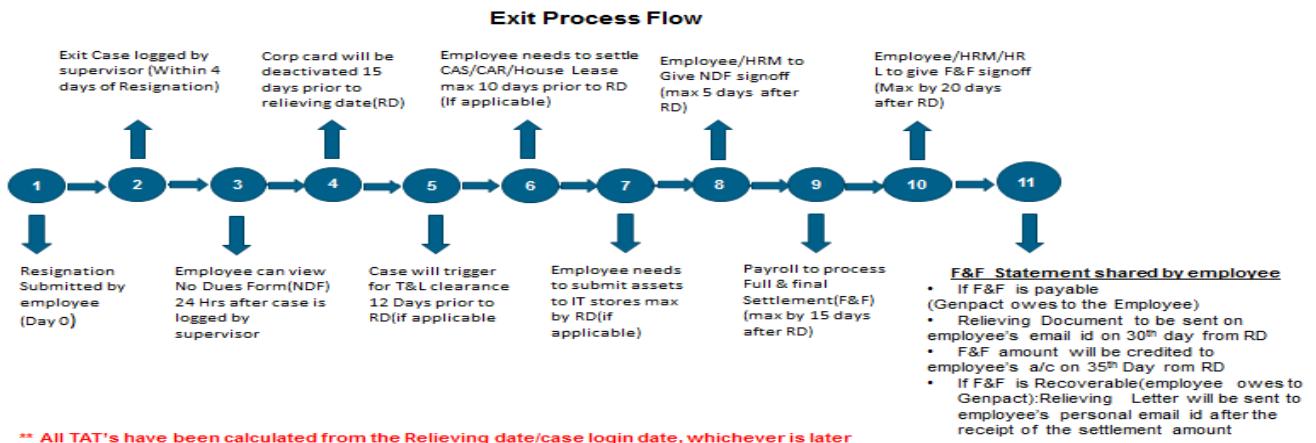


Date: 09-FEB-2026

Hi Ms. Mahima Bhatnagar

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	:	Ms. Mahima Bhatnagar
Designation	:	Process Developer
Band	:	5.5B
ECode	:	943605
OHR ID	:	703368406
Personal Email ID	:	mahimabhatnagar10@gmail.com
CoE	:	9566 - FINANCIAL SERVICES (065)
First Joining Date	:	14-Aug-23
Date Joining Business	:	08-Oct-24
Type of Hiring	:	INTER - POLE MOVEMENT
Acquired Entity Name	:	
M and A Date	:	
Resignation Date	:	16-JAN-26
Relieving Date	:	31-Jan-26
Last Working Date	:	31-Jan-26
Notice Period Applicable	:	30 Days
Notice Period Served	:	16 Days
Notice Period to Be Recovered	:	0 Days
Exit Case Type	:	Voluntary
Reason	:	Higher Education
Supervisor Name	:	Mr. Chirag Sachdeva
Line HR Name	:	Mrs. Arushi Grover
Correspondence address	:	C-340, Flat no. G-6,Shalimar garden, Extension-2,Ghaziabad,,201005
Phone No	:	
Mobile No	:	8527982970
Current CTC	:	418200

Date: 09-FEB-2026

Encashable Leave Balance : 7

Item	Description	Total Amount/Value
Genpact VIC Amount to be Paid	NOV'25 -11235 DEC'25 -11235	28220.00
Reimbursement Details	For Reimbursement Report, Check using below link: http://paygnpc.intranet.genpact.com (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.	Returned

Kindly click here to access the list of company assets that are pending submission as of your relieving date. Please note that your Full and Final settlement will be processed subject to the successful return of all assigned assets. –

https://genpactindprod.service-now.com/esc?id=my_assets

S.No.	SERIAL_NUMBER	ITEM_IDENTIFIER	DESCRIPTION
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*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.

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.

Date: 09-FEB-2026

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 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://service-now.com)

-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:
 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=x8vh4vloC3aoJsunQoPQ9Q.

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

Date: 09-FEB-2026

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 related request. Please Note: (In case your Provident Fund account(s) was with any of the Genpact Trusts, , 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