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- . Staff Loans & Home Loans.
- . Credit Card.
- . Company Lease Accommodation / Dues to the Landlord / Recovery of Advance Lease Rent Deposit.
- . Car Lease (Only VP & Above)
- . HR Partner : Assigned HR Partner for your respective zone/department will give final confirmation basis the notice period served on duration, whether all formalities were completed diligently as per guidelines.

B) Leave : All leave requests to be applied and approved before the last working date. The employees on notice may use CL/SL for one or two days at a time, depending upon the availability/eligibility of CL/SL leave balance in the leave bucket.

6 days of CL/SL will be allowed during the notice period of confirmed employees serving 90 days' notice period and 2 days CL/SL will be allowed during the notice period for confirmed employees serving 30 days' notice period, subject to availability of such leave to their credit at the appropriate time. No other leave will be allowed during the notice period.

The employee under probation are not entitled to any leave during Notice Period.

C) Handing over of duties : Ensure that you do a proper handover to your reporting authority on or before your last working day. Employee leaving / not reporting without proper handover & approval will be deemed to have abandoned their duties and dues will not be settled.

D) Salary Dues : Salary for the last month will be paid along with full and final settlement.

E) Submission of Investment Proof : Employees need to access the URL <https://ess.hgsbs.com/login?company=indusind> through the internet browser of laptop or desktop and update the 'Investment Details' by using the following Path -- Investment Proofs. The 1st time Login id and Password will be your Employee Code(in Numeric, for eg. 1234) and PAN in capital letters respectively.

F) Staff Savings Bank Account: Post the last working day, your staff savings bank account will be converted to a normal savings bank account, where in you need to maintain the minimum balance as required. Any queries pertaining to the same can be addressed by the concerned branch. The following documents/forms are available on the Intranet / PULSE.

- . Pay slips.
- . Previous year Form 16 / Tax Projections.

You may contact your Local HR for further clarifications or send an email to the [settlementdesk@indusind.com]settlementdesk@indusind.com

For PF related queries you may write an email to [padmin@indusind.com]padmin@indusind.com

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Regards,
Team - Human Resources

This is a system generated email. Please do not reply on this email. For any queries, you may raise your query on "Indy" on Indus1 Mobile App.

 Outlook

Re: Separation request of Shubhangi Karolia has been approved by the HR on PULSE

From Sanya Batra <sanya.batra@indusind.com>

Date Fri 6/6/2025 5:57 PM

To Shubhangi Karolia <shubhangi.karolia@indusind.com>; Anant Jain <anant.jain@indusind.com>; Akhil Pahwa <Akhil.Pahwa@indusind.com>

Cc Nikieta Ssharma <nikieta.ssharma@indusind.com>

Dear Anant,

As discussed,

SDM Shubhangi last working day is considered today.

Since her id card was lost. I haven't considered the same .

Kindly proceed with her FNF.

Regards

Sanya Batra

DBM- Moti Nagar Branch

From: Shubhangi Karolia <shubhangi.karolia@indusind.com>

Sent: Friday, June 6, 2025 4:00 PM

To: Anant Jain <anant.jain@indusind.com>; Akhil Pahwa <Akhil.Pahwa@indusind.com>

Cc: Sanya Batra <sanya.batra@indusind.com>; Nikieta Ssharma <nikieta.ssharma@indusind.com>

Subject: Re: Separation request of Shubhangi Karolia has been approved by the HR on PULSE

Dear Sir,

I have handed over my Desktop, files and ECN stamps to My reporting manager. My id card was lost, so I filed FIR for it, having reference number-2896498/2025, please compensate the penalty in FNF. As per system my last working day is 8th june. As per calender 7th and 8th june is holiday, hence today is my last working day. Kindly confirm.

Thanks and Regards!!!

Shubhangi Karolia

Service Delievery Manager

General Banking Operations

IndusInd Bank, Ground floor,DLF , Moti Nagar,Delhi- 110015

☎ +919336414270 ✉ shubhangi.karolia@indusind.com