

15 SEPARATION

15.1 Separation occurs whenever an employee leaves the services of the company for any of the following reasons:

- I. On reaching the superannuation age of **58 years** as per terms specified in the letter of appointment.
- II. Resignation.
- III. Death while in service.
- IV. Abandonment of service.

15.2 An employee who wishes to resign from the services of the company will be required to give the notice of resignation as per terms of appointment or subsequent amendment in any.

15.3 An employee during the probation period can be relieved with three days' notice period.

15.4 Shortfall in notice won't be adjusted against Privilege leave balance. However, the same can be adjusted against his/her dues if any or otherwise they may have to remit the amount before relieving the service.

15.5 Employees who are on notice of resignation will not generally be allowed to go on leave during the notice period.

15.6 In case of termination of service on account of misconduct, the company will not be liable to give notice or pay in lieu thereof.

15.7 Employee has to obtain Clearance Certificate from all concerned (**Form No. 17**) and submit the same to HR Department through their HOD. Based on the Clearance Certificate HR Department will advise Accounts Department to initiate the Full and Final settlement.

15.8 Exit Interview:

15.8.1 In all cases of resignation, a formal Exit interview in the prescribed format (**Form No. 18**) will be carried out by a committee consisting of concerned Branch Head/Location Head/ and concerned Department Head (where employee is working).

15.8.2 Abandonment of service:

In case of an employee proceeds on leave without approval of the competent authority. The employee will be marked absence from the duty and treated as unauthorized absence. If such absence **exceeds 8 consecutive days**, the management may initiate suitable disciplinary action against such employees. **Unauthorized absence is treated as serious misconduct.**