

# EXIT – Work Flow

2012



Holistic Support

Strategic Contributors

Personalized attention

Harness & Manage Potential

Benchmarking Process

Operational Excellence

Career Transition

Managing Relations

Inculcate Organization culture

Ethical Behavior

# Step 1 - Online Resignation Form Diksha

Emp Id: <Id> Label

Reporting Manager: <Reporting manager name>

Notice Period: 90 Days

Documents to Read:

- Link to [“how to handle your separation better”](#)
- FAQs

Reason

Submit

Cancel

- Resignation form is submitted to reporting manager
- Copied to Sr.Manager RM
- Notification to SPOC

Emp Id: <Id> Label , Full Name

Date of joining:

Total Years in Diksha:(captured based on DOJ)

Cost to company:

Skill Set:

Client name:

Project :

Location:

PO End date:

Notice Period: 90 Days

Documents to Read:

- Link to “[how to handle separation better](#)”
- FAQs

Reason : <Reason quoted by employee will appear here>

To be filled and submitted by reporting manager after interacting with the employee (content provided in the next page.....)

Questionnaire

Recommendation

Feedback



## Questionnaire

| Questions | Comments |
|-----------|----------|
|-----------|----------|

|   |  |
|---|--|
| 1. What is employees main reason for leaving? |  |
|---|--|

|   |  |
|---|--|
| 2. Were there any expectations employee had when he joined the company that were not met? |  |
|---|--|

|  |  |
|--|--|
| 3. Does he have any concerns regarding our compensation, benefits, HR Practice and other reward and recognition efforts? |  |
|--|--|

|  |  |
|--|--|
| 4. Has he shared his concerns with anyone in the company prior to deciding to leave? |  |
|--|--|

|   |  |
|---|--|
| 5. Did Diksha help him to fulfill his career goals? |  |
|---|--|

|   |  |
|---|--|
| 6. What his new company offer that Diksha |  |
|---|--|

|                     |
|---------------------|
| Input from employee |
|---------------------|

|   |
|---|
| If there is any other input from employee , other than above questions. |
|---|

| Recommendation  |  |
|---|--|
| Willing to retain the employee  | 0 Yes / No   |
| If Yes  | <p>Criteria to retain</p> <p>Reporting manager has to comment as to why he wants to retain the employee</p> <p>Please quote if there is any commitment that is done to retain the employee</p> |
| Commitments to retain   |  |
| Willing to reduce the Notice period   | 0 Yes / No   |
| If Yes  | <p>Reason to reduce the notice period</p> <p>Last working date(select the date)</p>  |
| Willing to waive off the notice period buyback  | 0 Yes / No   |
| If Yes  | Quote reason for waiving off the   |
| 1st Question - If Yes - 2 & 3 questions will not appear & sub column will appear , If NO - 1st Question appears with sub column | NP   |
| Recommended release date  | <select date>  |
| 2Nd Question - Yes , Column for reason appears and 3rd Question appears   |  |

## Feedback

1. Was the employee happy working in Diksha?

2. Was the employee satisfied with Salary , Benefits , HR Practice, SPOC in Diksha?

3. Anything Diksha can do to encourage him to stay?

4. Impact on Project / Client

5. Positive/Negative feedback you received from the employee about Diksha

6. Do you need a replacement for the resource.

Where would you rate this employee

1 - Poor , 2 - Average , 3 - Good ,

4-Very good , 5 - Excellent

Comments / Feedback /

Suggestion(if any)

Reporting manager feed back & any extra comments he wants to add

Save

Submit

Cancel

- Sr Manager RMG receives completely filled resignation form submitted by reporting manager.
- SM-RMG will review the form and fills the pending details.

**Last working date**

**<select date>**

**Last working date is selected based on RM's recommendation or as 90days**

**Notice period shortfall (by employee)**

No of days ,<90days - (resigned date - Last working date)> , Including weekends & holidays

**Buy Back**

o Yes / No ,  
If Yes , No of days

**Comments**

**Note to Employee**

If there is any note that needs to be added in employees resignation

Save

Accept

Reject

Close



- Employee will receive a resignation acceptance mail

Emp Id: <Id> Label

Reporting Manager: <Reporting manager name>

Notice Period: 90 Days

Last working date: <date inserted by SM-RMG will be captured here>

Notice period buy-back: no of days (this will appear only if there is buy back option)

With reference to your resignation letter dated 19th March 2012 expressing your desire to be relieved from your current responsibilities, we accept your resignation from the services of the company. You are relieved from the services of Diksha Technologies Pvt. Ltd. with effect from the close of business hours of <19th June, 2012.>

You will be rendering your service to the fullest till the date of relieve i.e. 19th June, 2012.

Please note - Notice period:

Resigning employee shall be relieved from the services only at the end of completion of notice period as prescribed in the employment letter. In any circumstances, Notice periods cannot be waived off/bought out /negotiated or compensated with any pending leave. Notice period need to be served irrespective of whether you are deputed on project or not. Any leave taken during the notice period will extend your date of release. If you wish to reconsider your decision to quit , Kindly speak to your reporting manager or Sr Manager RMG.

If there is any additional note from SM-RMG that will be added here.

Reply

Withdraw

Close

## Step 6 – EXIT formalities

2 days prior to release date employee receives notification and gets access to NOC , exit questionnaire , Declaration letter

Link/tab - No objection Certificate

Link/tab - Exit questionnaire

Link/tab - Declaration letter

- Click on NOC ->

Finance

Operations

IT

Save

Submit

Close

- Click on Exit interview Questionnaire

Save

Submit

Close

- Click on Declaration letter

I Agree

I  
Disagree

Close

1. Salary - Yes / No , if Yes From \_\_\_\_\_ To \_\_\_\_\_ <select the date>
2. Perdiem - Yes / No , if Yes From \_\_\_\_\_ To \_\_\_\_\_ <select the date>
3. Leave without pay - Yes / No , if Yes From \_\_\_\_\_ To \_\_\_\_\_ <select the date>
4. Pending loan / advance - YES?NO , if Yes , Rs. \_\_\_\_\_
5. Pay / Recover Salary for \_\_\_\_\_ days on account of Buy Back/breach of agreement
6. The person has signed / has not signed 1Year agreement and we need to recover / not recover amount as applicable. Total amount recoverable against the agreement is Rs. \_\_\_\_\_.
7. Other payment due from/to the Employee is Rs. \_\_\_\_\_ on account of \_\_\_\_\_

This is to confirm that the employee has **NO DUE** from the Finance Department.

OR

Charged an amount of Rs. \_\_\_\_\_ due against the above employee on account of \_\_\_\_\_ as on Date: \_\_\_\_\_

• **Remarks (If Any)** \_\_\_\_\_

Save

Submit

Close

1. Laptop / Desktop YES / NO
2. Other materials like Pen drives, CD, Mouse, data card etc. YES / NO
3. Deactivated / Disabled Email ID YES / NO
4. Deactivated / Disabled Domain / Network ID & Password YES / NO
5. Mobile / tablet / notebook YES / NO

Charged an amount of Rs. \_\_\_\_\_ towards failure in returning any of the above mentioned company assets

\_\_\_\_\_

This is to confirm that the employee has NO DUE from the IT-Systems department as on Date: \_\_\_\_\_

**Remarks (If Any)** \_\_\_\_\_

Save

Submit

Close

1. Identity-cum-Access Card/ Card Holder Returned YES / NO
2. Locker Keys Returned YES / NO
3. Books/Study materials returned YES / NO
4. Insurance Card returned YES / NO

This is to confirm that the employee has **NO DUE** from the Admin Department OR  
Charged an amount of Rs. \_\_\_\_\_ towards the failure in returning any of  
the above mentioned company assets \_\_\_\_\_

**Remarks (If Any)** \_\_\_\_\_

Save

Submit

Close

For employee

Save

Submit

Close

For departments

Save

Accept

Reject

Close

Accepted – Goes to RMG

Rejected – Goes back to Employee  
(employee will have to edit and resubmit)

Employees – Online resignation form

NOCs

Exit interview questionnaire

Declaration letter

Check list





Microsoft Word  
- 2003 Document

<will be provided>

## Step 6 – Cont.....

- Departments will receive the NOC
- After clearing , Departments will Submit the NOC
- SPOC will receive the NOC cleared by departments.
- SPOC will verify the NOC
- Employee will submit the exit questionnaire & Declaration form simultaneously
- SPOC will issue relieving letter & Experience letter to employee

- Notification – Same date
  - Employee receives notification for submitting PAF
  - Reporting manager & SM-RMG is copied
  - Notification is sent to SPOC , Accounts & Ops
- Notification – 4days prior to his release date
  - Employee , reporting manager and RMG SPOC receives notification with employees release date to complete exit formalities
- Notification – 2days prior to his release date
  - SPOC will receive notification to start exit process
  - Employee will receive notification to submit NOC and fill Exit questionnaire
  - Other departments will receive notification to complete NOC
- Notification – completing Exit formalities
- Notification – closure

<Content will be provided>

# Step 7 .... Closure

A notification is sent to all the departments for closure. Closure – checklist

- **To be filled in by the Finance department**

- Full & Final settlement YES / NODate
- PF clearance YES / NODate
- Gratuity clearance YES / NODate
- Form 16 / IT return submitted YES / NODate

- **To be filled in by the Admin department**

- Access card YES / NODate

- **To be filled in by the IT department**

- Email account deactivatedYES / NODate
- Portal account deactivated YES / NODate

- **To be filled in by the RMG department**

- NOC cleared YES / NODate
- Exit interview YES / NODate
- Relieving & experience letter YES / NODate
- Separated from PortalYES / NODate

- Resigned
- In-process
- Pending with RM
- Pending with Sr Manager RMG
- Accepted
- Serving Notice period
- Exit formalities in-process
- Relieved
- Separated

<Will provide the format>

<Will provide the content>



