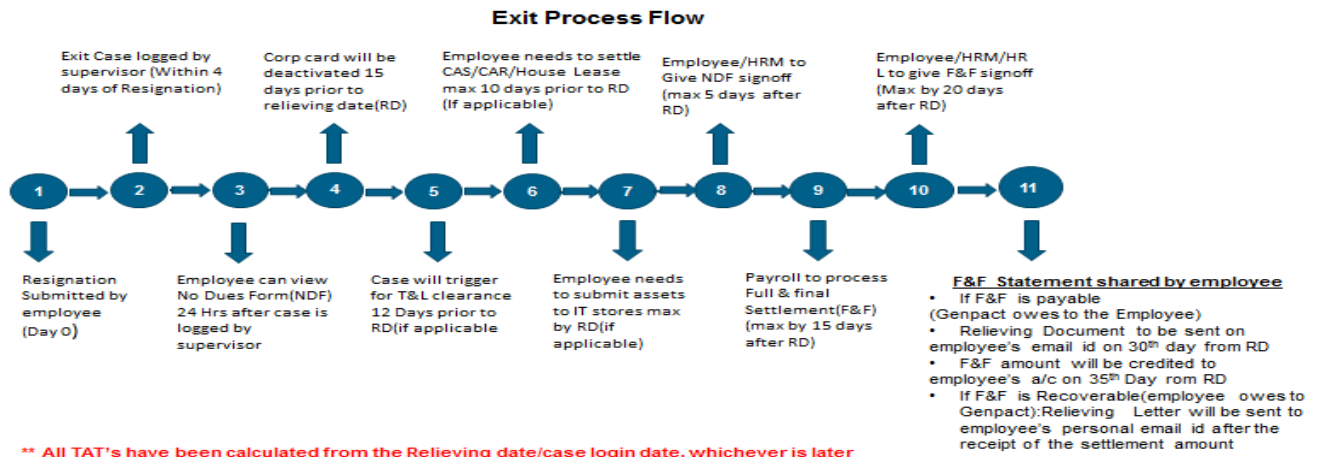


Date: 03-NOV-2025

Hi Mrs. Bhumika Sharma

As an employer of choice we always value employees & we respect their decision to move on in their career. Please go through below document to ensure a hassle free Full and Final (F&F) process. If you have any disconnects with any of the information stated below then please get it resolved with your Supervisor or HR Manager prior to relieving date. Assets like Laptop, Blackberry, Hard Token and Data Card must be returned to the nearest IT store on or before your Relieving Date(RD), failing which, your F&F & dispatch of relieving letter will be put on hold.

Please note this is not a substitute for your relieving letter.



Employee Name	:	Mrs. Bhumika Sharma
Designation	:	Process Associate
Band	:	5.5A
ECode	:	751954
OHR ID	:	703431844
Personal Email ID	:	bs0502bs@gmail.com
CoE	:	9567 - BCM - Analytics
First Joining Date	:	21-May-25
Date Joining Business	:	21-May-25
Type of Hiring	:	
Acquired Entity Name	:	
M and A Date	:	
Resignation Date	:	31-OCT-25
Relieving Date	:	30-Nov-25
Last Working Date	:	30-Nov-25
Notice Period Applicable	:	30 Days
Notice Period Served	:	31 Days
Notice Period to Be Recovered	:	0 Days
Exit Case Type	:	END OF CONTRACT
Reason	:	END OF CONTRACT
Supervisor Name	:	Divya Gupta
Line HR Name	:	Bharti Pathania
Correspondence address	:	JAYPEE KCLASSIC WISHTOWN,TOWER B3 FLAT NO 801,SECTOR 134,,,201304
Phone No	:	
Mobile No	:	9667119421
Current CTC	:	280000

Date: 03-NOV-2025

Encashable Leave Balance : 8

Item	Description	Total Amount/Value
Genpact VIC Amount to be Paid	SEP'25 -2100 OCT'25 -2100	2100.00
Reimbursement Details	For Reimbursement Report, Check using below link:  <a href="http://paygnpc.intranet.genpact.com">http://paygnpc.intranet.genpact.com</a> (Not Applicable for CM Entity Employees)	
Company Assets	Assets like Laptop, Blackberry, Hard Token and Data Card must be returned to the same IT store from where the Asset was issued on or before your Relieving Date (RD), failing which your F&F and relieving letter will be put on hold.	Not Returned

S.No.	SERIAL_NUMBER	ITEM_IDENTIFIER	DESCRIPTION
1	5CD513GN83	Laptop	laptop - HP Eb640 G10

\*VIC - Employee will not be paid any VIC in the month in which his/her relieving date falls. In the month prior to the relieving month, he/she will be paid VIC which was already paid to him/her one month before (before the last month).

**Illustration** - If employee's relieving date is 20th Aug, then he/she would not get any VIC for the month of Aug. His/Her VIC for July will be equal to VIC he/she got in June.

**Note:** Not Applicable for Headstrong/CMITS Employees.

**You are requested to follow the below checklist (as applicable) for a seamless exit and to avoid delays in your F&F closure.**

- In case of any disconnect for VIC arrears and Awards, changes will only be accepted through helpmate ticket (refer path below) along with required approvals. Kindly note required actions should be taken within two (2) working days from date of receipt of NDF Via Supervisor or HR.
  - Navigation path: G Social – tools – Helpmate- People Function - Compensation Related (Fusion).
- Submit all pending T&L bills and update concur within two (2) working days after exit login date in case of a Band 5 Employees and 17 days prior to Relieving date in case of Band 4 and above employees.
- You are required to Settle your Car/House Lease, thirty-five (35) days prior to your relieving date.
- Genpact assets like Laptop, Laptop charger, Mobile/Cell Phone, Hard Token and Data Card must be returned to the IT store from where the Asset was issued or at any nearest Genpact location one (1) day prior to your Relieving Date, failing which your F&F and relieving letter will be put on hold.

For Genpact asset return, please raise a Helpmate ticket by following the path or using the provided link and return the asset to the IT store at the nearest Genpact location. Path - Home > Service Catalog > Request

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Something > Hardware Request > Asset Return/Lost > Return IT Assets/IT Accessories Link - Return IT Assets/IT Accessories – (Link) Return IT Assets/ IT Accessories [Helpmate \(service-now.com\)](https://helpmate.genpact.com/service-now)

-HRM/Supervisor can also raise a ticket on behalf of the employee using the same path. However, please indicate "No" in the "Asset present in the above list" column and provide the employee's details in the Description section.

Note - On weekends (Saturday and Sunday), assets can only be returned at Genpact locations between 11 am and 12 pm. Additionally, please note that the ticket will be valid for 3 days only.

5. Upload scanned copies of investment proofs, before investment proofs submission cut-off date for the current financial year at Employee Self Service link:

Below is the path for reference G Social>Tools>Employee Self Service>Genpact India Employee Self Service>Genpact Exit>Investment Proofs).

Note:- Any claim uploaded post cut off will not be considered in F&F settlement calculations.

6. Please ensure that you submit any unclaimed Cell phone, Data card, Broadband reimbursement claims on the Employee Reimbursement tool twenty (20) days before your relieving date. Approved claim amounts as per policy will be computed along with your F&F Settlement:
  - For your reference, below is the Navigation to the Employee Reimbursement tool and in case of any query on claim submissions, you may write to [employeeeeloans.helpdesk@genpact.com](mailto:employeeeeloans.helpdesk@genpact.com)
  - Employee Reimbursement path: G Social >Tools>Employee Reimbursement >Claim Submission
7. As we are in the process of completing your off-boarding formalities from the Company, we request you, to either keep the salary bank account recorded in the Company's database active or update the exit team, as and when you create another bank account along with your personal email id. This is required, for the Company, to disburse any payments (if applicable) which are mandated by any regulatory authority.
8. Please return all your non -financial process related assets back to your supervisor like - ID card, SOP's Training Manuals, Headsets, Client assets, Locker key, Key fob, etc. – prior to your relieving date.
9. Please ensure you redeem all your cheers points prior to the relieving date, these would not be reimbursed in the F&F.
10. In our constant endeavour to become employer of choice, we also request you to take out 2 minutes and provide your valuable feedback through an 'Exit Interview questionnaire' that captures key facts of your experience with the organization during your stint.

Exit Interview Navigation path - GSocial → Tools → ESS → Genpact India Employee self service → Genpact Exit → Initiate Exit Interview

Exit Interview Navigation Link -

[https://hrfingnpc.intranet.genpact.com/OA\\_HTML/RF.jsp?function\\_id=28081&resp\\_id=50419&resp\\_appl\\_id=800&security\\_group\\_id=0&lang\\_code=US1ms=Mfg7Sx.wF97oL1xuifbG2V1XutEPnYQRH-ipSV.BOsU&oas=x8vh4vloC3aoJsunQoPQ9Q](https://hrfingnpc.intranet.genpact.com/OA_HTML/RF.jsp?function_id=28081&resp_id=50419&resp_appl_id=800&security_group_id=0&lang_code=US1ms=Mfg7Sx.wF97oL1xuifbG2V1XutEPnYQRH-ipSV.BOsU&oas=x8vh4vloC3aoJsunQoPQ9Q).

**Please note below mentioned points, for Provident Fund Withdrawal/Transfer and Gratuity related queries:**

- A. Genpact will update your 'Date of Exit' on the EPFO Portal by the end of the month following the month of your relieving from the company. You are advised not to update your Exit date on the EPFO portal yourself. Post 60 days of your leaving, in case your exit date is not reflecting or an incorrect exit date is reflecting on the EPFO portal, please write an e-mail to [genpactexitretirals@sgcservices.com](mailto:genpactexitretirals@sgcservices.com) to get your exit date updated.
- B. Please follow the attached SOP for any PF withdrawal request.

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Please Note: (In case your Provident Fund account(s) was with any of the Genpact Trusts, please note, Genpact has transferred the entire trust corpus to the EPFO and Genpact has been depositing your PF contributions to your PF account now maintained with the EPFO for employees of Genpact Mobility Services India Pvt. Ltd w.e.f. April 1, 2023 and for employees of Genpact India Private Limited w.e.f. May 1, 2023)

- C. If you are joining a new organization and extending the benefit of provident fund, please initiate the ONLINE process to transfer your Provident Fund balance maintained in your Genpact PF Account to your new PF Account opened with your new organization with the RPFC. You can use the following link to log in at UAN Portal to create a request for ONLINE transfer <https://www.unifiedportal-mem.epfindia.gov.in/memberinterface/>. After submission of form on the portal, please download and take a print-out of online PF Transfer form, put your ink signatures on the form at the required places and then share the scanned copy of the same with us at [genpactexitretirals@sgcservices.com](mailto:genpactexitretirals@sgcservices.com) . (UAN number will be available on your payslip)
- D. In case you will not be joining any organization after leaving Genpact, then after sixty (60) days from your date of exit you will be eligible for PF withdrawal. In case you wish to withdraw your PF balance at any time, please follow the attached SOP named as "PF ONLINE WITHDRAWAL PROCESS-(FORM 19-10C) to withdraw your funds.
- E. **Gratuity Claim (If Applicable)** – Employees who have completed a minimum of 4 years and 190 days of continuous service period in Genpact Group of Companies are eligible for Gratuity payout. If you are eligible for gratuity as per Genpact's Gratuity Policy, please note Gratuity will be paid to your Salary account within 30 days from your Date of Exit. Attached are the Gratuity claim forms. You are required to share scanned copy of Gratuity form at [genpactexitretirals@sgcservices.com](mailto:genpactexitretirals@sgcservices.com) and also send the hard copies of the forms to the below mentioned address:

**Genpact Retirals Helpdesk at SGC**

SGC Services Pvt. Ltd.

Address: - 3rd Floor, VJ Business, Tower, A- 6 Sector 125, Noida, Uttar Pradesh 201303

**(Note: This is not a Genpact address and hence do not send any other document or Genpact asset to this address. Genpact will not be responsible for loss of any asset sent to this address)**

Note: For any query before your relieving date, please raise a helpmate ticket using the below path:  
Helpmate>Request Now >Provident Fund