

Request for Investment Proofs  
Declaration for 703624011

OracleAppsHR... 28 Aug

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to Ankit.Mishra2, me, Abhishek.Ya... ^

From OracleAppsHR Notification  
wfgnpcebspr1@bom.opc.oracleoutsourcing.com

Reply to wfgnpcebspr1@bom.opc.oracleoutsourcing.com

To Ankit.Mishra2@genpact.com  
ankitmishra671999@gmail.com

cc Abhishek.Yadav6@genpact.com  
bharti.pathania@genpact.com

Date 28 Aug 2025 at  
11:49 PM

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Dear Mishra, Ankit,

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.

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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:  
[employeeloans.helpdesk@genpact.com](mailto:employeeloans.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.

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