

Policy: Full & Final

PL No – 19

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

Any employee who wish to resign from the company will get their Full & Final under these guidelines:

- The employee has to submit written resignation 1 month in advance to his HOD & HR – Head.
- The employee shall give proper hand-over to his successor.
- If the successor is not appointed till the expiry of the notice period. Then the leaving employee is supposed to give his/her handover to his immediate junior and Accounts Head or their assigned personnel in written with all assets surrendered and counted (Asset here include all physical materials which were given to him for his routine working, all materials which are under his responsibility and all virtual assets such as any email ids, passwords other ids and passwords, databases and any pending or in progress works.) After surrendering all assets and current workings, he/she has to get an okay in written from his successor or Accounts head (In case handover was given to accounts head) that the hand-over was done smoothly.
- No intentional damages are done to the assets under him.
- No assets which was given to the person are missing.
- If it is found that the full and final was given without checking the above, the Accounts Head releasing the Full & Final will bear the penalty of it and **100%** of the amount will be charged from him.
- Any exception to the above are made on management's written instructions only.

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Written By

Head – HR



Approved
Approved By

Management