



Employee Separation

Purpose:

- To ensure timely and accurate processing of employees who are being removed from the payroll and to stay consistent with positive employee relations practice.

Scope:

- The policy applies to all employees of the Organisation.

Resignation:

- In case of Resignation, Employee should submit the Resignation letter to his/her Functional Head / Station Head. They should inform HR Head and Chairman on the same day
- Functional Head / Station Head should have a dialogue with the employee to retain the employee, if the employee is valuable.
- HR Head will also meet the employee for the purpose of Retention and understanding issues.
- Employee should complete an Exit Report before exit interview with HR Head.
- HR Head will conduct the exit interview and prepare the exit interview report, before the date of relieving.
- HR Head will take approval from Chairman for the acceptance of resignation, if the employee cannot be retained.

Termination:

- An employee may be terminated under circumstances such as non-performance, unethical behaviour, fraudulent, undisciplined, absenteeism etc.
- In case of Termination, the immediate superior should inform the Functional Head / Station Head and state the facts in writing, justifying termination.
- Functional Head / Station Head shall justify and obtain approval from HR Head and Chairman
- HR Head would inform the Board of Management of the cases of Termination.



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Retirement:

- In case of Retirement, HR-coordinator will Intimate the Employee and Line Manager, 3 months prior to Date of Retirement and provide Intimation letter to the employee.
- HR Head will conduct the exit interview and prepare the exit interview report, before the date of relieving.

Full & Final clearance:

- Give F&F clearance form to employee and employee should obtain clearance from all departments.
- Employee should submit completed F&F to HR coordinator.
- HR coordinator will work out F&F settlement which includes Income Tax, Professional Tax, Employee Training & Educational Assistance and Benefit & Claims.

Relieving Formalities:

- HR coordinator will prepare a Cheque / DD or Recovery of outstanding Payment.
- HR coordinator will prepare Relieving and Service certificate letter.
- HR coordinator will communicate to security and all employees.
- HR co-ordinator will handover / collect F&F Payment and issue letters to employee.
- HR coordinator will inform PF-Authorities and Obtain payment for gratuity if eligible.
- HR coordinator will update employees database and close personal file.
- HR coordinator will maintain personnel file for a period of 7 years.

Notice Period:

Category	Proposed	
	On Probation	On confirmation
Up to Sr Executive	15 days	1 mth
Asst Mgr to Station Mgr	1 Mth	2 Mths
Above	1 Mth	3 Mths