**Exit Process Guideline**

1.    **Clearance Process:** Post closure of your resignation on i-connect, the clearance process will be automatically triggered by the system. **No hard copy of clearance form needs to be filled and submitted**. Once the Clearance is complete after your last working day, the full and final settlement will be calculated by the Finance team and we will share the full and final settlement sheet with you and the amount due/recoverable as the case maybe.

**a)      Associate Clearance:** As a first step to initiate your clearance it is mandatory for you to submit your self-clearance on i-connect

**b)      Reporting Manager Clearance:** It is mandatory for your reporting manager to give clearance on i-connect on or before your last working day. In absence of associates and reporting manager clearance, we will not be able to process your FnF. Also resignation should be approved at all levels on or before your last working day.

2.    Relieving Letter**:** Once your Full & Final Settlement is calculated, we will mail the same to you. If there is no recovery due from your end then the relieving letter will also be sent along with the same mail. In case of recovery, the Relieving letter will be given after you have paid the recovery amount along with the **GST** applicable.

3.    **Full & Final Settlement:** As per the calculation if an amount is due to you then the same will be credited to your Bank Account through an online transfer.

4.    **Exit interview Form:** It is **mandatory to fill your exit interview form**. We will not be able to process your full and final settlement without the completion of this form. It will be visible in the exit window on i-connect.

**Process Clarifications:**

1.    **Salary Hold -** Please note that since you have initiated your resignation on i-connect, your first month salary will be kept on hold. Salary held in lieu of your resignation will be processed along with your F&F settlement.

2.    **Notice Period -** If you are not serving your full notice period as per the policy then Notice Period recovery will be done on your Gross Salary. Please note that notice period cannot be adjusted with your Leave Balance.

3.    **Leave Encashment-** Leave Encashment will be calculated on your current Basic Salary.

4. **F&F Settlement turnaround time-** Will be approximately 75 Working Days from your last working day. In cases where we don’t receive incentive figures from the Managers concerned it may take more time to process the payment.

5.   **Leave and Attendance-** Please ensure that you have raised all your leaves and attendance regularizations on i-connect on or before your Last Working Day. Please note attendance for Last Working Day is auto approved.

6.   **Past Salary slip/ Form 16/Appraisal letter:** Please take a printout of required documents on or before your last working day (example: Salary Slip, Appraisal letter, Form 16 etc)

7.    Please note that in case the associate fails to submit their assets on time, the same will be recovered from the full and final settlement.

**Company Assets:**

1.    **Identity and Access Card:** Please handover your ID/Access card on your last working day to your HR SPOC (for out locations) and to Exit team (Sonam Khanna) for Noida B8 office. In case you have been issued these cards at the time of joining or in the mid of your tenure with Infoedge and you fail to return it at the time of exit, Rs. 150/- for access card (If Issued).

2.    **Drawer Key/Parking Sticker:** Company property such as laptop, drawer keys, parking sticker etc. should be handed over to the Admin Spoc at your respective location.

3.    **KLIB Library Book:** In case you have a KLIB Library book which has not been returned please do so, else the value of the book will be recovered from your Full & Final settlement.

4.    **IT Assets (like Laptop along with Laptop Bag/Charger/Dongle/Hard Disk etc.):** Please submit the same to the IT Infrastructure representative or to your Reporting Manager **on the last working day**. This is essential for your clearance process to be completed. In case you fail to submit your assets on time we will adjust the recovery amount from your full and final settlement.

5.    **Any Other Assets (Camera/Helmet/Mobile handset along with Charger):** Please submit this to your Reporting Manager **on the last working day**. This is essential for your clearance process to be completed.

In case you fail to submit your assets on time we will adjust the recovery amount from your full and final settlement.

**PF and other claims:**

.    **Provident Fund -** In respect of your Provident Fund accumulations you can transfer your PF. You need to request for PF transfer by completing the form on: [**http://www.epfindia.com/site\_en/OTCP\_ForEmployees.php**](http://www.epfindia.com/site_en/OTCP_ForEmployees.php). If you still have any query, you can write an e-mail at [apurv.pandey@myndsol.com](mailto:apurv.pandey@myndsol.com).

**You can now withdraw the EPF amount online,** in case you are unemployed at the time of PF withdrawal, which means that now you do not need to visit employer or the EPF Office and claim can be settled within few days.

This claim can be made directly using employees UAN (Universal Account Number). UAN should be activated and linked to your KYC& Aadhar card number with the EPFO.

**Steps to withdraw PF:**

**Step 1:** log on to the UAN portal and enter your details. (URL of UAN Portal - <https://unifiedportal-mem.epfindia.gov.in/memberinterface> )

**Step 2:** check whether the KYC details (AADHAR, PAN, Bank Account Number and Mobile Number) & Date of leaving (in case of full PF Settlement & EPS Withdrawal) entered are correct, if not then you can write an e-mail to us [apurv.pandey@myndsol.com](mailto:apurv.pandey@myndsol.com) to update correct details on UAN Portal.

**Step 3:** select claim as per your requirement.

**Step 4:** verify the online PF claim, using One Time Password (OTP) that you will receive on your mobile number linked with your UAN. Once that PF claim is processed, the amount of the claim will be credited in your bank account.

**Please note that your mobile number, which you have updated in EPF Portal is same as that registered with Aadhar card. Also your Aadhar and PAN number should also be linked (in case of service of less than 5 years) on the EPFO website.**

6.    **Gratuity-** If you have been employed with Info Edge for a continuous period of 5 years you are entitled to Gratuity Payment under the Payment of Gratuity Act. To claim gratuity from the company you are requested to fill the Gratuity form and submit it to your HR SPOC **at least 5-7 days before your last working day.** You can also send the duly filled and signed hard copy of the form to Jyotsna at Noida B-8. In case you have already claimed your gratuity from your previous employer you need to declare the same in the gratuity form. This is required for tax purposes as the maximum tax free amount is 10Lac. Any form received post 5 working days from your last working day, the employer will not be responsible to pay any interest for delay in payment. The form is available under the “Forms Section” in i-Connect.

7.    **Investment Proofs:-**Please note that if you have done any investments, you need to submit INVESTMENT PROOFS to Finance team on or before your last working day. The INVESTMENT DECLARATION alone will NOT suffice in saving your tax. Failure to submit PROOFS will result in Tax Deductions as per the law.

8.    **Reimbursement Claims-** Please ensure all your claims like Conveyance Reimbursement, Travel Reimbursement, Mobile bills etc. are **cleared by your manager before the last working day**. It is suggested that you keep a copy of all the bills and documents submitted, for your own records. **No pending claims will be accepted by the finance team after the last working day. Do ensure all pending claims along with necessary manager approvals should reach our finance team (Rohit Makhija)** **on or before your last working day.**

9. **ESOPs-** In the event of resignation by employee or termination of services by the Company, all Unvested Option/ RSU/SAR/Stock based Instruments, on the date of submission of resignation, shall expire and stand terminated with effect from the date of resignation. However, all Vested Option/ RSU/SAR/Stock based Instruments as on that date shall be exercisable by the employee immediately but not later than one month from the date of submission of resignation or termination.

10. **Mediclaim Insurance Portability-** You can continue to benefit from your corporate health insurance even if you leave the organization. All you have to do is migrate your corporate insurance plan to retail insurance plan and enjoy the benefits. For more information and details of the portability plan, Please contact Abhay Singh at [**abhay.singh@marsh.com**](mailto:abhay.singh@marsh.com).

**Note: In case you have an offer from any of the companies which we consider as COMPETITION please refer to the policy on “Non-compete clause” on i-connect.**

**Regards,**

**TEAM HR**