

Pandian, Vijay Anand (Cognizant)

From: RTO Screening (Cognizant)
Sent: 24 February 2021 13:47
To: Pandian, Vijay Anand (Cognizant)
Subject: RE: Asset validation for bring it inside SRZ facility

Vijay,

You can carry but do not connect to LAN

Kind regards,.

RTO Screening Team

Cognizant

From: Pandian, Vijay Anand (Cognizant) <VijayAnand.Pandian@cognizant.com>
Sent: Wednesday, February 24, 2021 12:39 PM
To: RTO Screening (Cognizant) <RTOScreening@cognizant.com>
Subject: RE: Asset validation for bring it inside SRZ facility

RTO Team,

Thanks for approving my office visit on 25/02/21. But still not confirmed with whether I can carry my old cognizant laptop inside the facility. Can you please kindly send me procedure for raising request to carry my old cognizant asset.

Thanks and Regards,
Vijay
Mob: 9976030242

From: RTO Screening (Cognizant) <RTOScreening@cognizant.com>
Sent: 23 February 2021 10:55
To: Pandian, Vijay Anand (Cognizant) <VijayAnand.Pandian@cognizant.com>
Cc: RTO Screening (Cognizant) <RTOScreening@cognizant.com>
Subject: RE: Asset validation for bring it inside SRZ facility

Dear Vijay Anand,

Greetings!

Thank you for sharing the details. Your approved date of office visit is **25/02/21**, if this date is acceptable kindly confirm the same to RTOScreening@cognizant.com.

Please take note of below requirements and adhere accordingly

- Aarogya Setu App to be downloaded and status should be **You are Safe**, physical security team would check the same at facility entrance and associates with any status other than the above will not be allowed into the campus
- Physical security team will escort the associate and provide assistance with required access to the approved area only
- **Please do not carry any IT asset for resuming work / network connectivity.** In case, you need to carry one, the asset needs to be validated and certified by the IT / ISA teams. Please share this information with RTOScreening@cognizant.com so that they can advise you on the next steps for validation.
- Any last minute change in request date will require additional Business timelines

Kind regards,.

RTO Screening Team



From: Pandian, Vijay Anand (Cognizant) <VijayAnand.Pandian@cognizant.com>

Sent: Monday, February 22, 2021 7:12 PM

To: RTO Screening (Cognizant) <RTOScreening@cognizant.com>

Subject: RE: Asset validation for bring it inside SRZ facility

RTO Team,

Please find the below details.

| Request to visit date | Associate ID | Associate Name | Purpose of visit | Location / Facility | Project Name | Floor to access | Remarks |
|-----------------------|--------------|----------------------|---|---------------------|--------------|--|---------|
| 25.02.2021 | 765707 | Vijay Anand, Pandian | For exchanging my current cognizant laptop with macmini | Siruseri | Centrica | SDB3- 1 st floor (not sure) | |

From: RTO Screening (Cognizant) <RTOScreening@cognizant.com>

Sent: 22 February 2021 18:47

To: Pandian, Vijay Anand (Cognizant) <VijayAnand.Pandian@cognizant.com>

Cc: RTO Screening (Cognizant) <RTOScreening@cognizant.com>

Subject: RE: Asset validation for bring it inside SRZ facility

Dear Vijay,

Greetings!

We are in receipt of your office visit request and will be processed as per new RTO guidelines.

Kindly fill in the below table and share us the request. Thanks

| Request to visit date | Associate ID | Associate Name | Purpose of visit | Location / Facility | Project Name | Floor to access | Remarks |
|-----------------------|--------------|----------------|------------------|---------------------|--------------|-----------------|---------|
|-----------------------|--------------|----------------|------------------|---------------------|--------------|-----------------|---------|

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Kind regards,.

RTO Screening Team


From: Pandian, Vijay Anand (Cognizant) <VijayAnand.Pandian@cognizant.com>

Sent: Monday, February 22, 2021 6:20 PM

To: RTO Screening (Cognizant) <RTOScreening@cognizant.com>

Subject: Asset validation for bring it inside SRZ facility

Hi Team,

I will be visiting siruseri office on 25/01/2021 for getting macmini PC(AMMIN00818) for work from home. So I wanted to surrender my cognizant laptop which I using now. Kindly validate and approve for bringing the cognizant device inside office premises. Please find the below details.

| ID | Employee | Name | Asset ID | Serial Number | ODC Number |
|--------|----------|----------------------|------------|---------------|-------------|
| 765707 | | Vijay Anand, Pandian | LTIN173651 | PF1B4N29 | SRZ02B03B07 |

Thanks and Regards,
Vijay
Mob:9976030242