



sugandha kapoor <ritu.cool25@gmail.com>

FW: Separation & Exit Interview form of Sugandha Kapoor is approved by Mansi Gupta

1 message

Ravneet Kaur <kaur.ravneet@indusind.com>
To: ritu.cool25@gmail.com

Tue, Mar 30, 2021 at 2:52 PM

From: sugandha.kapoor <sugandha.kapoor@indusind.com>
Sent: 30 March 2021 14:46
To: 'Ravneet Kaur' <kaur.ravneet@indusind.com>
Subject: FW: Separation & Exit Interview form of Sugandha Kapoor is approved by Mansi Gupta
Importance: High

Please forward it on my personal mail id- ritu.cool25@gmail.com

Regards,

Sugandha Kapoor

From: pulse@indusind.com <pulse@indusind.com>
Sent: 30 March 2021 11:18
To: sugandha.kapoor@indusind.com
Cc: malvika.sethi@indusind.com; Gupta.Mansi@indusind.com; rohan.bawa@indusind.com
Subject: Separation & Exit Interview form of Sugandha Kapoor is approved by Mansi Gupta
Importance: High

Dear Sugandha Kapoor (ECN : 50641),

We have received your resignation letter dated 30-Dec-2020 expressing your intention to resign from the services of the Bank and would like to inform you that the same has been approved.
Your approved last working date is 30-Mar-2021

A) Relieving formalities: As a part of the relieving process, the departmental clearances will be sent to various stakeholders as listed below. Department clearance is important for your full & final settlement. This process is automated and gets triggered through PULSE to below departments.

You may also check the status through the following link : Employee Lifecycle >> HR Clearance Activity Status.

Stakeholders responsible for departmental clearances :

1. Reporting Manager: On the last working date confirming completion of handover formalities
Path PULSE > Self Task > Workflow Forms > Forms pending for your approval
2. Staff Loans & Home Loans
3. Laptop
4. ID card
5. Data Card
6. Company Lease Accommodation/ Dues to landlord/ Recovery of advance lease rent deposit
7. Car Lease (only VP and above)

8. HR Partner : Assigned HR Partner for your respective zone/department will give final confirmation basis the notice period served & 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.

3 days CL/SL will be allowed during the notice period for employees serving 30 days' notice period and 7 days CL/SL will be allowed during the notice period for employees serving 90 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.

C) Handing over of duties: Ensure that you do a proper handover to your reporting authority on or before your last working day. Employees 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 final settlement.

E) Submission of Investments Proofs* and Medical Bills: The Income Tax rebate will be granted based on actual investment proofs submitted by the employee on/ before the Last working Day. The proofs should be received by the payroll section on / before the last working date of the employee. The proofs should be sent at the following address:

To: Payroll Section- Indusind Bank Ltd, 411/412 Solitaire Corporate Park, [167 Guru Hargovindji Marg, Andheri\(E\)](#), Mumbai – 400093.

F) Staff Savings Bank Account: Post the last working day, your staff savings bank account will be converted to normal savings bank account, wherein 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:

1. PF withdrawal forms (only in case of 2 months non employment declaration)
2. Payslips
3. Previous year Form 16/Tax Projections

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

Regards,
Team - Human Resources

This is a system generated email. Please do not reply on this email. For any queries , kindly write to hrhelpdesk@indusind.com

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