Dept: HRS-IN

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| Topic: | **Relieving Process** |
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1. The associate has to access his / her clearance status in the **Employee Services –> Exit Clearance**, module on intranet and follow up with departments for clearance (all the assets and dues has to be settled with the concerned departments - By the associate).
2. To view the clearance certificate, associate has to log on to: **Intranet > Employee Services > Exit Clearance > Contact Details** fill only **PERMANENT CONTACT DETAILS** and click on submit to view the Clearance certificate.
3. Please find the attached **CONTACT DETAILS** of the departments to be cleared on intranet to get the Relieving Documents. Please contact all the concerned via Email / call and obtain the Clearance online.

<http://sgpvm070:8080/pkit/process/resource/download.do;jsessionid=7C13C947ADB8C51F83599E37AEFC6C7A?id=620796&type=Resource>

1. **EXIT INTERVIEW** will be taken by Externals named ACENGAGE  (Exit interview is NOT applicable to **External / Fixed-Term / Direct Bosch Contract**), **SL1 and above contact relevant HR-BP’s of RBEI.**
2. Please get **DEPARTMENT CLEARANCE** from your department secretaries before coming to collect your relieving letters.
3. In case of any dues to be settled, please CHECK AND CONFIRM the due amount 2 days before **EXIT** and favouring name with [fixed-term.Prasad.SriharshaKrishna@in.bosch.com](mailto:fixed-term.Prasad.SriharshaKrishna@in.bosch.com)

**Mandatory documents to be submitted on your last working day without which exit documents will NOT be released**

* **ID Badge**
* **Associate Exit Checklist** (kindly fill the attached Associate exit/transfer checklist and get it signed from GrM, DSP and FCM Security Officers)

<http://sgpvm070:8080/pkit/process/resource/download.do;jsessionid=7C13C947ADB8C51F83599E37AEFC6C7A?id=620799&type=Resource>

* **Yellow Book** (In case you do not have, kindly declare on the attached form and submit the hard copy of the same while collecting the Relieving letters on the day of exit)



**Please Contact the below mentioned after obtaining Clearance from all departments for collecting your Relieving letters:**

**BAN**: [fixed-term.Manoj.MalaSheenappa@in.bosch.com](mailto:fixed-term.Manoj.MalaSheenappa@in.bosch.com) – 91(80)6657-1835

**COB**: [fixed-term.SanthanaKrishnan.Kumar@in.bosch.com](mailto:fixed-term.SanthanaKrishnan.Kumar@in.bosch.com) – +91(422)667-2231

Timing between **03.00 PM to 05.00 PM** to submit and collect the documents.

**NOTE**

* Please ensure your leaves are approved before 3 working days of your exit
* **CFA** and **SAP IdM** will be cleared **ONLY** on the last working day after **02.00 PM**
* In case of issues in Clearance status module please contact **RBEI-IT-Application-Support (RBEI/ICO).**
* We also recommend you to take print outs of **Pay Slip** and **Form 16** for the relevant period before your last working day **before SAP IDM clearance** as you will not have access to view after SAP IDM clearance
* In case of any attendance correction kindly reach out to  [**Rahul BA (HRS1-IN)**](mailto:%20%20fixed-term.Rahul.BA@in.bosch.com) before 3 working days from Exit (this doesn’t not include updating directly clock in clock out entries and it should be strictly with Manager Approval).
* Please contact [**RBEICFA.RetiralBenefits@in.bosch.com**](mailto:RBEICFA.RetiralBenefits@in.bosch.com)on PF Settlement Related Queries in future.
* Leave balance obtained from LTM team (through **My HR** tickets) alone should be considered for Department clearance.
* If there are any deficit hours it would impact to your Exit process and leads Associate to pay for deficit hours before Exit clearance.

*For any further clarifications, please contact*

**BAN**: [fixed-term.Manoj.MalaSheenappa@in.bosch.com](mailto:fixed-term.Manoj.MalaSheenappa@in.bosch.com) – 91(80)6657-1835

**COB**: [fixed-term.SanthanaKrishnan.Kumar@in.bosch.com](mailto:fixed-term.SanthanaKrishnan.Kumar@in.bosch.com) – +91(422)667-2231

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