:

- Rs. 350 per day on weekdays and
- Rs. 500 per day on weekends and holidays

Shift allowance

- Employees are eligible for '**Shift allowance**' provided he/she is **working in shifts outside the general working hours of the office, due to project requirements**
- Shift allowance is **not payable** for **general Shift** duty
- Shifts are classified as General Shift, Shift A, Shift B and Shift C
- Each shift will be for a total duration of 9.5 hours in office

Calculation of payable shift allowance is as shown below:



Shift Daily Allowance is:

- Rs. 125 per day for Shift A
- Rs. 200 per day for Shift B
- Rs. 400 per day for Shift C

For more information on policies related to On Call/Shift Allowance, please read the Out_of_hours policy on the path below:

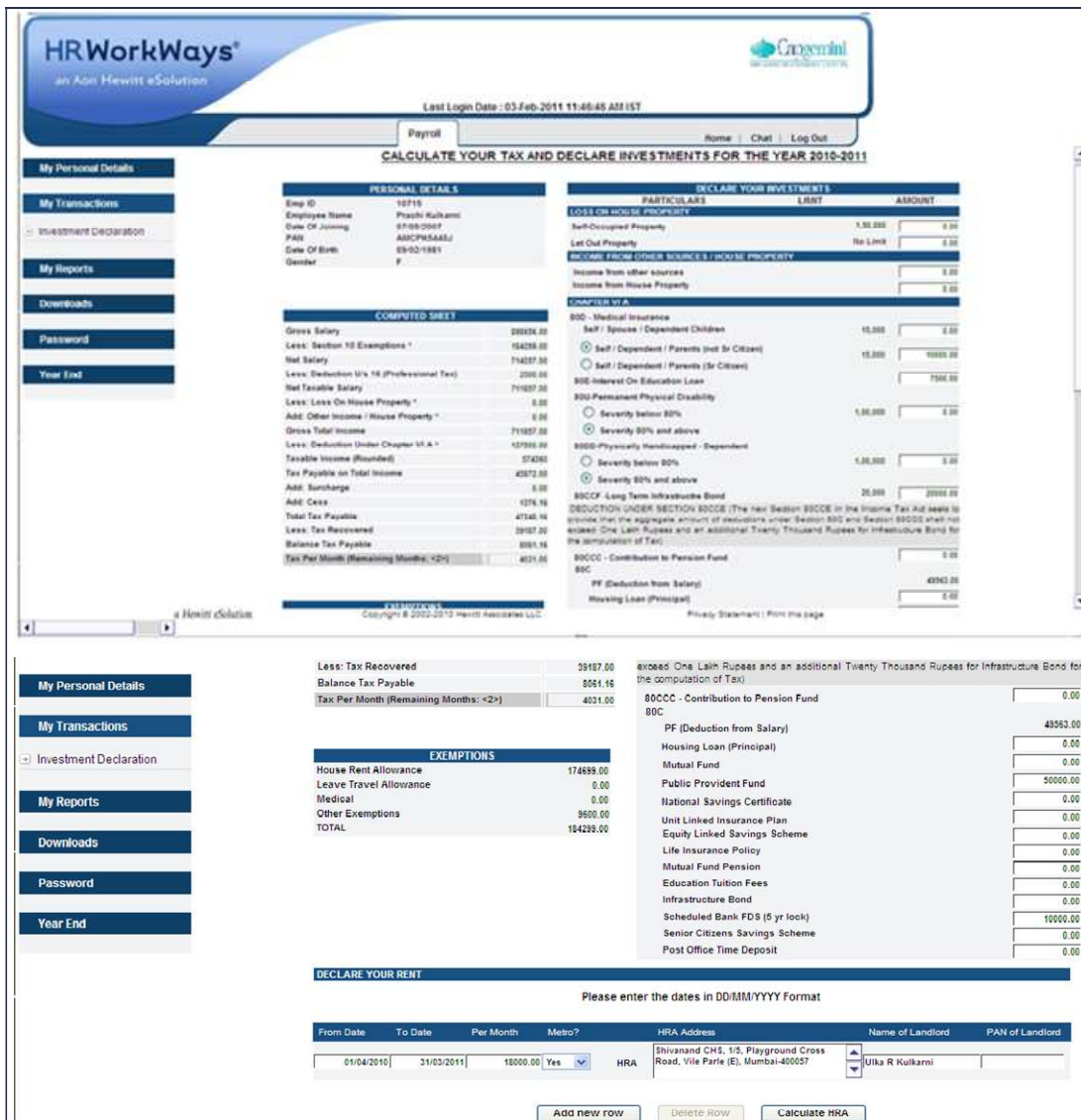
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Frequently Asked Questions

Following are only select FAQs. For further details you can refer to the detailed FAQs available at [\\ntbomfs001\DATAPUB\HR\Policies\Compensation & benefits](http://ntbomfs001\DATAPUB\HR\Policies\Compensation & benefits)

1. How do I declare my investments once I join Capgemini?

Investment Declaration: The investment declaration screen looks like the screenshot below, from <https://ess.excelityglobal.com/>



HR WorkWays[®]
an Aon Hewitt eSolution

Last Login Date : 03-Feb-2011 11:46:45 AM IST

Payroll Home Chat Log Out

CALCULATE YOUR TAX AND DECLARE INVESTMENTS FOR THE YEAR 2010-2011

My Personal Details

My Transactions

Investment Declaration

My Reports

Downloads

Password

Year End

PERSONAL DETAILS

Emp ID: 10719
Employee Name: Prachi Kulkarni
Date Of Joining: 01/08/2007
PAN: ABCPWSAAJ
Date Of Birth: 09-02-1981
Gender: F

COMPUTED SHEET

Gross Salary	28825.00
Less: Section 10 Exemptions *	18429.00
Net Salary	71437.00
Less: Deduction U/s 16 (Professional Tax)	2000.00
Net Taxable Salary	71187.00
Less: Less On House Property *	0.00
Add: Other Income / House Property *	0.00
Gross Total Income	71187.00
Less: Deduction Under Chapter VI-A *	10790.00
Taxable Income (Rounded)	57490.00
Tax Payable on Total Income	42672.00
Add: Surcharge	0.00
Add: Cess	1276.16
Total Tax Payable	47348.16
Less: Tax Recovered	39187.00
Balance Tax Payable	8051.16
Tax Per Month (Remaining Months: <2>)	4025.58

EXEMPTIONS

House Rent Allowance	17459.00
Leave Travel Allowance	0.00
Medical	0.00
Other Exemptions	9600.00
TOTAL	18429.00

DECLARE YOUR INVESTMENTS

PARTICULARS	UNIT	AMOUNT
LOSS ON HOUSE PROPERTY		
Self-Occupied Property	1.00,000	0.00
Let Out Property	No Limit	0.00
INCOME FROM OTHER SOURCES / HOUSE PROPERTY		
Income from other sources		0.00
Income from House Property		0.00
CHAPTER VI-A		
80D - Medical Insurance		
Self / Spouse / Dependent Children	15,000	0.00
Self / Dependent / Parents (not Sr Citizen)	15,000	10000.00
Self / Dependent / Parents (Sr Citizen)		7500.00
80E-Interest On Education Loan		
80G-Permanent Physical Disability		
Severely below 80%	1,00,000	0.00
Severely 80% and above		0.00
80DD-Physically Handicapped - Dependent		
Severely below 80%	1,00,000	0.00
Severely 80% and above		0.00
80CCF-Long Term Infrastructure Bond		
20,000		20000.00
DEDUCTION UNDER SECTION 80CCE (The new Section 80CCE in the Income Tax Act seeks to provide that the aggregate amount of deductions under Section 80D and Section 80CCE shall not exceed One Lakh Rupees and an additional Twenty Thousand Rupees for Infrastructure Bond for the computation of Tax)		
80CCC - Contribution to Pension Fund		
PF (Deduction from Salary)		43563.00
Housing Loan (Principal)		0.00
Mutual Fund		0.00
Public Provident Fund		50000.00
National Savings Certificate		0.00
Unit Linked Insurance Plan		0.00
Equity Linked Savings Scheme		0.00
Life Insurance Policy		0.00
Mutual Fund Pension		0.00
Education Tuition Fees		0.00
Infrastructure Bond		0.00
Scheduled Bank FDS (5 yr lock)		10000.00
Senior Citizens Savings Scheme		0.00
Post Office Time Deposit		0.00

EXEMPTIONS

Less: Tax Recovered	39187.00
Balance Tax Payable	8051.16
Tax Per Month (Remaining Months: <2>)	4025.58

EXEMPTIONS

House Rent Allowance	17459.00
Leave Travel Allowance	0.00
Medical	0.00
Other Exemptions	9600.00
TOTAL	18429.00

DECLARE YOUR RENT

Please enter the dates in DD/MM/YYYY Format

From Date	To Date	Per Month	Metro?	HRA Address	Name of Landlord	PAN of Landlord
01/04/2010	31/03/2011	18000.00	Yes	HRA	Shivanand CHS, 1/5, Playground Cross Road, Vile Parle (E), Mumbai-400057	Ujja R Kulkarni

- All Capgemini India Employees are required to enter their provisional investment declaration on <https://ess.excelityglobal.com/> on or before 15th of the month of joining or the following month
- Tax rebates will be calculated based on the information provided in the investment declaration statement. The actual proof of investment has to be furnished in January of the following year at the time when HR – Payroll asks for it. Please consult your Auditor / Tax Consultant, if needed, for assistance on filling up the IT Declaration statement

2. Is it mandatory to submit Permanent Account Number (PAN)?

- Yes. Wherever the PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or 20%) will apply to all amounts on which tax is deductible under Chapter XVIII B of the Act.
- Chapter XVIII B commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 TDS
- This is also applicable to campus joiners / fresher's, irrespective of whether they come within the taxable category

3. What are the deductions available under Chapter VI-A?

Following major deductions can be claimed from income of the employee under chapter VI-A. In any case, the aggregate amount of deduction under Chapter VI -A cannot exceed gross total income

Sr. No.	Section	Nature of Deduction	Brief description of deductions
1	80-C	Investment deductions	i Insurance premium by an individual, on his/her life or on life of his/her spouse or any child (including adult children and a married daughter) (The deduction will be restricted to 20% of the actual capital sum assured.
			ii Contribution made by an individual to Provident Fund.
			iii Contribution, (not being repayment of loan) made by an individual to Public Provident Fund by an individual, on his/her account or on account of his/her spouse or any child.
			iv Subscription to National Savings Certificate -VIII issue.
			v Contribution made by an individual to Unit Linked Insurance Plan (ULIP) of Unit Trust of India or LIC Mutual fund.
			vi Subscription towards notified units of Mutual Fund or UTI.
			vii Deposit Scheme or Pension Fund set up by the National Housing Bank as notified by the
			Payment made for tuition fees for the education of any two children whether at the time of admission or thereafter to any university, college, school or any education institution situated within India for the purpose of full time education. However, the eligible amount shall not include any payment towards any development fees or donation or payment of similar nature.
			viii
			ix Loan repayment (Principal sum) to HDFC or other House Loan Institutions in a previous year for the purchase or construction of a residential house property. Stamp duty, registration fees and any other expenses for the purpose of transfer of house to the assessee are allowable deductions.
			x Equity shares or debentures forming part of any eligible issue of capital of a public company approved by the CBDT or eligible issue of capital by any public financial institution.
			xi Units of any mutual fund referred to in clause (23D) of Section 10 approved by the CBDT
			xii Payment made to IDBI / ICICI or any other institution for purchase of infrastructure bonds.
2	80-CCC	Pension Plan	xiii Amount deposited in a fixed deposit for 5 years or more in accordance with a notified scheme.
			Contribution to pension funds for any annuity plan of LIC or any other approved insurer.

Aggregate amount of Section 80C, 80CCC & 80CCD shall not exceed Rs. 1.5 lakh

Sr. No.	Section	Nature of Deduction	Brief description of deductions
3	80-D	Mediclaime	Mediclaime Insurance Premium paid by employee by any mode of payment other than cash for his/her health or on the health of his/her spouse or dependent parents or dependent children of the employee. Maximum deduction up to Rs.15,000/- In case of Mediclaime insurance of senior citizen maximum deduction Rs. 20,000/-.
4	80-DD	Medical expenses of handicapped dependent	Any expenditure incurred or money deposited for maintenance of a dependent in accordance with specified scheme for the medical treatment including nursing, training and rehabilitation of handicapped dependent. Maximum deduction up to Rs. 50,000/- However, a higher deduction of Rs.75,000/- shall be allowed where such dependent is a person with severe disability having any disability over 80 per cent.
5	80-DDB	Medical expenses of handicapped dependent	Any expenditure actually incurred for medical treatment of specified disease or ailment as prescribed by the Board of the assessee himself or wholly/mainly dependent of taxpayer. Maximum deduction up to Rs. 40,000/- and a higher deduction of Rs.60,000/- or actually incurred shall be allowed for senior citizens. Deduction shall be reduced by the amount received under an insurance form an insurer or reimbursed by an employer.
6	80-E	Repayment of loan taken for higher education of employee him/her self, spouse and children of the assessee	Any amount paid out of income chargeable to tax, by way of payment of interest on loan taken by him/her from any financial institution (i.e. banking company or notified financial institution) approved charitable institution for the purpose of pursuing higher education for specified courses. The deduction is available for a maximum period of 8 years.
7	80-GG	Rent Paid	The assessee being an employee who is entitled to HRA from the employer is eligible for exemption under Section 10 (13A) but not for deduction under section 80-GG. Otherwise, deduction is available least of the following : o Rs.2,000/-p.m. o 25% of total income. o Excess of rent paid over 10% of total income.
8	80-U	Deduction in case of person with disability	An individual who is certified by the medical authority to be a person with disability, there shall be allowed a deduction of a sum of Rs.50,000/- Person with severe disability (having any disability over 80 percent), deduction will be Rs.75,000/-.

Over & above this, Infrastructure Bond under section 80 CCF over and above 1,00,000 limit is available for tax planning

Note: Employee has to furnish the proof of any of the above payments/deposits/certificate as the case may be to employer to claim the deduction from income, on the specified dates which will be fixed by the company. No deduction will be given on the basis of declaration of the employee or after the cut off dates

4. Whom should I contact for any payroll related assistance?

Our Payroll Services are handled by **Excelity Global**

- Payslips and IT computation details are emailed to individual employees after the salary has been credited
- PIN and password for web access (<https://ess.excelityglobal.com/>) for viewing payroll data, i.e., pay slips & IT computation details are emailed to individual employees
- You can e-mail your queries to info@excelityglobal.com, and your query will be responded within 48 hours
- Toll free phone no. for 8 x 5 Call-Centre for query resolution is **1-600-44-5101**

5. Queries from Previous Employer

5.1 If salary is received from more than one employer, will it be clubbed for calculating tax?

Yes Sub-section (2) of Section 192 deals with situations where an individual has worked for more than one employer or has changed from one employer to another during the financial year. It provides for deduction of tax at source by such employer (as the tax payer may choose) from the aggregate salary of employee who is or has been in receipt of salary from more than one employer

5.2 What information should I furnish to Capgemini payroll regarding previous employment with respect to salary & tax?

- You will get - Form 12 B from <\\ntbomfs001\DATAPUB\HR\Forms\Compensation & Benefits\Form No. 12 B.xls>
- You are required to submit Form 12B with payroll along with details / certificate of salary paid and tax deducted thereon by ex-employer (Duly stamped and signed by previous Organization) or Provisional form 16 for the current financial year.
- Please Note that Form 12 B is a self-declaration by employee and any investment/details not mentioned in the form will not be considered (even if it has been mentioned in the TDS certificate of the ex-employer)

5.3 If I receive form 16 only after the year ends, what should employee do in this case?

In this case the employee can submit the provisional form 16 OR Tax calculation sheet received from previous employer after the full and final settlement

5.4 If the full and final settlement from the previous employer is pending at time of joining Capgemini, how can I submit the previous employer's income?

In this case employee can submit the same as and when he/she receives the statement from his/her previous employer (at the earliest)

SECTION IV: EMPLOYEE ENTITLEMENT

Understanding Employee Entitlements

- Leave Entitlement
- Cap Gemini 2017 Holidays
- Relocation Policy - For new joiners
- Relocation Policy - For all employee transfers

Leave Entitlements

All Cap Gemini employees are entitled to take leaves under different heads as elaborated briefly below:

S. No	Type of Leave	No. of days
1	Privilege Leave	22 working days credited on pro-rata basis as per date of joining
2	Maternity Leave (Female employees)	184 Calendar days (up to 2 children) 90 Calendar days (beyond 2 surviving children)
3	Paternity Leave (Male employees)	5 working days
4	Leave for Adoption	Women employees - sixty (60) calendar days if the child is below one year of age and thirty (30) calendar days of leave if the child is above one year of age Male employees - 5 working days
5	Bereavement Leave	5 Continuous Working Days-In case of immediate family member.
6	Relocation Leave	5 Working days if relocating with Spouse and Children and 2 working days if relocating with Spouse or alone.
7	Leave without pay	Case to case basis
8	Special Leave	Case to case basis
9	Miscarriage Leave	Maximum limit of 45 calendar days
10	Additional Maternity Leave	Case to Case basis
11	Unauthorized Absence	Case to Case basis

Conditions for availing different leave types are:

- **Privilege Leave:** From date of joining as per accrued balance. Leave entitlement for employees who have been employed for less than a full calendar year, shall be prorated to the actual length of their employment in the year
- **Maternity Leave:** Only for female employees, after completion of 80 days of service
- **Paternity Leave:** Only for male employees, within 6 months from the birth of the child
- **Leave for Adoption:** On legal adoption of child only on the submission of legal Documents needs to be attached while
- **Bereavement Leave:** On death of immediate family member
- **Relocation Leave:** When an employee is transferred from base location to any other location within India for a period exceeding six months, on business needs. This is not applicable in case of a **new recruit** This leave can be availed only within first two weeks immediately following the date of transfer
- **Leave without pay:** When an employee does not have leave balance, but wishes to avail leave, then he/she can avail Leave without pay subject to the Reporting Manager's approval. LWP for a period exceeding one month can be applied only for a maximum of two times within the entire service period
- **Special Leave:** Special requests for a leave of absence for purposes other than specified above have to be approved by Business Head and HR Head
- **Miscarriage Leave:** - Applicable only to female employees, after completion of 80 days of service. Can be availed in mentioned circumstance for a maximum limit of 42 calendar days. Employee cannot avail Maternity and Miscarriage Leaves for overlapping periods
- **Unauthorized Absence-** Unauthorized Absence is not a form of leave but an absence which is not authorized. It is treated as breach of discipline and may lead to initiation of disciplinary action against the employee. (Refer to "**Office Hours and Attendance Policy**" for further details)

Procedure for availing leave

- The **leave application** should be **submitted in LMS** which in turn is routed to the respective sanctioning authority for approval
- Leave taken in **excess** of available **balance** or without the prescribed approvals shall be treated as **Leave without Pay**
- Normally extension of sanctioned leave shall **not be allowed**. In case such extension becomes unavoidable, the employee shall obtain approval of the respective sanctioning authority, prior to the extension, on PACE.
- For paternity / adoption leaves, eligibility is: employees can avail only two times in the entire tenure

Public Holidays

- HR shall circulate the list of 10 public holidays for the calendar year at the beginning of each year
- Employees working on client sites shall follow client list of holidays
- The list can be accessed at <http://talent.capgemini.com/in/pages/downloads/>

Leave Encashment

- PL can be encashed only in case of cessation of employment. Maximum PL encashed shall not exceed 30 days. .
- The encashment shall be made on TBC, calculated based on number of working days in the year.

Capgemini Holidays List-2017

Date/ Month	Occasion	Bangalore	Chennai	Hyderabad	Mumbai	Pune	Gandhinagar	Gurgaon/ Noida	Kolkata	Salem	Trichy
14-Jan-17	Pongal / Makarsankran- ti									X	X
23-Jan-17	Netaji Subash Chandra Bose B'day								X		
26-Jan-17	Republic Day	X	X	X	X	X	X	X	X	X	X
13-Mar-17	Holi / Dhuleti				X	X	X	X	X		
28-Mar-17	Ugadi / Gudi Padva	X		X	X	X					
4-Apr-17	Ram Navami							X			
14-Apr-17	Tamil New Year / Good Friday		X							X	X
1-May-17	May Day / International Labour Day	X	X	X	X	X	X	X	X	X	X
2-Jun-17	Telangana Formation Day			X							
26-Jun-17	Ramzan / Idu'l Fltr	X	X	X	X	X	X	X	X	X	X
7-Aug-17	Raksha Bandan						X	X			
15-Aug-17	Independence Day	X	X	X	X	X	X	X	X	X	X
25-Aug-17	Ganesh Chathurthi / Vinayaka Chathurthi	X	X	X	X	X				X	X
28-Sep-17	Ayudha Pooja / Mahaashtami								X		
29-Sep-17	Ayudha Pooja / Mahanavami		X								
2-Oct-17	Mahatma Gandhi Jayanti	X	X	X	X	X	X	X	X	X	X
18-Oct-17	Deepavali		X								
19-Oct-17	Diwali	X		X	X	X	X	X	X	X	X
20-Oct-17	Gujarati New Year Day						X				
1-Nov-17	Karnataka Rajyotsava Day	X									
25-Dec-17	Christmas	X	X	X	X	X	X	X	X	X	X

Relocation – New Joiners

New employees joining Capgemini can claim reimbursement of expenses incurred during relocation (for those required to relocate from base location to joining location within India as per business requirements), **within defined suitable reimbursement limits.**

Entitlements

/* please note relocation claim needs to be claimed in one go only.*/

The company will reimburse expenses to the employee incurred towards relocation (subject to provision of bills) as **per eligibility mentioned in the offer letter.** This will be applicable under the following **heads** on which the employee might incur **expenditure during relocation:**

The following heads are covered under relocation expenses:-

1. The company will reimburse travel expenses (one-way ticket only) by air / rail / bus / local transport for the employee and his/ her family (spouse and dependent children only) against submission of original tickets and boarding pass, subject to the maximum of economy class airfare. No reimbursement will be done for local travel without valid supporting bills.
2. Lodging for the initial settling-down period of one week. The company will try to arrange a guest house (subject to availability - chargeable at applicable rates) at first come first serve basis. In case of non-availability of a guest house, bookings can be done by the company's hotel helpdesk. Expenses incurred on food/ laundry/ telephone bills/ any other expenses incurred during the stay will not be reimbursed, and has to be borne by the employee.
3. **Please note:** The company will directly pay the guest house and in case of hotel accommodation, the amount has to be claimed by the employee via claim submission along with the original hotel stay payment receipt
4. Packing and moving (P&M) of personal goods and effects (excluding vehicle) arranged through any vendor, subject to the submission of the following:-
 - i. Original payment receipt on the vendor's letter head/bill mentioning the vendor's PAN No and Service Tax No. This should be duly attested by vendor
 - ii. Original list of items transported and signed by the candidate and acknowledged by the vendor. This should also mention the starting location and destination
 - iii. Original Insurance premium receipt (if claimed)
 - iv. Original Octroi receipts across locations
 - v. Original Good Receipt Note / Delivery Challan on the Vendor Letter head - countersigned by the candidate

Capgemini will not be held liable for any loss or damage or delay in delivery of goods during transit.

*The reimbursement of P&M of personal goods and effects is non-taxable

5. ****Cost of Transportation/ registration of vehicle/ Octroi charges, including No Objection Certificate (NOC).** - Vehicle transportation needs to be done separately along with similar submissions as mentioned in point 3 - The reimbursement of P&M of vehicle is taxable
6. ****Capgemini will reimburse the housing brokerage amount maximum up to two rents against the submission of original payment receipt of broker and registered house agreement photocopy.** The payment receipt should carry the seal of the broker with the contact info and should have necessary affixation of revenue stamp
7. ****Non-refundable school donation (maximum for two children) against receipt from school**

8. Submissions of all claims/bills of relocation should be done within three months from the date of joining after which the employee will not be eligible for any reimbursement under these heads. All the claims should be submitted on or before 10th of every month to enable processing in same month's cycle else will be done in next month's cycle

****All the above payments will be subject to deduction of income tax as applicable.**

How to claim reimbursement:

The employee needs to submit the original bills (as mentioned below) to the respective SPOCs, along with the first two pages of the offer letter and relocation claim form, which is available at:

<http://talent.capgemini.com/in/pages/downloads/>

- Travel: Air tickets & Boarding Pass
 - Hotel Stay: Original Bills
 - Transportation: Packing and moving (P&M) of personal goods and effects (excluding vehicle) arranged through any Vendor subject to the submission of the following:-
 - Original payment receipt on the vendor's letter head/bill mentioning the vendor's PAN No and Service Tax No. This should be duly attested by vendor.
 - Original list of items transported and signed by the candidate and acknowledged by the vendor. This should also mention the starting location and destination.
 - Original Insurance premium receipt (if claimed).
 - Original Octroi receipts across locations.
 - Original Good Receipt Note / Delivery Challaan on the Vendor Letter head - countersigned by the candidate.
 - Brokerage: Original receipt (with revenue stamp & seal of the broker) & registered house agreement photocopy
 - Vehicle Transportation: Original receipt
 - School Donation: Original receipt
1. Relocation **expenses will have to be claimed by the employee within three months of joining**
 2. In case the **employee resigns within a period of one year from the date of joining, the entire amount of relocation expenses** reimbursed to him/ her will be **recovered as part of the final settlement.**
 3. Employees couriering the documents to the SPOC in Mumbai from any location can use project code 1000245 along with email approval from **newjoinerclaimsinvoices.in@capgemini.com**
 4. Contact ID for relocation related queries: **newjoinerclaimsinvoices.in@capgemini.com** Extn No: **2273789**

Notice Period Claim Process

The payment towards Notice Period (NP) recovery will be done on the basis of the actual deduction towards notice period by the previous employer.

1. Any claim for notice period recovery payment is to be supported by the following documents
 - i. Computation Sheet / Calculation sheet attested by the previous employer.
 - ii. Attested F&F settlement copy with details of the NP recovery.
 - iii. In absence of afore mentioned point 2, a certificate from the previous company signed by head of payroll department; on company letter head and with company stamp - clearly mentioning the amount deducted for NP.

- iv. If any non-encashable leave is adjusted against the NP pay out, it will not be eligible for reimbursement by Capgemini. Can be checked from the offer letter about leave encashment and also check the F&F for the same.
2. The employee needs to submit the above document along with the Notice period claim form & offer letter (1st two pages).

In absence of the above, claims will not be processed for reimbursement.

- Contact ID for notice period related queries: **newjoinerclaimsinvoices.in@capgemini.com**. Extn No: 2273789

Relocation – within INDIA (for all employee transfers)

All existing employees of Capgemini can claim reimbursement of expenses incurred during relocation (where the relocation is within India and is Company initiated)

Types of Relocation:

- Long term Relocation: Relocation for a continuous period exceeding 180 days is deemed as ‘Long term relocation’.
- Short term Relocation: Relocation for a continuous period not exceeding 180 days is deemed as ‘Short term relocation’

Entitlements

“For various entitlements & relocation limits as per level, for relocation, please refer to:

[\\ntbomfs001\DATAPUB\HR\Policies\Compensation & benefits - Relocation policy within India v1.2.doc\Annexure -1](#)

How to claim reimbursement:

- Submit the original bills to HR Contact person at your location
 - Travel: Air tickets & Boarding Pass
 - Brokerage: Original receipt from the brokerage agency with seal/stamp of the agency and signature of the broker across revenue stamp along with house agreement photocopy
 - Vehicle Transportation: Original receipt
 - School Donation: Original receipt.
 - Household Goods Transportation : Original Invoice copy, Delivery challan & list of transferred items
- Relocation **expenses will have to be claimed by the employee within three months of transfer date**
- In case the **employee resigns within a period of one year from the date of transfer, the entire amount of relocation expenses** reimbursed to him/ her will be **recovered as part of the final settlement**
- For **Long term relocation, Relocation leave for 5 working days** can be availed (only in case of transfer due to business requirement) only within **first two weeks** immediately following the **date of transfer**
- **SPOCS for relocation reimbursement for all internal (non-payroll) transfer**
 - Suhas Bhagwate (Mumbai- Extn: 2238718)
 - Naveen Kumar N (Bangalore- Extn: 806-2964)
 - Vikas Bharti/ Sabuj Paul (Kolkata- Extn: 3339420/3338287)
 - Srikalyan Addagiri/Uday Kumar (Hyderabad- Extn:4025480/4024149)
 - Abha Singh (Gurgaon- 7838335842)
 - Saravanavelu Pandian (Chennai- Extn:36143)
 - Dilip Verma (Pune-Extn: 11771)

For various entitlements & relocation limits as per level for relocation, please refer to 'Relocation Policy within India' document on the path below: <\\\\ntbomfs001\\DATAPUB\\HR\\Policies\\Compensation & benefits\\>

SECTION V- EMPLOYEE INSURANCE



Understanding Employee Insurance Coverage

- Group Medical Policy- United India Insurance Co. Ltd.
- Group Personal Accident Policy- ICICI Lombard General Insurance Co. Ltd
- Group Term Life Policy- PNB Metlife Insurance Co. Ltd

Group Medical Policy , Group Personal Accident Policy and Group Term Life Policy

All Capgemini employees and their immediate family members (self, spouse & children up to the age of 25) are covered under the Capgemini Group Mediclaim

All Capgemini employees (only self) are covered under Group Personal Accident Policy

Period of policy January'2017 – December'2017:

- Capgemini Employee Benefit Insurance Program' is administered by Aon Global with our primary insurance provider currently being United India Insurance Co. Ltd.(TPA: United Health Care Parekh)

Contact Information for Mediclaim:

Sanojkumar Pal (**Mobile:** 09167770474)

E-mail id – sanojkumar.pal@uhcpindia.com

Customer Service Line:

Toll Free:

General Queries – 1800 209 8884

Cashless Emergency – 1800 209 8444

Capgemini Dedicated Landline(chargeable):

022- 30657366

How do I get Mediclaim card?

- Details of employee and dependents are filled up as part of Capgemini joining formalities – employees can go to the PACE system -> Self Service and confirm the details of dependents
- HR sends the details to the insurance company for further processing
- Once the process (approx. one month) is completed, you will receive an e-mail from the insurance agency giving login credentials to generate your Mediclaim insurance card which is an E-card

- E-Card is an electronic card which provides cashless facility for covering hospitalization expenses (within network hospitals).

How do I add and update my family member's details?

- If there are any additions in your family, you have to update your spouse / children details on PACE as shown:

PACE->Employee Self Service->Personal Information->Add **Dependents** / Beneficiaries

- You can change your marital status on PACE from the following path:

PACE->Employee Self Service->Personal Information->Marital Status

It is imperative for employee to immediately update any change in their dependents to enable coverage under the policy

Group Medical Policy

In the event of a hospitalization claim (more than 24 hr), the insurance company will pay the insured person the reasonable amount of expenses incurred towards the treatment up to the sum insured limits and subject to the insurance policy guidelines.

Plan Name	Group Medical Plan
Policy Holder	Capgemini India Pvt. Ltd.
Insurance Company	United India Insurance Company Limited
Inception Date	01 st Jan 2017
Expiry Date	31 st Dec 2017
Sum Insured Limits	Age 18 to 30 years - INR 200,000
	Age 31 to 40 years - INR 300,000
	Age 41 and above - INR 400,000
	(Age as of 1 Jan 2017 or for new joiners as on DOJ will be considered for entire duration of this year policy)
Geographical Limits	Within India
Mid-Term Enrollment	Only allowed for new born baby and newly wed spouse

Policy Terms	Applicability in Capgemini Employee Policy
Family Scope	➤ Employee + Spouse + Dependent Children (Up to the age 25)
Pre – Post Hospitalization Benefits	30 & 60 Days Respectively
Pre-existing Diseases	Covered for all Members without waiting period
30 Days waiting period for Non Accidental Claims	Waived off (Covered without Waiting period)
1 Year Waiting period for specified diseases*	Waived off (Covered without Waiting period)
Maternity Benefit	Maternity Expenses are payable up to INR 50,000/- for normal delivery and for Cesarean delivery
	9 Months waiting period waived – off
	Baby Covered from Day 1
Pre & Post Natal	Pre & Post Natal Expenses covered up to INR 5,000/- respectively within Maternity Sub-Limit
Per Day Room Rent & ICU Limit	Normal Room Rent is restricted to 1% of the sum insured per Day with Minimum INR 3,000/- No Restriction for ICU
Terrorism Risk	Covered

Group Personal Accident Policy

Group Personal Accident insurance is a policy which covers all Capgemini employees against the risk of death / injury during the policy period sustained due to an accident caused by violent, visible and external means.

Key Coverage Points	
Sum Insured	36 Times of Monthly Total Fixed Cost (TFC) subject to Max INR 50,000,000 /-
Accidental Death (AD)	Accidental Death is 36 times of Monthly TFC capped at INR 50,000,000 /-
Temporary Total Disability (TTD)	Not Exceeding 1% of Sum Insured
Emergency Medical Expenses	Up to INR 10,000 or as per actual, whichever is lower on submission of Doctors certificate and medical bills

Group Term Life Policy

Benefits retained to provide financial assistance to beneficiary in an unfortunate event of death of employee under natural or accidental circumstances.

Sum Insured Limits : 24 times of MTFC Min 6 Lakh and Max up to 1 Crore

Voluntary Parent Policy (optional):

Capgemini has a tie-up with the Insurance Company for coverage of employee's parents. This is an optional cover and premium is to be borne by the employees in case this option is availed of.

For more information on insurance cover, please read Capgemini **renewal of insurance benefit plans for 2016 'Employees Insurance Guide 2016 ACIS'** on the path below:

[\\ntbomfs001\\DATAPUB\\HR\\Policies\\Insurance Related.](#)

SECTION VI: HR PROCESS AND INITIATIVES



People Related Process Overviews:

Buddy Program



All new Capgemini India employees are part of the Buddy Program for a duration of **three initial months** of their joining.

Objective

- To provide the **new employee** with a **one-point** of **contact** for general queries regarding **day-to-day operational** issues and **project** related queries
- To help the new employee **integrate** with the **company** by providing access to someone who is familiar with Capgemini's culture, attitude and expectations, starting with your **work**, with a **buddy** is your **first friend** at CG

Who can be your Buddy?

Your buddy is from **your project team**, who is at the **same or senior designation** as you are and has **spent some time** in the **organization**

What to expect from your buddy?

- Your buddy will get in touch with you **via e-mail**. He/she would be mailing the new employee, of **employee details** like **employee code**, **network login** & **employee code** to the new joiner.
- Your buddy is your **one-point contact** for **any work related assistance** including seating, allotment of PC, etc.
- Your buddy should **introduce** you to the entire **project team**, **admin assistant**, **project head**, and to key contact persons. This will also include a tour of the office and the necessary amenities
- Your buddy should take you for a **buddy lunch**, either inside Capgemini or a suitable venue nearby, subject to a reimbursement limit of Rs. 100 per person

Diversity and Inclusion at Capgemini

At Capgemini, we believe our biggest assets are our people. Thus, we ensure that both, our business practices and facilities comply with safety regulations and we have a culture whereby we respect and value the diversity of our people as individuals.

To encourage diversity at the workplace, we provide and promote equal opportunities and treatment to all employees and candidates being considered for any role. We are unreservedly opposed to any form of discrimination / harassment on the grounds of caste, religion, race, color, creed, ethnic or national origins, gender, marital status, sexual orientation, disability, financial status, class, pregnancy or maternity or age, which are characteristics of diversity.

Gender Diversity program at Capgemini

Our initiative, Winspire, is globally aligned to the Women@ Capgemini program. The four main goals of the global program are to:

- Encourage cultural change, to position gender diversity as a business imperative
- Put women at the heart of client relationships, to show that we have a gender diverse workforce
- Address HR policies, Group-wide, to create flexible working conditions and foster equal opportunities for women
- Provide networking opportunities, to share best practices and experiences

WinspireE supports women colleagues in career development and encourages them to take on new responsibilities and leadership roles. It acts as a network offering strong support system, both professionally and personally, where we help Recruit, Retain, Develop and Build Awareness about gender diversity in the workplace. To know more about the WinspireE program, please contact Priyanka Sharma(priyanka.e.sharma@capgemini.com), PMO WinspireE or visit http://talent.capgemini.com/in/pages/people/india_crs/winspire/

People with Disabilities program at Capgemini

Capgemini's disability inclusion program aims to overcome barriers experienced by persons with disabilities in gaining access to employment, self development and career growth opportunities.

The program takes a four pronged approach to address the following areas:

- Removing barriers by providing accessible Infrastructure, IT systems, and reasonable adjustments to persons with disabilities
- Ensuring inclusion through non- discriminatory recruitment process, training, and HR policies
- Engaging employees by means of sensitization and cultural building
- Evangelizing inclusion in society through industry and customer connect

As an organization, we would endeavor to make reasonable adjustments if an employee has a disability or become disabled so that he/she can effectively do his/her work.

Persons with disabilities or with any medical condition can fill the **Disability Self-Identification Form**. This form enables employees to voluntarily share their disability/medical condition to seek any adjustment/assistance that they may need. These conditions may include orthopedic impairment, visual impairment, hearing impairment, speech impairment, learning disability, intellectual impairment, psychosocial disabilities, multiple disabilities or any medical condition which needs some assistance in day-to-day functioning at work.

To fill the form, please visit http://builders.capgemini.com/survey/takesurvey?content_id=266B4074-8C93-AA16-1482-73283760D427.

To know more about the Disability Inclusion program please contact, Priyanka Sharma(priyanka.e.sharma@capgemini.com), Lead: Inclusion of persons with disabilities or visit http://talent.capgemini.com/in/pages/people/india_crs/Inclusion/

Link to policy of Diversity and Inclusion- [\\ntbomfs001\Datapub\HR\Policies\General](#)

POPSH and GRC at Capgemini

Capgemini is committed to a harassment free workplace. To report any workplace grievance, GRC is the forum to connect with. To report any sexual harassment related issues, POPSH is the forum to connect with.

To know more about the POPSH and GRC please contact, Swati Jatav(swati.jatav@capgemini.com), Designation or visit http://talent.capgemini.com/in/pages/people/india_crs/Inclusion/

Link to policy on prevention of sexual harassment- http://talentrevamp.capgemini.com/media_library/Medias/Documents/Indian_Documents/POPSH_V2_0.pdf

Career Framework

The Career Framework has been designed to enable and help you, develop yourself in a wide variety of roles, understand your possible career paths and let you take charge of your own career.

- It gives you **an overview of the various roles that are available** across the organization
- It **helps with analyzing the competency gaps for your current role**
- It also and helps you understand the knowledge, attributes and competencies required for each role

To understand about the various relevant Competencies and know more, please

- Visit Talent >> About Us >> Support Functions >> Human Resource >> Talent Management >> Career Framework
- Or
- Visit km3.0 portal >> Communities >> Career Framework-India
- Or
- Log a call on India Service Desk >> R&C - Career Frameworks in case of queries

SECTION VII: CAPGEMINI FACILITIES

The following facilities are available for **ACIS** employees at Capgemini-India

- American Express Corporate Card
- HDFC Bank / ICICI Bank / Kotak Mahindra bank Offerings for Capgemini-India employees
- Bus Transportation
- Canteen Facilities

American Express Corporate Card

Who is entitled – Associate Director and above.

How do you apply for card?

- All new employees will have to fill the Amex Card application at the link below:-

http://talentrevamp.capgemini.com/media_library/Medias/Documents/Belgian_Documents/American_express_card_for_the_traveller_at_Capgemini_-_UK.pdf

- The card is processed **within 15-20 working days**

Point of Contact for AMEX Card: Richa Kulshreshtha – Ext -1185084

Point of Contact for Issue of Access Card & Card cancellations

Mumbai: Pankaj Ninawe (pankaj.ninawe@capgemini.com) and Sandeep Thorat (sandeep.thorat@capgemini.com) Bangalore: Sudhakar Krishnamoorthi (sudhakar.krishnamoorthi@capgemini.com) and Santosh Shinde (santosh.a.shinde@capgemini.com) Kolkata: Biplab Halder (biplab.haldar@capgemini.com) Paroma Basu (IFM) (paroma.basu@capgemini.com)

Use of the card:

American Express mandates the use of the Corporate Card for corporate expenses only. **The card should only be used for official purposes** i.e. only those expenses for which you are entitled to claim reimbursement from the company since the same are either for business purposes or part of your perquisites/ entitlements.

The card can be used for all of the following payments:

Type	Description
Travel	Settlement of all travel invoices
Hotels	Settlement all hotel bills at the time of checking out of hotels
Entertainment	Can be used at all places wherein entertainment expenditure (official) is being incurred, as this card is widely accepted
Car Hiring	All car-hiring payments can be done through the card
Cell Phones	Individuals who have been provided with cell phones must pay for business calls through the AMEX Corp. card. You can also avail of the directly debit facility with cell phone service provider to debit your Amex Corporate card account
Conferences & Seminars	It is mandatory that all conference and seminars expenses should be charged to the American Express corporate cards
Petrol & Car maintenance	Most of the petrol stations accept Amex cards you are advised to charge all car & petrol related expenses on your corporate cards
Subscriptions	Most subscriptions are payable by credit card

How to claim payments made against the card

- Each individual will have to submit the bill with all original attachments as specified by the current travel policy, for each item of expense incurred
- The bill needs to be duly authorized by the department / cost centre head and must be submitted to Administration / Finance for approval and onward submission to Finance - Mumbai for processing

Please note:

3. When the employee resigns, he/she will have to surrender the card to the Administration function, as a part of the exit clearance process. Further, it will be the responsibility of the IFM function to ensure that the card is destroyed and subsequently forwarded to AMEX.
4. The resigned employee will also ensure that full payment is made to American Express for all outstanding payments on their American Express Corporate card, until which he/she will not be relieved
5. Billing Date - Around 12th/13th of every month

Bus Transportation



Objective:

Capgemini provides bus services for employees to commute to and from work. As a part of company's endeavor, we introduce new bus routes/revise routes and timings on a regular basis.

Procedure for availing bus service:

- All bus users will be given a user identity card and a user data base will be maintained by ICRES / HR –based on which **monthly deduction** are made.
- The transport deduction cycle is from **16th to 15th** of the month
- An employee interested in availing the facility should apply in PACE self service module.
- Any time in the year, if the employee wants to discontinue the bus service, he/she has to de-register on the PACE - self service module & submit the bus pass to **ICRES personnel** & get it approved on or before **15th of the month, failing to do so will result in further deductions.**
- Intra office Shuttle services are free but **subject to Manager's approval.**

For all **Transportation/bus** related queries –

Please visit here [\datapub\admin\transport](#) OR email to transporthelpdesk-mum.in@capgemini.com

Canteen Facilities

- Capgemini provides for a canteen, with provisions for breakfast, lunch and dinner on payment
- Other than this, tea & coffee are available in vending machines around the clock.
- All day snacks and meals are arranged by caterers and strict hygiene is maintained

New Features: Vodafone Customer Care Desk, Helpdesk offering consulting services for filing income tax returns, Special Offers desk: Desks are set up for promotional offers like life insurance/products/credit cards and other health camps free dental/eye check-up & **HDFC ATM Facility**

Concierge Services

List of Concierge services brought to you by 'Le Concierge' Its Online Service

<https://www.lesconcierges.in/capgemini>

- OPERATIONAL SERVICES range from:
 - Bill Payments Services like
 - Mobile Phone
 - Credit Card
 - Telephone & Electricity
 - Loan payment & others
 - Travel Services like
 - Airline & Railway ticket reservations
 - Entertainment/Ticket Bookings like
 - Movies, Plays/Theatres
 - Music Concerts
 - Postal Services like
 - Courier
 - Registered/Ordinary/Speed post
 - Floral/Gift/Cake Delivery Services
 - Bank Work Services
 - Cheque Depositing
 - Demand Draft making
 - RTO Services
 - Pan card Services
 - Miscellaneous Services
 - Key Duplication
 - Prepaid Mobile Refill Cards & others
- REFERRAL SERVICES range from:
 - Passport Renewal
 - Tax Planning
 - Insurance
 - Financial Services etc.
- INFORMATIONAL SERVICES range from:
 - Brokers
 - Crèches
 - Club Memberships etc.
- EVENT MANAGEMENT SERVICES range from:
 - Fashion Shows
 - Catering Services

Please visit the A La Concierge Desk for further details

SECTION VIII: CAPGEMINI HELP PONTS



The following help points are available for ACIS employees at Capgemini-India,

- Capgemini Network Help
- India Helpdesk (ITICS)
- Capgemini India HR Contact List
- Capgemini India Ready Reckoner

Capgemini Network Help (Intranet Sites & Group Email Addresses)

Capgemini Pathways

All **HR** reference material is located on Network Neighborhood/Entire Network/cgsnet/ntbomfs001/Datapub/HR

All **ITICS** reference material is located on Network Neighborhood/Entire Network/cgsnet/ntbomfs001/Datapub/ITICS

All **Administrative** reference material is located on Network Neighborhood/Entire Network/cgsnet/ntbomfs001/Datapub/Admin

Capgemini intranet sites	
Capgemini intranet	http://intranet.in.capgemini.com
Knowledge site	http://knew.capgemini.com
My Learning (e-learning site)	http://mylearning.capgemini.com
Webmail	https://webmail.in.capgemini.com/owa/

Capgemini templates and email addresses	
Capgemini Template	Datapub/Capgemini LOGO's & template
India Helpdesk	http://support.capgemini.com
Administration Helpline	Capgemini Mumbai helpdesk@zoho.com

Information Technology Information Communication System (ITICS)

ITICS provides a comprehensive set of information technology services aimed at meeting the IT needs of employees. ITICS works collaboratively with users of the organization to facilitate their use of computing, voice and data technologies. ITICS has four sub-functions mentioned below.

Professional Productivity Tools

Professional's Productivity Tools (PPT) is a process-based function which aligns to the delivery of information technology (IT) services to Capgemini end users. This function performs Service Desk, Field support (location Service Delivery), Asset Management and IT Service Quality for the ITICS which help in timely resolution of Capgemini end users incidents and service requests.

Information Security Management System

ISMS is responsible for establishing baseline security based on Capgemini India information security policy, implementing client specific security requirements, managing end point security solutions, security information and event management, drafting and maintaining business continuity plans for the projects.

Network and Telecom

The Telecommunications group in ITICS manages and maintains the centralized telecommunications network. This network provides voice support, data network support, ensures network security and provides support for PMO activities.

Infrastructure

This tower provides Infrastructure related services including file storage, messaging, blackberry, virtualization, imaging and packaging, OS deployment, patch management services.

Ticket Types and Classifications

- Raise an ITICS **Incident**, in case any of the existing service provided by ITICS is disrupted or degraded. Examples: MS Outlook is not working, System not booting, System running slow etc
- All end user **Incidents** (for single user) have 1hr response time and 8hrs resolution time.
- Raise an ITICS **Service Request**, in case you would like to avail for any new services provided by ITICS. Example: Availing a VPN token, installation of a new software, etc
- All end user **Service Requests** have 4hr response time and 16hrs completion time (provided all approvals are in place)

Ticket Tagging Process

ITICS recommend user to tag the ticket for all Incidents or Service Request. The preferred way of tagging ticket in the order of preference is mentioned below:

1. **Open the ticket in ITICS Service Desk Portal** <http://support.capgemini.com>
2. Call **24*7 ITICS Service Desk** to tag a ticket on the following numbers (only in case you are not able in logging ticket using Service Desk Portal)

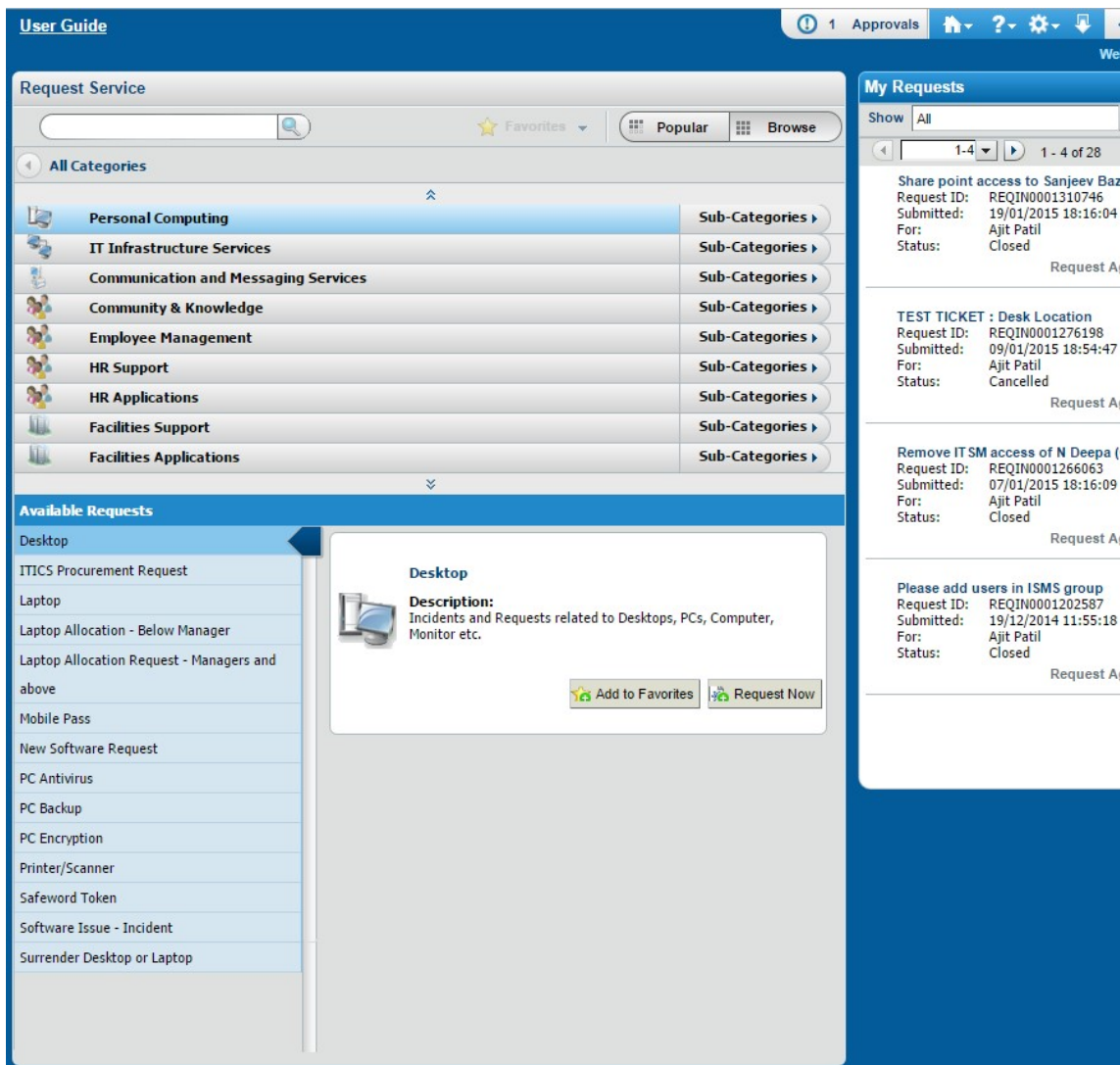
Location	Extension Nos.
Mumbai / Kolkata / Gurgaon Users	4004
Bangalore	4004
Pune	4004
Hyderabad	4004
Chennai	4004

3. Send email to the ITICS Service desk at iticsservicedesk.in@capgemini.com , in case you are not able do step 1 or 2. (Please note that Emails are preferred way of tagging ticket and are not bound to any SLAs)

Ticket Tagging in ITICS Service Desk Tool

Open the ticket in ITICS Service Desk Portal <http://support.capgemini.com>

On login to portal you will be getting the following pop-up window.

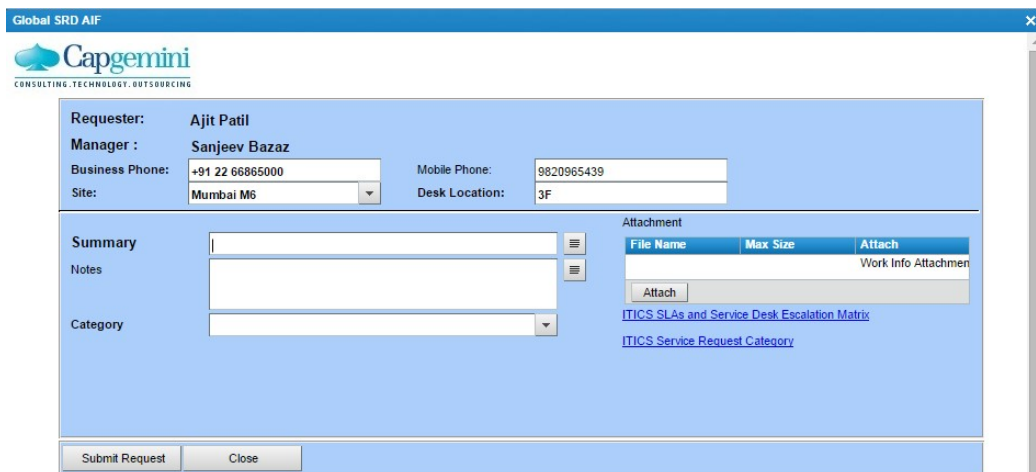


The screenshot displays the 'Request Service' web application. At the top, there is a 'User Guide' link and a navigation bar with icons for 'Approvals', home, help, settings, and download. The main content area is divided into three sections:

- Request Service:** Features a search bar, 'Favorites' link, and 'Popular'/'Browse' buttons. Below is a list of categories: Personal Computing, IT Infrastructure Services, Communication and Messaging Services, Community & Knowledge, Employee Management, HR Support, HR Applications, Facilities Support, and Facilities Applications. Each category has a 'Sub-Categories' link.
- Available Requests:** A list of request types on the left, including Desktop, ITICS Procurement Request, Laptop, Laptop Allocation - Below Manager, Laptop Allocation Request - Managers and above, Mobile Pass, New Software Request, PC Antivirus, PC Backup, PC Encryption, Printer/Scanner, Safeword Token, Software Issue - Incident, and Surrender Desktop or Laptop. The 'Desktop' category is selected, showing a description: 'Incidents and Requests related to Desktops, PCs, Computer, Monitor etc.' and buttons for 'Add to Favorites' and 'Request Now'.
- My Requests:** A section on the right showing a list of requests. The first request is 'Share point access to Sanjeev Baz' (Request ID: REQIN0001310746, Submitted: 19/01/2015 18:16:04, For: Ajit Patil, Status: Closed). The second is 'TEST TICKET : Desk Location' (Request ID: REQIN0001276198, Submitted: 09/01/2015 18:54:47, For: Ajit Patil, Status: Cancelled). The third is 'Remove IT SM access of N Deepa (' (Request ID: REQIN0001266063, Submitted: 07/01/2015 18:16:09, For: Ajit Patil, Status: Closed). The fourth is 'Please add users in ISMS group' (Request ID: REQIN0001202587, Submitted: 19/12/2014 11:55:18, For: Ajit Patil, Status: Closed).

Please check your details and make sure they are correct. This will help us to provide you quicker assistance.

You will be receiving the following page after this initial pop-up:



Global SRD AIF

Requester: Ajit Patil
Manager : Sanjeev Bazaz
Business Phone: +91 22 66865000 **Mobile Phone:** 9820965439
Site: Mumbai M6 **Desk Location:** 3F

Summary
 Notes
 Category

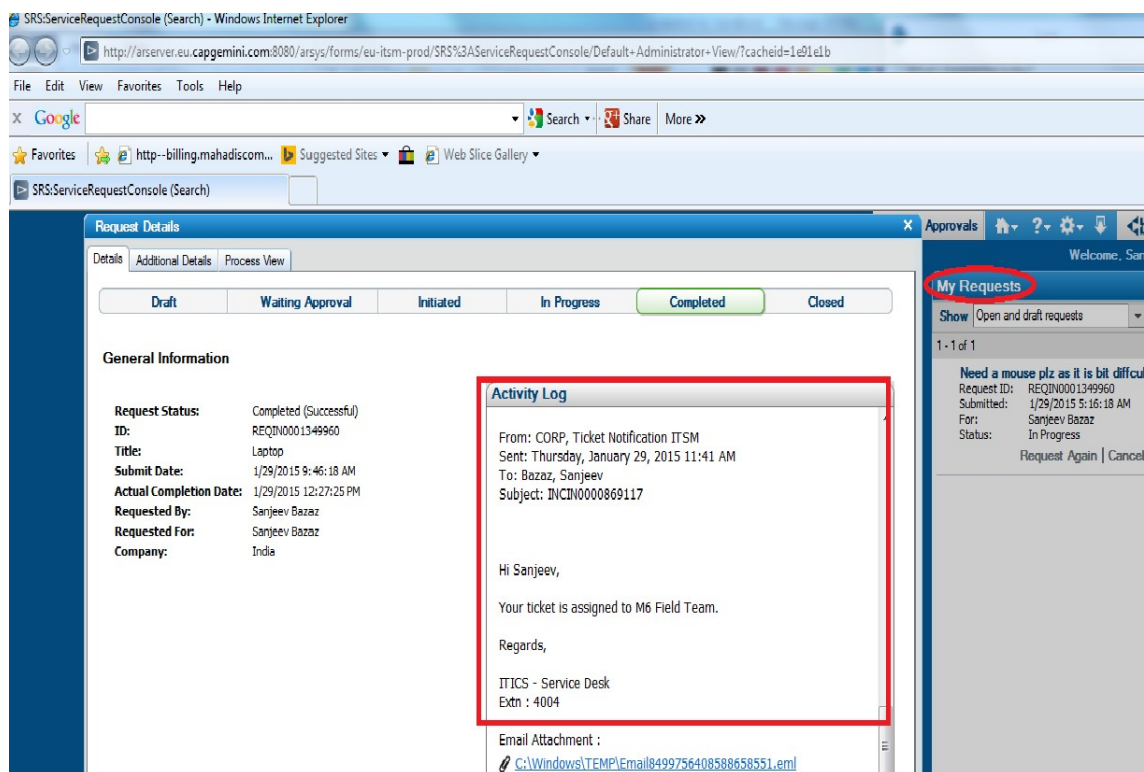
Attachment

File Name	Max Size	Attach
Work Info Attachment		

[ITICS SLAs and Service Desk Escalation Matrix](#)
[ITICS Service Request Category](#)

Make the relevant selection based on the type of issue i.e. ITICS Incident or ITICS Service Request.

For checking ticket status: Go to **My requests** on the right side of the home page of ITICS Service desk portal & click on **Details**.



SRS:ServiceRequestConsole (Search) - Windows Internet Explorer

http://arsrver.eu.capgemini.com:8080/arsys/forms/eu-itsm-prod/SRS%3AServiceRequestConsole/Default-Administrator+View/?cacheid=1e91e1b

File Edit View Favorites Tools Help

Google Search Share More >>

http-billing.mahadiscom... Suggested Sites Web Slice Gallery

SRS:ServiceRequestConsole (Search)

Request Details

Details Additional Details Process View

Draft Waiting Approval Initiated In Progress **Completed** Closed

General Information

Request Status: Completed (Successful)
 ID: REQIN0001349960
 Title: Laptop
 Submit Date: 1/29/2015 9:46:18 AM
 Actual Completion Date: 1/29/2015 12:27:25 PM
 Requested By: Sanjeev Bazaz
 Requested For: Sanjeev Bazaz
 Company: India

Activity Log

From: CORP, Ticket Notification ITSM
 Sent: Thursday, January 29, 2015 11:41 AM
 To: Bazaz, Sanjeev
 Subject: INCIN0000869117

Hi Sanjeev,

Your ticket is assigned to M6 Field Team.

Regards,

ITICS - Service Desk
 Extn : 4004

Email Attachment :
C:\Windows\TEMP\Email8499756408588658551.eml

My Requests

Show Open and draft requests

1 - 1 of 1

Need a mouse plz as it is bit difficul
 Request ID: REQIN0001349960
 Submitted: 1/29/2015 5:16:18 AM
 For: Sanjeev Bazaz
 Status: In Progress
 Request Again | Cancel

For Escalation Matrix, Please refer the following link:

[http://iticsdms.in.capgemini.com/Shared%20Documents/ITICS\(India\)Escalation%20Matrix.zip](http://iticsdms.in.capgemini.com/Shared%20Documents/ITICS(India)Escalation%20Matrix.zip)

Capgemini India HR Contact List

Area	Responsibility	Location Handled	Located AT	Extension No.
<u>NEW JOINEE ASSISTANCE</u>				
JOINING FORMALITIES	Pranjali Jyotishi/ Anish Khot/ Priyanka Shelar	Mumbai	Mumbai 7	227-8131/ 2272731/ 2274898
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338 287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	7838335842
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024 149
	Saravanelu Pandian/ Thanganila Palanimegam	Chennai	Chennai	9176692290
SUBCON JOINING FORMALITIES	Sangeeta Pathare	All Location	Mumbai 7	2269368
BUDDY ALLOCATION	Pranjali Jyotishi/ Anish khot	Mumbai	Mumbai 7	227-8131/ 2272731
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338 287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024 149
	Saravanelu Pandian	Chennai	Chennai	9176692290
ACCESS CARD	Pankaj Ninawe/ Sandeep Thorat(ICRES)/ icresidcardcell mumbai.in@capgemini.com)	Mumbai	Mumbai 3, Cabin 33 (Access control Room)	227-2835
	Biplab Halder	Kolkata	Kolkata	333-0999
	Praveen Fernandes	Bangalore	Bangalore	8036531 /8039911

	(ICRES)/ icresidcardcell bangalore.in@ capgemini.co m			
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024 149
	Saravanelu Pandian	Chennai	Chennai	9176692290
BANK ACCOUNT	Pranjali Jyotishi/ Anish Khot/ Priyanka Shelar	Mumbai	Mumbai 7	227-8131/ 2272731/ 2274898
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338 287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024 149
	Saravanelu Pandian	Chennai	Chennai	9176692290

INFORMATION ON EMP- CODE	Pranjali Jyotishi/ Anish Khot/ Priyanka Shelar	Mumbai	Mumbai 7	227-8131/ 2272731/ 2274898
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/333828 7
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderaba d	Hyderaba d	4025480/402414 9
	Saravanelu Pandian	Chennai	Chennai	9176692290
INFORMATION ON LOGIN CREDENTIALS	Pranjali Jyotishi/ Anish Khot/ Priyanka Shelar	Mumbai	Mumbai 7	227-8131/ 2272731/ 2274898
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/333828 7
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday	Hyderaba	Hyderaba	4025480/402414

	Kumar	d	d	9
	Saravanelu Pandian	Chennai	Chennai	9176692290

Area	Responsibility	Location Handled	Located AT	Extension No.
NEW JOINEE ASSISTANCE				
EMAIL-ID'S & LOGIN-ID'S	Pranjali Jyotishi/ Anish Khot/ Priyanka Shelar	Mumbai	Mumbai 7	227-8131/ 2272731/ 2274898
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanelu Pandian	Chennai	Chennai	9176692290
JOINING BONUS	newjoinerclaimsinvoices.in@capgemini.com	All Location	Mumbai 4	225-4235
NEW JOINEE RELOCATION	newjoinerclaimsinvoices.in@capgemini.com	All Location	Mumbai 4	225-4235
NEW JOINEE HOTEL ACCOMMODATION	Respective Recruiter	All Location		

OFFER LETTER [HARD COPY]	Priya Kulkarni	Mumbai	Mumbai 7	227-3825
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Manohar MB/Shobha Nayak	Bangalore	Bangalore	8069867/8062973
	Kirti Jagtap/Sunita Sehrawat	Pune	Pune	2033334/2016172

	Abha Singh/Neha Sehgal/Medhavi Misra/Reva Jakhmola	Gurgaon	Gurgaon	1155457/1155440/ 1184060
	Priyanka Darisi	Hyderabad	Hyderabad	
	Jyothi Marnedi	Chennai	Chennai	4415658
EMPLOYEE VERIFICATION	Khushal Narkhede / Sneha Thakur	Mumbai	Mumbai 3/ 7	2272246/2235323
	Hemanth Araveeti	Kolkata	Bangalore	8039127
	Jailani Fathima	Bangalore	Bangalore	806-2972
	Hemanth Araveeti	Pune	Bangalore	8039127
	Hemanth Araveeti	Gurgaon	Bangalore	8039127
	Hemanth Araveeti	Hyderabad	Bangalore	8039127
	Hemanth Araveeti	Chennai	Bangalore	8039127
NOTICE PERIOD CLAIM	newjoinerclaimsinvoices.in@capgemini.com	All Location	Mumbai 7	225-7826/ 225-7845

PAYROLL

PAY SLIP RELATED QUERIES	For Payroll related queries kindly raise the ticket on: http://support.capgemini.com – HR Support - Payroll (India TS/OS HR).	ALL LOCATION	MUMBAI - 7	226-8806 / 227-3660
SHIFT / ON CALL ALLOWANCE				
OAAR				
CERTIFICATION OF SALARY SLIPS				
INCOME TAX CALCULATION/FORM 16				
INFORMATION ON FORM 12 B				
INVESTMENT PROOF QUERIES				

PF/GRATUITY/BENEVOLENT FUND

BENEVOLENT FUND MEMBERSHIP	Nilam Chavan/ Geetesh Gosavi	All Location	Mumbai 7	227-3654/ 227-6911
PROVIDENT FUND / GRATUITY RELATED QUERIES	Prashant Kamble/ Nilam Chavan/ Geetesh Gosavi	All Location	Mumbai 7	227-6318/ 227-3654/ 227-6911
BENEVOLENT FUND SETTLEMENT	Nilam Chavan	Mumbai	Mumbai 3	227-3654
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Chandrashekhar Chickmagalur	Bangalore	Bangalore	806-2970
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290

Area	Responsibility	Location Handled	Located AT	Extension No.
OTHER EMPLOYEE SERVICES				
SUBCON QUERIES	Sangeeta Pathare	All Location	Mumbai 7	2269368
REFERRAL QUERIES	Pooja Ambrale/ Mukesh Patel IN, ReferSmart	All Location	Mumbai/ Hyderabad	2247203/ 4025827
SERVICE /BONAFIDE LETTERS	Nikita Kamble/ Sagar Todankar	Mumbai 7	Mumbai 7 (HR cabin 258)	2276048/ 2276094
	Atul Jathar/ Himanshu Joshi	Mumbai 3 & 4/ Airoli	Mumbai 3	228352 /2212099
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Abha Singh	Gurgaon	Gurgaon	1155457
	Dilip Verma	Pune	Pune	20-11771
	Saravanavelu Pandian	Chennai	Chennai	9176692290

INTRA LOCATION-TRANSFER FORMALITIES (WITHOUT PAYROLL)	Himanshu Joshi / Suhas Bhagwate	Mumbai	Mumbai III	2212099 /2238718
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Abha Singh	Gurgaon	Gurgaon	1155457
	Dilip Verma	Pune	Pune	20-11771
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290
TRANSFERS TO FS BU (WITH PAYROLL)	Salil Sawant	All Location	Mumbai 6	226-6416
BANK A/C NO UPDATION IN PACE	Pranjali Jyotishi	Mumbai	Mumbai 7	227-8131
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290
PAN NO SUBMISSION	Pranjali Jyotishi	Mumbai	Mumbai 7	227-8131
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290
DISCREPANCIES IN PERSONAL DETAILS	Pranjali Jyotishi/ Anish Khot/ Priyanka Shelar	Mumbai	Mumbai 7	2278131/ 2272731/ 2274898
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290
PERSONAL FILE UPDATE (PRIOR/EDUCATION/IDENTIFICATION PROOF)	Pranjali Jyotishi/ Anish khot/ Priyanka Shelar	Mumbai	Mumbai 7	2278131/ 2272731/ 2274898
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290

WEDDING GIFT VOUCHERS	Atul Jathar/ Suhas Bhagwate	Mumbai	Mumbai 3	2238352/ 2238718
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Abha Singh	Gurgaon	Gurgaon	1155457
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290
EXECUTIVE HEALTH CHECK UP	Himanshu Joshi/ Suhas Bhagwate	Mumbai	Mumbai 3	2212099/ 2238718
	Aatrayee Sanyal Ghosh/ Sabuj Sankar Paul	Kolkata	Kolkata	3336571/ 3338287
	Naveen Kumar M	Bangalore	Bangalore	806-2964
	Dilip Verma	Pune	Pune	20-11771
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290
LEAVES	Reema Lakhani/Dhanya Nair	Mumbai	Mumbai 3	2248263/2232582
	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	3339420/3338287
	Chandrashekhhar Chickmagalur	Bangalore	Bangalore	806-2970
	Abha Singh	Gurgaon	Gurgaon	1155457
	Dilip Verma	Pune	Pune	20-11771
	Srikalyan Addagiri/Uday Kumar	Hyderabad	Hyderabad	4025480/4024149
	Saravanavelu Pandian	Chennai	Chennai	9176692290
RESEARCH & ANALYTICS	Abdeali Nalwala/ Sarika Narvekar/ Aniket Dalvi	All Location		2269193/ 2274952/ 2232576

Area	Responsibility	Location Handled	Located AT	Extension No.
OFF BOARDING	Centralexit.in@capgemini.com	PAN India	Mumbai	2277088

EMPLOYEE ENGAGEMENT

COFFEE CLUB	Vikas Bharti/ Sabuj Paul	Kolkata	Kolkata	333-1620
	Reshma Subanthur	Bangalore	Bangalore	806-2969
FUNDOO FRIDAY	Murali Shankarnarayanan	Bangalore	Fun Events across	
BROWN BAG, QUEST	Reema Lakhani	Mumbai	Mumbai 3	2248263
	Aatrayee Sanyal Ghosh	Kolkata	Kolkata	3336571
	Reshma Subanthur	Bangalore	Bangalore	806-2969
CSR	Anurag Pratap	All Location	Mumbai 6	9769104461/ 2248157
L&D INDUCTION PROGRAM (DISCOVER PROGRAM)	Rachna Kolepaka/ Sylvester Leo J / Kalyan Arigela / Rohini Vijayan	Mumbai/ Bangalore/ Hyderabad/ Pune/ Gurgaon	Mumbai 4	2269147/ 8034645/ 4021326/ 452011454
	Ravi Srivastava	Kolkata	Kolkata	333-1898

Area	Responsibility	Location Handled	Located AT	Extension No.
OVERALL LOCATION RESPONSIBILITY- ESCALATION POINT				
EMPLOYEE SERVICES HEAD	Ashish Gakrey	Mumbai 6&7/ Airoli/	Mumbai 7	227-4051

		Chennai/ Hyderabad/ Pune/ Gurgaon		
	Pushkaraj Patil	Mumbai 3&4	Mumbai 3	221-6738
	Arun Chendukala	Bangalore	Bangalore	801-8069
	Vrushali Jaiswal	Kolkata	Kolkata	333-1904

OTHER AREAS-SPOCS				
AMEX CARD	Richa Kulshreshtha	All Location	Kolkata- IFM	1185084
United Health Care Parekh	Saurabh S Bhoyar	All Location	Mumbai	9820797477

BANK SPOC				
HDFC BANK	Maulik Nayak/ Subhash Bajpayee/ Arun Bhalerao/ Hemant Jogadia	Mumbai	Mumbai	7498884409/ 9920879859/ 8655439020/ 9773438434
	Debraj Banerjee	Kolkata	Kolkata	9830274804
	Nitesh Suresh	Bangalore	Bangalore	9379463419
	Kalpna Subramaniam	Pune	Pune	9325625622
	Rahulnandan Sharma	Hyderabad	Hyderabad	9391090554
	Naveen Subban	Chennai	Chennai	9381763693

	Mukesh Rana	Gurgaon/ Delhi	Gurgaon	9910926780
ICICI BANK	Sankalp Sethi/ Yogesh Dapal/ Deepak Jaiswal/ Sandeep Singh	Mumbai	Mumbai	7506444893/ 9702587090/ 7718874913/ 9930974401
	Sneha Agarwal/ Krishanu Goswami / Sujan Mitra	Kolkata	Kolkata	8584036214/ 9748664164/ 9903609425
	Nagesh D V/ Emon De/ Nagaraj S	Bangalore	Bangalore	9900732358/ 9980666994/ 9900025744
	Rajesh Dadlani/ Ravindra More/ Bonny Thomas	Pune	Pune	9561087290/ 9923001700/ 9823229581
	Ravikanth.S/ Rajeev Madireddy/ Devratan Sharma	Hyderabad	Hyderabad	9959020741/ 8008999609/ 7799883090
	Madhusmita Behera/ Garvit Bhatt/ Akash Mathur	Gurgaon	Gurgaon	8527395898/ 9560907861/ 9910495810
	A.Jeyraman/ S. Sudarsan/ A.Rajarajacholan	Chennai	Chennai	9843677877/ 9500091568/ 9600622444
KOTAK BANK	Digvijay Singh/ Lavanya T/ Kuldeep Ratnakar	Mumbai	Mumbai	7045958734/ 8976989437 9769678837
	Rajan I Singh	Gurgaon	Gurgaon	8588805435
	Sourabh Sawrikar	Pune	Pune	9850636510
	Siddharth Bardhan	Kolkata	Kolkata	9900059618
	Rajeev S Kumar	Hyderabad	Hyderabad	7799009345
	Syed Hussain	Bangalore	Bangalore	9739904390
	Shanmugam G	Chennai	Chennai	9962554581

CITI BANK	Enessa Henriques/ Nilesh Gupta	Mumbai	Mumbai	9820528811/ 9920053371
	Amitabh Bhattacharjee	Kolkata	Kolkata	98362 84344
	Rajat Dewan/ Anoop Baben	Bangalore	Bangalore	9036020109/ 8067739371
	Madan Prasad/ Mithun Nimje	Pune	Pune	9850888118/ 9769339445
	Kshitij Prasad Tiwari/ Sandipan Sarkar	Hyderabad	Hyderabad	7702017041/ 9949685730
	Tanmoy Raha/ Ninu Joseph	Chennai	Chennai	9962773246/ 9962178689

Capgemini India Ready Reckoner

This is a Ready Reckoner for all your queries that you may come across in your day to day operations at Capgemini.

Salary related queries:

- Entering of **OAAR** on PACE & For all **OAAR declaration paperwork/supporting queries** –
 - Mumbai: Seema Pal (seema.pal@capgemini.com) Extn: 226-8806
 - Bangalore: Chandrashekhar Chickmagalur (chandrashekhar.chickmagalur@capgemini.com) Ext: 806 2970
 - Kolkata: Aatrayee Sanyal Ghosh (aatrayee-sanyal.ghosh@capgemini.com) Extn: 3336571
 - Queries of Income Tax and other salary related issues – Excelity Global (info@excelityglobal.com).
 - For all **PC/Network** queries –Respective Admin Assistants
- For all **Recruitment** queries – Visit Recruitment Portal on Talent India intranet
- For all **Visiting cards** queries –Respective Admin Assistants
- For all **Transportation/bus** related queries – Please visit [\datapub\admin\transport](#) OR transportdesk.in@capgemini.com
- To get **Telephone extension** installed at the workstation –Location administration assistant.

Section IX: ETHICS & COMPLIANCE

India Legal Hub: [http://talent.capgemini.com/in/pages/about us/supportfunctions/legal/](http://talent.capgemini.com/in/pages/about_us/supportfunctions/legal/)

Email ID – Legal Team – legalcommunications.in@capgemini.com

Ethics & Compliance - email ID – eccommunications.in@capgemini.com

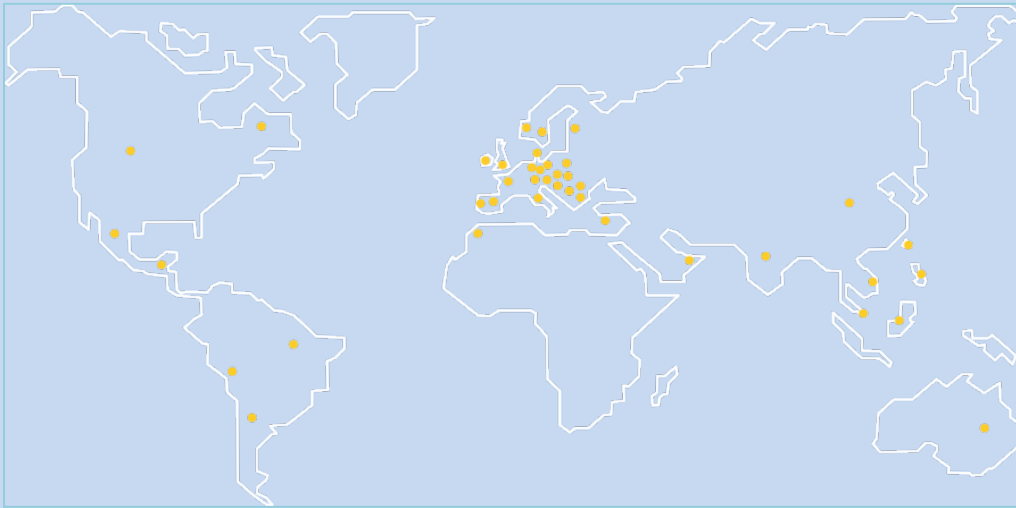


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