



Abhishek <abhi.k10333@gmail.com>

NDF SignOff Confirmation - 703388677 - Abhishek Abhishek

Exit.India@genpact.com <Exit.India@genpact.com>

Mon, 2 Feb at 12:32 AM

To: <abhi.k10333@gmail.com>

Cc: <bharti.pathania@genpact.com>, <Sumit.Passi@genpact.com>, <HRSS.Exit1@genpact.com>, <POOJA.LAHARPURE@genpact.com>

Dear Abhishek

In our endeavour to provide you with smooth off-boarding experience, please find attached your Exit No Dues Form (NDF). You are requested to check all the fields.

If you are okay to sign off the NDF, click the 'Accept' button. Please note that once you click the 'Accept' button, no changes will be accepted later. In case of any disconnect/concerns please click on 'Decline' button and specify the reason for declining.

(Mention the reason for declining the NDF in the 'Comments' field which will reflect after you click on the 'Decline' Button)

[Accept Decline](#)

Note - Genpact Exit Team will wait for three (3) working days for you to review and give your sign-off. In case there is no response within three (3) working days, the NDF will be deemed auto - approved and no changes will be accepted later.

After your NDF is signed off, your Full & Final calculation sheet (F&F) will be shared with you on your personal email ID updated in company records. Your review and signoff are expected within two (2) working days. In case of no response within these two (2) working days, F&F will be deemed approved and no changes will be accepted later. We request you to keep your current salary bank account active and in case you create another bank account, please send an email from your personal email ID to exit helpdesk team with your updated bank account details.

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

1. 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).
2. 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.
3. You are required to Settle your Car/House Lease, thirty-five (35) days prior to your relieving date.
4. 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.
5. Upload scanned copies of investment proofs, before investment proofs submission cut-off date for the current financial year using the following steps: -

1. **G Social** - Tools> All Tools> I> Investment Proof -India

2. **Internet** - <https://ertool.genpact.com>

3. **Intranet**- <https://genpactonline.sharepoint.com/sites/InvestmentProof/SitePages/home.aspx>

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 employee loans.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=US¶ms=Mfg7Sx.wF97oL1xuifbG2V1XutEPnYQRH-ipSV.BOsU&oas=x8vh4vloC3ao.JsunQoPQ9Q.

For Any queries, please reach out to your aligned helpdesk agent (POOJA.LAHARPURE@genpact.com) and in case of any delay in response, please follow the below mentioned escalation matrix.

Support Level	Support Personnel Name	Support Personnel's Email ID	Turn Around Time to approach the designated support level
L1	Tripti Dhir	tripti.dhir@genpact.com	Please write to L1 support if you do not get a response from the helpdesk agent within 2 working days from the last email sent to him/her
L2	Ritisha Malhotra	Ritisha.malhotra@genpact.com	Please write to L2 support if you do not get a response from L1 support within 2 working days from the last email sent to him/her
L3	Rahul Bhatia	rahul.bhatia@genpact.com	Please write to L3 support if you do not get a response from L2 support within 2 working days from the last email sent to him/her

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 to get your exit date updated.

B. Please follow the attached SOP for any PF withdrawal request.

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 EPFO. You can use the following link to log in at UAN Portal to create a request for ONLINE transfer <https://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 13, 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 .

(Your UAN number will be available on your payslip)

D. In case you do not join 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) – Full Time Employees who have completed a minimum of 4 years and 190 days and Fixed Term Employees who have completed 365 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 filled and signed scanned copy of Gratuity Form I, Cancelled Cheque and PAN Card at genpactexitretirals@sgcservices.com and also send the hard copies of the signed forms to the below mentioned address:

Note: In case of Employee with internal movement (**LE Transfer**) from one Genpact entity to another Genpact entity (Within or Outside India), Gratuity payout at this stage will not be applicable. This is only for employees who are exiting completely from Genpact group of companies.

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 other query related to Provident Fund or Gratuity before your relieving, please raise your query with HR Pedia available over G Social –<https://hrpedia.genpact.com/>. If, you have already exited from Genpact environment, drop your query at genpactexitretirals@sgcservices.com

Gratuity form cover page.doc, Gratuity Form-I.docx, Gratuity specimen.pdf,
NDF_FORM_703388677.pdf, PF ONLINE WITHDRAWAL PROCESS.pdf, Procedure to transfer PF online updated.pdf