

Welcome to CresTech Family

An Introduction with Your Finance Team



We are Responsible for You:



Lalit Jain
Director Operations

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Phone: +91 9810361511



Preetam Rajput
AVP - Finance

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Bhupinder Rawat
AM – Finance

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Vipin Rai
Manager (Payroll & Taxation)

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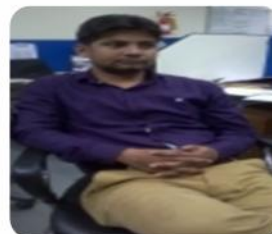
Naveen Kumar
Executive – Finance

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Sachin Kumar
Executive (F&A)

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Phone: +91-9971554201



Finance Important Dates:

- | | |
|------------------------------|--------------------------------------|
| ❖ Salary disbursement | : 7 th of every Month |
| ❖ Pay Slips Distribution | : 7 th of every Month |
| ❖ Reimbursement disbursement | : 17 th of every Month |
| ❖ Form 16 Distribution | : 31 st May of every Year |

Employee Query Resolution Procedure :

- ❖ CresTech has intranet system for employees, where everyone has its own credentials to access the intranet.
- ❖ By using these credentials you can enter your query to Finance Department by using the Helpdesk Tab => Submit Ticket
- ❖ Based on ticket allocation, team member will respond you accordingly.

In case you are unable to use intranet system:

- ❖ Just mark an email to: finance@crestechglobal.com & we are there to help you.

In case, you don't receive any response or proper resolution of your query within 24 Hrs, you can follow the below escalation matrix:

Escalation -1 : Mark an email to preetam.rajput@crestechglobal.com

If query is still unresolved in 24 Hrs

Escalation -2 : Mark an email to lalit.jain@crestechglobal.com

Important dates for employees :

Document needs to be submitted:

- ❖ Tax Computation Sheet / Abstract of Form 16 duly attested by previous employer :
 - Due Date : Immediate upon Joining

In case it is delayed please inform at: finance@crestechglobal.com for final date of submission. Otherwise average TDS will be deducting on current salary structure.

- ❖ Income Tax Declaration :

- Due Date: Immediate upon joining, otherwise lower TDS deduction benefit will be lapsed.

- ❖ Income Tax Proof Submission/Saving Proofs (80C) :

- Due Date : 15th December every Year for respective Financial Year
(After that, TDS will be deduct on actual basis, but employee can submit their pending proof till 15th February)

- ❖ HRA Proof Submission (if any) :

- Registered Rent Agreement - Copy : Immediate upon Joining
- Rent Receipts - Originals : 10th of every month

- ❖ Home Loan Documents (if any) :

- Provisional Certificate from Bank : Immediate upon Joining
- Actual Payment Certificate : 10th March of every year

- ❖ BOB Proof Submission (if any) :

- Actual Bills : 10th of every month

Thank You for your precious time...



Best of Luck for your Future assignments

**Regards,
Finance Team**