



## Request for Investment Proof Declaration for 703378286

1 message

**OracleAppsHR Notification** <wfgnpcebspr1@bom.opc.oracleoutsourcing.com>

Fri, 25 Apr, 2025 at 23:51

Reply to: wfgnpcebspr1@bom.opc.oracleoutsourcing.com

To: Sumit.Sumit1@genpact.com, sumitsehrawat0212@gmail.com

Cc: shivani.srivastava@genpact.com, pritpal.singh@genpact.com

Dear Sumit, Sumit,

We are pleased to inform you that your exit has been successfully logged in our system. We request you to upload the bills and other clearances for your smooth off boarding experience within 2 days from the date of exit login for band 5 and for band 4 and above, 35 days before the relieving date.

1.Upload scanned copies of investment proofs, before the submission cut off date for the financial year at Employee self service link .

Path for Reference: G Social Tools>Employee Self Service>Genpact India Employee Self Service>Genpact India Exit>Investment Proofs).Note: Any claim uploaded post cut off will not be considered in Full and Final settlement calculations.

2. Please submit your unclaimed CTC reimbursements and other reimbursements like Cell phone, Broadband reimbursement claims on Employee Reimbursement tool .

Approved reimbursement claim amounts (as per policy) will be computed along with your F&F settlement.

a. Path to the Employee Reimbursement Tool: G Social>Tools>Employee Reimbursement>Claim Submission.

b. In case of any query on reimbursement claim submissions, you may write to: [employeeeloans.helpdesk@genpact.com](mailto:employeeeloans.helpdesk@genpact.com)

3.Submit all pending T&L bills & update/submit details on Concur within 24 hours for band 5 and band 4 and above at least 35 days before relieving date.

4.Settle your CAR/House lease (If any) at least 35 days before Relieving date.

5.Genpact Assets like Laptop must be returned to the any Genpact IT store 1 day prior to your Relieving Date, failing which your F&F and relieving letter will be put on hold.

Please note – Any due salary amount for the period until your relieving date which is/will not be paid before your relieving, will be paid along with your F&F settlement.

For any queries, please contact [HRSS.Exit1@genpact.com](mailto:HRSS.Exit1@genpact.com)