



## Fw: Separation request is initiated for Vinayaka Venkatraman Shenoy ,(ECN - 166203)

1 message

**Vinayaka Shenoy** <vinayaka.shenoy@indusind.com>  
To: Vinayak Shenoy <vinayakshenoy1996@gmail.com>

Wed, 14 Jan, 2026 at 10:34 pm

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**From:** pulse <[pulse@indusind.com](mailto:pulse@indusind.com)>  
**Sent:** Wednesday, January 14, 2026 12:27:54 am  
**To:** Vinod Kutty <[vinod.kutty@indusind.com](mailto:vinod.kutty@indusind.com)>  
**Cc:** Vivek Singh <[vivek1@indusind.com](mailto:vivek1@indusind.com)>; Vinayaka Shenoy <[vinayaka.shenoy@indusind.com](mailto:vinayaka.shenoy@indusind.com)>; Kapil Patke <[Kapil.Patke@indusind.com](mailto:Kapil.Patke@indusind.com)>  
**Subject:** Separation request is initiated for Vinayaka Venkatraman Shenoy ,(ECN - 166203)

Dear Vinod Kumar Kutty

### Details of Employee:

Emp Id: 166203  
Emp Name: Vinayaka Venkatraman Shenoy  
Date of Joining: 10-Apr-2024  
Designation: Associate Manager - FI&MM  
Grade: DM  
Location: Solitaire Park Office  
Separation Type: Resignation  
Separation Reason:  
Separation Raised on : 14-Jan-2026  
Last Working Date: 14-Apr-2026  
Remarks: Do Not wish to disclose

Dear Colleague,

Going forward, request you to regularize your attendance immediately on daily basis by clicking <https://pulse.indusind.com/adrenalin/> with respect to the respective dates wherein the status is reflecting as "Absent", or "Late" or "Half Day".

Path : For Attendance Regularization: PULSE >> Self Service >> Time & Attendance Management >> Attendance Regularization.

All leave requests to be applied and approved before the last working date.

For personal exigencies, an employee while serving the 90 days' notice period may avail maximum of 6 days of Casual Leave and/or Sick Leave but not more than 2 days at a time, subject to availability of Casual Leave/Sick Leave. Likewise, an employee while serving the 30 days' notice period may avail maximum of 2 days of Casual Leave and/or Sick Leave, subject to availability. No other leave such as Privilege Leave etc. will be allowed during the period of notice of resignation and any leave sanctioned beyond the aforesaid limits may lead to extension of the relieving date to those many working days, as decided by the sanctioning Authority and NHRP.

The employee under probation are not entitled to any leave during Notice Period.

For any queries related to Leave, please write to HR Dost available on Indus1 Mobile App or your Regional HR.

While you have raised resignation, it will follow its due approval process and time. However, independent of the resignation approval process and the time it may take, you are required to note the following points and to ensure that these points are adhered to. Also ensure that these are completed on or before your last working date (LWD) for smooth and timely settlement of your dues:

1) Availing Leaves during Notice Period: Eligible Leaves, if any, have to be applied for and approved by the reporting manager on or before your LWD. All un-approved leaves will be treated as Loss of Pay (LOP) and will also be treated as short notice served, in your F&F calculations. Any leave approvals provided post LWD will be disregarded, which may please be noted.

2) Attendance Regularisation (AR) during Notice Period: AR, have to be applied for and approved by the reporting manager on or before

your LWD. All un-approved ARs will be treated as Loss of Pay (LOP) and will also be treated as short notice served, in your F&F calculations. Any AR approvals provided post LWD will be disregarded, which may please be noted.

3) Voluntary Abandonment of Service (VAS): During the notice period if you fail to raise leave or AR request well in time, system may treat your absence as unauthorised and convert your separation as VAS, and treat you as ABSCONDING. In such a case your separation will be governed as may be applicable under VAS guidelines. Also you will not be eligible for Relieving Letter (RL).

4) Bank Assets Clearances: Any Bank provided assets, as may be applicable, (such as, Laptop, Mobile Handsets, TAB, Bank provided Vehicle (wherever applicable), ID Card, Credit Card etc), has to be surrendered back / dues cleared, as the case may be, and a confirmation obtained from the respective custodian team. Such confirmation should be submitted to [settlementdesk@indusind.com](mailto:settlementdesk@indusind.com) on or before your LWD.

5) Staff Loans & Advances: Any staff loans (Home Loan, Vehicle Loan, Two-Wheeler Loan, Personal Loan, Clean Loan, Consumer Loan etc), Overdraft against FD or similar, Salary Advance (if any), has to be closed before LWD and a confirmation to that effect has to be submitted to [settlementdesk@indusind.com](mailto:settlementdesk@indusind.com) on or before your LWD. OD, Loans & Advances will have to be settled along with applicable interest from time to time.

6) Other Employee Benefits: Subsequent to your LWD you will not be eligible for any Employee Benefits, such as Group Mediclaim Policy (including TOP-UP), Group Personal Accident Policy, ESOPs (wherever applicable), Group Term Life Insurance (wherever applicable), any other employee benefits as may be applicable from time to time.

7) Full & Final Settlement (F&F): Your F&F will be settled in your IndusInd Bank Salary Saving Account only. Therefore it is advisable that you should not close the account upon your separation from the services of the Bank. In case there is recovery arising from your F&F, you should ensure sufficient balance in your Salary Saving Account for the same. Failing which the F&F will be kept on hold. Subsequent to F&F payout/recovery, RL will be issued to eligible cases.

8) Salary Processing and Income Tax: Salary will be processed for the initial two months of Notice Period (NP) and the salary for last month of NP will be kept on hold for release along with F&F dues. During the NP, Income Tax deduction will be on the basis of projected income for the year, after considering the Investment Declarations, if any. During the F&F process the income tax calculations will be finalised. Amount of income tax once deducted has to be remitted to the Income Tax authorities and cannot be reversed, which may please be noted. Employee can declare the income to the next employer and claim the benefit of Income Tax already deducted through submission of Form 12B.

9) Query Resolution: In case you have any query in regard to separation process, either prior to separation or later, you should write to your respective HR Partner and/or [settlementdesk@indusind.com](mailto:settlementdesk@indusind.com). In case you need further clarity on the responses received or wish to raise your concern to senior officials, the escalation matrix is available and you should make use of the same.

For issuance of IRDA NOC, please write to [insurancecertification@indusind.com](mailto:insurancecertification@indusind.com) For any escalation, you may write to [krishnekumaar.thirumalai@indusind.com](mailto:krishnekumaar.thirumalai@indusind.com) (if applicable).

For issuance of Mutual Fund NOC, please write to [mfstatements@indusind.com](mailto:mfstatements@indusind.com) For any escalation, you may write to [ramesh.marella@indusind.com](mailto:ramesh.marella@indusind.com)(if applicable).

Please note : Access to send emails to external email ids and USB access will be disabled in next 24 hours.

Regards,  
Team - Human Resources

This is a system generated email. Please do not reply on this email. For any queries, you may raise your query on "Indy" on Indus1 Mobile App.