

WHOM TO CONTACT

Approach "Administration" Team for following:

Requirement	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
Work Space Allocation	William Lobo	Corporate	022-30616669	N/A	William.Lobo@digisol.com
Biometric Registration, Sim Card, Data Card, Food Coupon (Only Mum), IP Phone (Desk Phone) - Only in Mumbai, ESI, O.T, Attendance, e-Leave module log in for Corporate & RMA employees	William Lobo	Corporate	022-30616669	N/A	William.Lobo@digisol.com
ID Card & Ticket booking (Only Mumbai & International Travel)	Juliet Castellino	Corporate	022-30616790	99870 22383	Juliet.dsilva@Smartlink.co.in
Visiting Card, Stationary (Only print stationary), Local Conveyance Claims, Travel Conveyance Claims (Out station)	William Lobo	Corporate	022-30616669	N/A	William.Lobo@digisol.com
Travel Booking for outstation employees	Juliet Castellino	Corporate	022-30616790	99870 22383	Juliet.dsilva@Smartlink.co.in

Approach "Information Technology" Team for following:

Requirement	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
Email ID / Desktop / Laptop (For new joiners only) For IT assistance, Network drive account activation, Role specific software request	IT Helpdesk	Corporate	022-30616848	N/A	IT.Helpdesk1@digisol.com http://it-helpdesk.digisol.com (Username: digisoluser, Password: helpdesk)

Approach "Finance & Accounts" Team for following:

Requirement	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
Medical Bill submission and Claim Process, Income Tax Declaration and submission of proofs , Salary Advance, F&F Payments, Salary Slip log in ID & Password, Vendor Payments & Expense Claim Payments	Vikesh Prabhu	Goa	00832-2885564	7507771057	vikesh.prabhu@digisol.com

Approach "Human Resources" Team for following:

Requirement	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
PF, Gratuity for all employees, Attendance, Joining & Separation, Statutory Compliance for Goa employees	Dattaprasad Prabhudessai (a.k.a Amir Prabhu)	Goa	00832-2885406	9158899406	hr.goa@digisol.com
ICICI mediclaim insurance for all employees, Training & Development, Performance Management, Welfare Management for Goa employees	Salil Kamat	Goa	00832-2885413	9158899424	Salil.kamat@synegra.com
All HR Related functions for Corporate employees	Riddhi Mehta	Corporate	022-30616763	9987063202	riddhi.mehta@digisol.com

For out location employees, kindly co-ordinate with the below mentioned co-ordinators for your requirements:

Region	Contact Person	Located at	Desk No.	Cell No.	E-mail ID
West	Corporate team - as per details given above				
North	Arpita Chanda	New Delhi	011- 46521707	9643103678	Arpita.Chanda@digisol.com
East	Ram Prasad Halder	Kolkata	N/A	9831964730	N/A
South	Girish Kota	Bangalore	080-26789042/43	8095000995	Girish.Kota@digisol.com