

Shubhendu Biswas

From: Samrat Narvekar
Sent: 06 January 2025 12:46
To: Shubhendu Biswas
Cc: Venu Madhav Singaraju
Subject: RE: Aditi's Transfer and Reporting Schedule

Hi Shubhendu,

Pls raise PR for the same.

Regards,

Samrat

From: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>
Sent: 06 January 2025 12:05
To: Samrat Narvekar <samrat.narvekar@travelfoodservices.com>
Cc: Venu Madhav Singaraju <venu.singaraju@travelfoodservices.com>
Subject: RE: Aditi's Transfer and Reporting Schedule

Hello Samrat,

There was few used EOL laptops with us but their condition was not good, so suggested to new one for her as she will be part of training team involves mobility, with tasks being conducted across outlets and kitchens.

Thanks & Regards,
Shubhendu Biswas | Manager-IT | Phone :- 9748373744



From: Samrat Narvekar <samrat.narvekar@travelfoodservices.com>
Sent: 06 January 2025 11:24
To: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>
Cc: Venu Madhav Singaraju <venu.singaraju@travelfoodservices.com>
Subject: RE: Aditi's Transfer and Reporting Schedule

Hi Shubhendu,

Why can't we give her a good condition used laptop?

Regards,

Samrat

From: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>
Sent: 06 January 2025 11:11
To: Samrat Narvekar <samrat.narvekar@travelfoodservices.com>

Cc: Venu Madhav Singaraju <venu.singaraju@travelfoodservices.com>

Subject: RE: Aditi's Transfer and Reporting Schedule

Hello Samrat,

In reference to below trail email Aditi Mehra transferring to Kolkata from HO and she needs a fresh new laptop ,so I will raising a PR for her laptop kindly approve .

Thanks & Regards,

Shubhendu Biswas | Manager-IT | Phone :- 9748373744



From: Sudipto Bose <sudipto.bose@travelfoodservices.com>

Sent: 04 January 2025 12:11

To: SOUMYA ACHARYA <soumya.acharya@travelfoodservices.com>

Cc: Romit Machado <romit.machado@travelfoodservices.com>; Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>; Sweta Sen <sweta.sen@travelfoodservices.com>

Subject: RE: Aditi's Transfer and Reporting Schedule

ok

From: SOUMYA ACHARYA <soumya.acharya@travelfoodservices.com>

Sent: 04 January 2025 11:01

To: Sudipto Bose <sudipto.bose@travelfoodservices.com>

Cc: Romit Machado <romit.machado@travelfoodservices.com>; Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>; Sweta Sen <sweta.sen@travelfoodservices.com>

Subject: RE: Aditi's Transfer and Reporting Schedule

Dear Sir

This is to update you that , as per the communication with Shubhendu , we do not have a decent laptop with proper battery backup for use. Need your approval for a new laptop. For the time being , IT can assign a temporary laptop for use.

Thanks & Regards

Soumya Ranjan Acharya

Learning & Development

Mo.8017774953

From: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>

Sent: 03 January 2025 13:43

To: Sweta Sen <sweta.sen@travelfoodservices.com>

Cc: SOUMYA ACHARYA <soumya.acharya@travelfoodservices.com>; Romit Machado <romit.machado@travelfoodservices.com>; Sudipto Bose <sudipto.bose@travelfoodservices.com>

Subject: RE: Aditi's Transfer and Reporting Schedule

Hello Sweta,

Waiting for your response on the below requested.

Thanks & Regards,
Shubhendu Biswas | Manager-IT | Phone :- 9748373744



From: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>
Sent: 30 December 2024 18:42
To: Sweta Sen <sweta.sen@travelfoodservices.com>
Cc: SOUMYA ACHARYA <soumya.acharya@travelfoodservices.com>; Romit Machado <romit.machado@travelfoodservices.com>; Sudipto Bose <sudipto.bose@travelfoodservices.com>
Subject: Re: Aditi's Transfer and Reporting Schedule

Hello Sweta,

We can assign a temporary laptop to Aditi ,but in the meantime please take a fresh approval for new laptop so that we can proceed with procurement.

Thanks & Regards,
Shubhendu Biswas | Manager-IT | Phone :- 9748373744



From: Sweta Sen <sweta.sen@travelfoodservices.com>
Sent: Monday, December 30, 2024 1:52:48 PM
To: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>
Cc: SOUMYA ACHARYA <soumya.acharya@travelfoodservices.com>; Romit Machado <romit.machado@travelfoodservices.com>; Sudipto Bose <sudipto.bose@travelfoodservices.com>
Subject: RE: Aditi's Transfer and Reporting Schedule

Dear Shubhendu,

We have no objection to continuing with the existing system, provided it functions properly and meets operational requirements. As the nature of training work involves mobility, with tasks being conducted across outlets and kitchens, it is essential that the laptop operates with reliable power backup. Any disruption in functionality can significantly impact productivity and hamper the smooth execution of their responsibilities.

Regards,
Sweta

From: Sudipto Bose <sudipto.bose@travelfoodservices.com>
Sent: 30 December 2024 12:12
To: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>; Sweta Sen <sweta.sen@travelfoodservices.com>
Cc: SOUMYA ACHARYA <soumya.acharya@travelfoodservices.com>; Romit Machado <romit.machado@travelfoodservices.com>
Subject: RE: Aditi's Transfer and Reporting Schedule

Where are we on this?

From: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>
Sent: 27 December 2024 19:28
To: Sweta Sen <sweta.sen@travelfoodservices.com>
Cc: SOUMYA ACHARYA <soumya.acharya@travelfoodservices.com>; Sudipto Bose <sudipto.bose@travelfoodservices.com>
Subject: Re: Aditi's Transfer and Reporting Schedule

Hello Sweta,

I don't have any such forecasting for her laptop requirement and as per the current structure only Training Manager has given the laptop.
However, if it is still business requirement kindly get it approved from Business Head or HR head, and which will be approved by IT Head for new laptop.

Please note that, we can provide a system, but that laptop will be older one and used and it does not require any approval.

Looking forward to your cooperation.

Thanks & Regards,
Shubhendu Biswas | Manager-IT | Phone :- 9748373744



From: Sweta Sen <sweta.sen@travelfoodservices.com>
Sent: Friday, December 27, 2024 6:00:13 pm
To: Shubhendu Biswas <shubhendu.biswas@travelfoodservices.com>
Cc: SOUMYA ACHARYA <soumya.acharya@travelfoodservices.com>; Sudipto Bose <sudipto.bose@travelfoodservices.com>
Subject: FW: Aditi's Transfer and Reporting Schedule

Dear Shubhendu,

As Aditi will be transferred from HO to Kolkata effective January 2024, please arrange for a laptop to be provided to her starting from the date of her transfer.

Regards,
Sweta Sen

From: Conrad Alves <conrad.alves@travelfoodservices.com>
Sent: 16 December 2024 12:25
To: Sudipto Bose <sudipto.bose@travelfoodservices.com>; Ridhima Hirwani <ridhima.hirwani@travelfoodservices.com>
Cc: Vikram Bhonsle <vikram.bhonsle@travelfoodservices.com>; Romit Machado <romit.machado@travelfoodservices.com>; Gaurav Dewan <gaurav.dewan@travelfoodservices.com>
Subject: RE: Aditi's Transfer and Reporting Schedule

Yes she can work with Sweta

From: Sudipto Bose <sudipto.bose@travelfoodservices.com>
Sent: 16 December 2024 12:14
To: Ridhima Hirwani <ridhima.hirwani@travelfoodservices.com>; Conrad Alves <conrad.alves@travelfoodservices.com>
Cc: Vikram Bhonsle <vikram.bhonsle@travelfoodservices.com>; Romit Machado <romit.machado@travelfoodservices.com>; Gaurav Dewan <gaurav.dewan@travelfoodservices.com>
Subject: RE: Aditi's Transfer and Reporting Schedule

Dear Ridhima & Conrad,

Ritubrita who was transferred to Training from HR, during this Appraisal cycle, would then need to be transferred back to HR..

Would request for an urgent revert on the same..

Regards,
Sudipto

From: Ridhima Hirwani <ridhima.hirwani@travelfoodservices.com>
Sent: 13 December 2024 20:45
To: Sudipto Bose <sudipto.bose@travelfoodservices.com>
Cc: Conrad Alves <conrad.alves@travelfoodservices.com>; Vikram Bhonsle <vikram.bhonsle@travelfoodservices.com>; Romit Machado <romit.machado@travelfoodservices.com>; Gaurav Dewan <gaurav.dewan@travelfoodservices.com>
Subject: Aditi's Transfer and Reporting Schedule

Dear Sudpito,

As discussed, Aditi Mehra, Senior Executive – Human Resources (Training), will be transferred from the Mumbai HO to Kolkata effective 1st January 2025. However, she will be on leave and will report to the Kolkata office on 10th January 2025.

Regards,
Ridhima