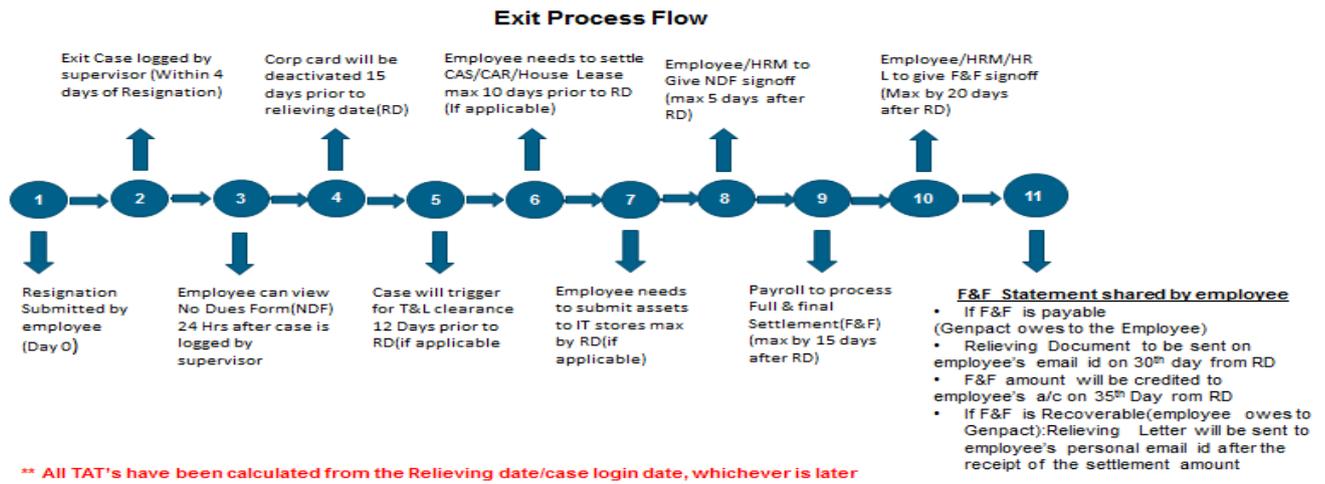


Date: 22-NOV-2021

Hi Manish Prasad

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	:	Manish Prasad
Designation	:	Process Associate
Band	:	5.5A
ECode	:	561050
OHR ID	:	703247654
Personal Email ID	:	manish880203@gmail.com
CoE	:	9563 - INSURANCE (062)
First Joining Date	:	10-Jul-19
Date Joining Business	:	10-Jul-19
Type of Hiring	:	NEWHIRE
Acquired Entity Name	:	
M and A Date	:	
Resignation Date	:	04-Nov-21
Relieving Date	:	03-Dec-21
Last Working Date	:	03-Dec-21
Notice Period Applicable	:	30 Days
Notice Period Served	:	30 Days
Notice Period to Be Recovered	:	0 Days
Exit Case Type	:	Voluntary
Reason	:	Career Opportunity
Supervisor Name	:	Rajeev Dixit
Line HR Name	:	Shreya Handoo
Correspondence address	:	2557A, Sector 55, Housing Board Colony, Ballabgarh, Faridabad, Haryana, 121004
Phone No	:	
Mobile No	:	+91-8802030587

Date: 22-NOV-2021

Current CTC : 173200
 Encashable Leave Balance : 37

Item	Description	Total Amount/Value
Travel Cash Advance	Recovery for unfiled Travel Cash Advances – Please get it closed before 23-Nov-21	Clearances Not Given
Travel Corp Card Expenses	Recovery for unfiled Travel Corp Card Expenses -Please get it closed before 23-Nov-21	Clearances Not Given
Reimbursement Details	For Reimbursement Report, Check using below link: http://paygnpc.intranet.genpact.com (Not Applicable for CM Entity Employees)	
Laptop Applicable	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

*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 following checklist (as applicable) for a seamless exit:

1. Upload scanned copies of investment proofs, **before investment proof's 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, Data card, Broadband reimbursement claims on ER tool 20 days prior to your relieving date. Approved claim amount (as per policy) will be computed along with your F&F settlement.

Path to the ER Tool: G Social >Tools>Employee Reimbursement >Claim Submission

In case of any query on claim submission you may write to cm-india.exits@genpact.com (For CMIT Employees), peoplefirst.exit@genpact.com (For Genpact India Employees).

Headstrong/CMITS employee can submit their Cell phone, LTA, reimbursement claims on ER tool and Broadband and Data card claims can be submitted on concur, please upload original bills on ER tool 20 days prior to your relieving date.

Date: 22-NOV-2021

3. Please return all your non-financial process-related assets to your Supervisor- ID card, SOPs/ Training Manuals, Headsets, Client assets, Locker key, etc. – to avoid any delays in F&F processing.

4. Please ensure that you complete your exit interview before your relieving date

Exit Interview Navigation path – G Social → Tools → ESS → Genpact India Employee Self Service → Genpact Exit → Initiate Exit Interview.

5. 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.

6. Submit all pending T&L bills & update i-Expense at least 20 days before relieving date.

7. Settle CAR/House lease/Company Asset Scheme dues at least 10 days before relieving date.

8. Please ensure you redeem your Cheers points before your last working date (This Applies to internal movement cases as well).

Please note: You will not be able to redeem it after the last date.

9. Please find below the calculation for prorated service agreement amount of SA type OJT, after completion of 75% of Service agreement period.

= Service agreement amount* balance days (Validity End Date - Relieving date)/No. of Service agreement days

ex.: 200000*37 days (02-Dec-19 - 26-Oct-19)/720 (for 2 years) = 10278

10. Please update your recent address & contact number on Employee Self Services for all future communication.

For any exit queries, please contact the Exit Helpdesk:

Mail: hr.helpdeskexit@genpact.com

Retirals Benefits:

A. Please ensure that your UAN is linked with PF ACCOUNT before your exit with Genpact, in case it is not linked/updated please write an email to genpactexitretirals@sgcservices.com

B. You are requested to update your below mentioned KYC on EPFO to have a smooth online PF transfer/withdrawal

- i. PAN – to be updated on EPFO
- ii. BANK - to be updated on EPFO
- iii. Aadhar - to be updated on EPFO

C. For any question on Provident Fund Transfer / withdrawal / Gratuity, please reach out to Genpact Retirals Team

E-Mail: genpactexitretirals@sgcservices.com

SGC Services Pvt. Ltd

C-43 Sector 8, Noida - 201301 (UP)

D. Gratuity Withdrawal (If Applicable) – Employees who have completed minimum 4 years and 190 days of continuous service period are eligible for Gratuity payout, as per the Gratuity Act.

- i. Please connect with Exit Team during NDF for Documentation & Process. Courier all the required set of documents to SGC on SGC Services Pvt. Ltd. C-43 Sector 8, Noida - 201301 (UP)
- ii. Payout of Gratuity will be done in 30 days from your Date of Exit & you need to submit your form to SGC for the same at the following address –
SGC Services Pvt. Ltd. C-43 Sector 8, Noida - 201301 (UP)

Date: 22-NOV-2021

iii. Gratuity Formula - "Last drawn Basic Salary X number of completed years of service X 15/26. "