

Exit Guidelines

Diksha Technologies

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DOCUMENT CONTROL

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Distribution

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1 Planning to Quit your Job? Things to consider..

Most often we find ourselves in situations where we feel we are stagnating or unable to make changes that we hope to achieve. This holds true in our work life as well and is one of the main reasons employees state for quitting their job... “Looking for Better Opportunities”. However, if you are in a company you respect and admire, doing work you find meaningful and satisfactory, that compensates you fairly, it is probably worth your while to make a serious effort to address the issues you are facing and salvage all the hard work you have been putting into the company.

- “Out of the frying pan, into the fire”? Remember, it is always easier to discuss your future plans with a company that already knows and appreciates your work rather than bargaining with a new company against hundreds of other applicants.
- At Diksha, you have the advantage of being mentored by some of the most respected veterans and market practitioners. It may always be more prudent to be able to discuss your learning curve with professionals who are more than willing to listen to you.
- Is the source of your unhappiness really the job? It may be that the real source of your discontent lays in matters beyond your work life that eventually transcend into your work as well. It is always advisable, that such important decisions be made after holistically considering all aspects of your life that may cause you to blame your job fully for your dissatisfaction.
- If you are leaving the company without truly understanding the reasons and without a constructive plan for making the next step better, you may well encounter the very same problems all over again. It’s much better to have a goal in mind that is well-considered than simply receiving a paycheck.

2 Resignation

- If you are willing to resign from your current responsibilities, you should do so by notifying your decision to their Reporting Manager and Senior Manager RMG formally. Verbal indication is not considered as a notice.
- The authority related to acceptance of resignation lies with the Senior Manager RMG.
- At Diksha, we are committed to addressing any grievance faced by you. RMG or business representatives may get in touch with you to discuss any aspect that that may have led to the decision and address any grievance and make amendments. This does not have any impact on the date of submission of resignation.
- Be frank and discuss all aspects leading to your decision. In most cases, your reporting manager or RMG may be able to help you find an amiable solution which will save you from starting over in a new organization
- Do not hesitate to seek or discuss re-employment or withdrawal of resignation.

3 Notice Period

During probation, employment confirmation, and on project deputation the notice period to terminate the employment relationship is 90 Ninety days. Notice period cannot be waived off/bought out /negotiated or compensated with any pending leave. The decision regarding the last working day is at the sole discretion of the management only. Notice period needs 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.

You cannot approach Diksha customers or any other third party for matters related to resignation and notice period. Such an act would be treated as a violation of your employment terms and may lead to dismissal of employment.

Your reason of resignation, stating personal or past issues cannot reduce your notice period. Kindly handle this professionally. You will be relieved from the services only at the end of the notice period.

4 Exit Procedure

On the last working day, you will be required to submit a 'No Objection Certificate' to respective departments failing which the formal exit procedures shall be withheld. The NOC's will be accessible on Lynx two days before your date of relieving.

You should submit the following property/ documents to RMG

- ♦ Duly Signed hard copy of resignation
 - ♦ Diksha ID Card
 - ♦ Client's ID Card (if any)
 - ♦ Diksha Mediclaim Card
- Upon completing the above process experience certificate and relieving letter shall be issued to you.
- If you are working in client location, all documents will be couriered by SPOC

5 Full and Final Settlement

- Salary - Salary will be paid at the end of the month
- Medical Reimbursement and LTA -you may submit relevant bills for medical reimbursement and LTA. Relevant TDS will be deducted incase no bills are submitted
- PF Transfer/Withdrawing - In case you want to withdraw or transfer your PF account you may do so by getting in touch with your SPOC after 60 working days. In case of PF transfer, the new organization will get in touch with Diksha. You may withdraw your PF amount by submitting Form 10 to your SPOC

Please note: Transferring of PF amount takes a minimum of 6 months

- IT Declaration - you must submit supporting documents for IT declaration.
- Repayment of Loans- you should clear the outstanding loan amount upon separation from the Company. Under no circumstances will the loan period exceed the period of employment; all loans will be fully due and payable immediately upon termination of employment by both the parties.
- Any outstanding amount shall be deducted from the immediate salary and per diem payment unless paid otherwise. The mode of payment shall be through cheque only.

6 Re-Employment

- If you consider re-employment with Diksha, you may be considered for re-employment provided their qualifications are suitable for a vacant position
- If you are re-employed, you will be treated as either a new hire or a reinstatement. Re-instatement shall occur if re-employment happens within six-months of the relieving date. A re-hire will occur if re-employment happens after six-months from the date of relieving