

**PHASE- I CHECKLIST FOR EMPLOYEE:**

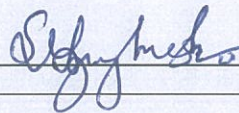




Please tick the below Phase- I checklist and submit this as a part of Phase-I exit pack.

S. No	List of Documents	SPOC Contact Details	Mandate Columns	Document submission status( YES/NO/Not applicable)
1	Resignation letter	-	For all grades	YES
2	Exit clearance form	-	For all grades	YES
3	Line Manager acceptance and inputs checklist	-	For all grades	YES
4	Reimbursement Bills with Voucher	-	For all grades	NA
5	Investment Proofs to be Uploaded in HR Work ways (Provide confirmation as Yes if uploaded)	-	For all grades	NO
6	GFS Travel dues email confirmation hard copy	GBS-INAPU.Ask@sc.com	For all grades	YES
7	Company Leased Car - Mail Copy to be attached	<u>CPIM.Finance@sc.com</u>	Grade G & Above	YES
8	Company Leased accommodation - Mail Copy to be attached	PROPERTY TEAM	Only for employees who have availed CLA	NA



### EXIT CLEARANCE FORM

#### Employee checklist:

Name	S. VIJAY GANGESH																
Bank ID	1222270																
PAN Card number	BJARST110R																
Mobile/Landline Number	99419 19677																
Personal Email ID	SUKUMARAN.Vijayganesha@gmail.com																
Postal Mailing Address (To dispatch the Relieving letter)	NO.1, 4 <sup>TH</sup> STREET TARAKESWARI NAGAR, SEMBAKKAM, CH-73.																
<p>Amount received as Leave Encashment tax exemption during all previous employment till date.</p> <p>(As per IT rules, Leave encashment tax exemption limit is up to 3 Lacs. )</p> <p>If received provide the details in the table, if not received tick the box and sign.</p>	<table border="1"> <thead> <tr> <th>Sr. No</th> <th>Name of the Employer</th> <th>Financial Year</th> <th>Exempt Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><input checked="" type="checkbox"/> Tick here in case not received. * To be filled as appropriate and signed by employee</p> <p>Signature: </p>	Sr. No	Name of the Employer	Financial Year	Exempt Amount												
Sr. No	Name of the Employer	Financial Year	Exempt Amount														
Guidelines for Investment Proof Submission	 Guidelines for Investment Proofs S																
Investment proofs to be uploaded in HR Work ways	 Online IPSF Submission Guidelines																
Reimbursement bills along with the HR Work ways voucher to be attached with the Phase-I	1. NA 2. NA 3. NA																
<p><b>Form 12 BB (FOR INVESTMENT PROOFS SUBMISSION)</b>  <b>Form 60 (Only if EMPLOYEE does not have PAN CARD)</b></p> <p>(This will be applicable only in the case were investment proofs are submitted manually if not uploaded in HR Work ways)</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               Form-60.doc           </div> <div style="text-align: center;">               Form 12BB.doc           </div> </div>																

I hereby confirm the above documents are enclosed as a part of Phase-I exit pack and I understand it is processed based on the authentication of the attached Bills, proofs and as per company policy.

Employee's Signature: 

Employee's Bank ID: 1222270



## Letter of Resignation / Retirement

Resignation Date: 04<sup>TH</sup> APR 2019

From

Name of the Employee: ~~122~~ S. VIJAY GANESH

Bank ID: 1222270

To

Standard Chartered Global Business Services Private Limited,

CHENNAI

Dear Sir/ Madam,

I hereby resign from the services of Standard Chartered Global Business Services Private Limited. I further confirm and agree that my resignation will be effective from the date of acceptance by the Company of my resignation thereof. I understand and agree that I am permitted to leave from the services only after having served the applicable notice period which is deemed to be effective from the date of receipt of this letter of resignation.

I hereby undertake and agree to clear all my dues with the Company before the last working day as may be stipulated by the Company. I further authorize the Company to offset all dues payable by me to the company as per the full and final settlement statement from the final settlement amounts payable to me from Standard Chartered Global Business Services Private Limited. I further authorise the Company to recover any taxes due on account of changes in the regulations which are made effective retrospectively along with my full and final settlement. I also undertake to the company that in event there are dues payable by me to the company which were not reflecting in the F&F due to any reasons, I shall undertake to pay the same to Standard Chartered Global Business Services Private Limited as and when a demand is made to me citing the same with due notice and supporting.

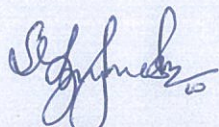
I request you to please advise me the last working day with the Company

**I am aware that my salary for the month in which my last working day falls will be processed along with the Final Settlement dues. I also acknowledge that if my last working day is on or before 15th of the month the salary for the same month and previous month will be processed as part of the Final settlement**

### For example:

- If your last working day is 10<sup>th</sup> June 2016, then your salary for the month of May 16 & June 16 will be processed along with your final settlement.
- If the last working date is 20<sup>th</sup> June 16, then the last payroll will be May 16 payroll. Final settlement will be done for 20 days worked in June.

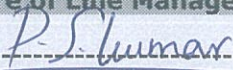
Signature of Employee:



### Line Manager's / Approving Manager Acceptance

I hereby accept the resignation of S. Vijay Ganesh. I hereby confirm that I have actioned the exit on Employee Portal and the last working date of the above mentioned employee is as updated on Employee Portal.

Signature of Line Manager / Approving Manager:



\* In case the Line Manager's acceptance is not obtained in this letter format, hard copy of the e mail Confirmation to be attached along with this page. Approving Manager refers to Line Manager's Line Manager.



This page comes under phase-I and to be attached as a part of Phase- I

### **LINE MANAGER / APPROVING MANAGER ACCEPTANCE AND INPUTS CHECKLIST**

#### **LINE MANAGER / APPROVING MANAGER GUIDELINES:**

- 1) Notice period served by Employees from Grade A to I is **60 calendar days (includes weekend and Public holiday)** Grade J and K would be **90 calendar days (includes weekend and Public holiday)**, this is applicable for employees who joined before 1-February 2017.
- 2) Notice period served by Employees in Grade A to I is **90 calendar days (includes weekend and Public holiday)**, this is applicable for employees who joined on or after 1-February 2017.
- 3) Leave Salary will be prorated and calculated based on data in Employee Portal, ensure all the future dated leaves are Cancelled and approved by the LM once Last working date is updated in the employee portal.
- 4) In case the Line Manager's / Approving Manager's inputs is not obtained in the below format, hard copy of the e-mail

Confirmation which will include all details as set out below needs to be provided.

### **LINE MANAGER / APPROVING MANAGER CHECKLIST**

All the below fields are mandatory, LM have to provide accurate inputs as applicable.

<b>LM Checklist</b>	<b>No's of days /Date</b>	<b>Applicable /Not applicable</b>
Date of resignation of employee	4 - Apr - 2019	
Last Working Date of the employee as per Employee Portal	4 - Jun - 2019	
Joining Date of Employee	13 - Aug - 2014	
Notice period served days by the employee	60	
Notice period shortfall days for the employee	—	
No. of Notice period days to be recovered from the employee	—	
LOP days if any for the empl (excluding employee portal leave)	—	
No. of Notice period waive off days	—	
Leave balance as per Employee Portal	6	
No. of Leaves to be adjusted with Notice Period shortfall	—	
Recovery Inputs any (Ex: Service Agreement/Bond Recovery/Relocation Recovery etc.)	—	
Power of attorney / Delegation of authority	—	

I hereby confirm that all the above furnished details are correct as per my knowledge and the Final settlement shall be processed based on these inputs. I ensure that, there will not be any further changes or revisions in the inputs post submission of this Checklist.

I understand, Respective department EXCO approval and HRBP approval is mandatory for any revision on the above inputs for any so reasons.

**Note: Line managers are supposed to notify AskHR if there are any changes in last working date, if suppose there are any updation/deletion in the leave page of the exiting employee should also be notified.**

**Line Manager or Approving Manager Signature and Bank ID:**

P.S. Kumar (1227448)

**Notice period can be waived off by GBS India EXCO Members/GBS India EXCO delegated approvers/Cost Centre Owners (Notice Period Waiver Approval to be provided by attaching email or getting the signature)**

No. of Notice period waive off days	
Signature of EXCO or CC owner	
Name of EXCO or CC owner	
Bank ID of EXCO or CC owner	



## Chitathoor Ramanathan, Devkiran

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**From:** Gowri, Ramya  
**Sent:** Monday, May 6, 2019 12:46 PM  
**To:** Sukumaran, Vijay Ganesh  
**Cc:** Paulsuyambu, Sivakumar; Finance, CPIM; Ramesh, Lakshmi1  
**Subject:** RE: Exit Formalities Phase 1: No dues on Company Leased Car.

Hi Vijay Ganesh,

We hereby confirm that you are not part of GBS car lease and this is for your records.

Thanks & Regards  
Ramya G

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Ramya Gowri  
Benefits Ops Specialist - Global  
Benefits Operations - Global People Services  
Standard Chartered Global Business Services Private Limited  
(formerly known as Scope International Private Limited)  
Fonenet: X-3901-5268  
Phone: +91-44-666 15268  
Email: [Ramya.Gowri@sc.com](mailto:Ramya.Gowri@sc.com)  
Address: IV Floor, Asia Building, 1, Haddows Road, Chennai, India, 600006

**From:** Finance, CPIM  
**Sent:** Monday, May 6, 2019 11:47 AM  
**To:** Gowri, Ramya <[Ramya.Gowri@sc.com](mailto:Ramya.Gowri@sc.com)>; Ramesh, Lakshmi1 <[Lakshmi1.Ramesh@sc.com](mailto:Lakshmi1.Ramesh@sc.com)>  
**Cc:** Sukumaran, Vijay Ganesh <[VijayGanesh.Sukumaran@sc.com](mailto:VijayGanesh.Sukumaran@sc.com)>; Paulsuyambu, Sivakumar <[Sivakumar.Paulsuyambu@sc.com](mailto:Sivakumar.Paulsuyambu@sc.com)>  
**Subject:** FW: Exit Formalities Phase 1: No dues on Company Leased Car.

Dear Team,

Please check and confirm.

Thanks,  
Purushoth. R

**From:** Sukumaran, Vijay Ganesh  
**Sent:** Monday, May 6, 2019 11:32 AM  
**To:** Finance, CPIM <[CPIM.Finance@sc.com](mailto:CPIM.Finance@sc.com)>  
**Cc:** Paulsuyambu, Sivakumar <[Sivakumar.Paulsuyambu@sc.com](mailto:Sivakumar.Paulsuyambu@sc.com)>  
**Subject:** Exit Formalities Phase 1: No dues on Company Leased Car.

Dear Team,

Good Day.

I am Sukumaran, Vijay Ganesh (Bank ID : 1222270) from GPBS team and my last working day(LWD) is 4<sup>th</sup> June 2019.

Here with I am confirming you that I not availed Company Leased Car benefit.  
But I need to get the confirmation and approval mail from finance team and the mail hard copy need to be submitted before 1 month of my LWD along with PHASE- I CHECKLIST.  
Hence I am requesting to your confirmation on the same.

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Thanks and Regards,

**S.Vijay Ganesh**

Development Manager > Banking Products > Cash (Bank ID: 1222270)

Scope International Pvt. Ltd.

(A wholly owned subsidiary of Standard Chartered Bank, UK)

) : +91 9941919677

☎ : # +91 44 66201300 Ext : 4412736

✉ : [VijayGanesh.Sukumaran@sc.com](mailto:VijayGanesh.Sukumaran@sc.com)

Address : 5th Floor, Prestige Cyber Tek, Rajiv Gandhi Salai, Karapakkam, Chennai

Website: <http://www.scopeinternational.com>

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*Please consider the environment before printing this email.*

Kindly Log a JIRA for any queries to Design Team under the Project : GPBS Design (GPBSDESING).

## Chitathoor Ramanathan, Devkiran

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**From:** ASK, R2P  
**Sent:** Monday, May 6, 2019 4:14 PM  
**To:** Sukumaran, Vijay Ganesh  
**Cc:** Paulsuyambu, Sivakumar  
**Subject:** RE : SR-R2P-20190506-00142 GBS IND BU-339 Exit-"Request for GFS – No dues on travel set

Hi Sukumaran, Vijay Ganesh (1222270)

We hereby confirm that there is No Outstanding of Travel Advance /Settlement as on 6th May 2019.

**Nivetha M**  
Senior Financial Analyst,  
GFS-Requisition to Pay

Standard Chartered GBS Pvt Ltd  
E-mail: [Nivetha.M@sc.com](mailto:Nivetha.M@sc.com)  
Fonenet: + 390 63184  
Address: Africa, 2nd Floor,  
No.1, Haddows Road, Chennai - 600 006  
Website: [www.sc.com/gbs/in](http://www.sc.com/gbs/in)

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From: VijayGanesh.Sukumaran@sc.com  
Sent: May 06, 2019 11:37:04 AM  
To: R2P.ASK@sc.com;GBS-INAPU.Ask@sc.com  
CC: Sivakumar.Paulsuyambu@sc.com  
Subject: GBS IND BU-339 Exit-"Request for GFS – No dues on travel set

Dear Team,

Good Day.

I am Sukumaran, Vijay Ganesh (Bank ID : 1222270) from GPBS team and my last working day(LWD) is 4<sup>th</sup> June 2019.

Here with I am confirming you that I don't have any dues on travel settlement.  
But I need to get the confirmation and approval mail from [R2P.ASK@sc.com](mailto:R2P.ASK@sc.com) and the mail hard copy need to be submitted before 1 month of my LWD along with PHASE- I CHECKLIST.  
Hence I am requesting to your confirmation on the same.

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Thanks and Regards,  
**S.Vijay Ganesh**  
Development Manager > Banking Products > Cash (Bank ID: 1222270)  
Scope International Pvt. Ltd.  
(A wholly owned subsidiary of Standard Chartered Bank, UK)  
M: +91 9941919677  
F: # +91 44 66201300 Ext: 4412736  
E: [VijayGanesh.Sukumaran@sc.com](mailto:VijayGanesh.Sukumaran@sc.com)

Address : 5th Floor, Prestige Cyber Tek, Rajiv Gandhi Salai, Karapakkam, Chennai  
Website: <http://www.scopeinternational.com>

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